Swarthmore College
Student Handbook
2018 – 2019
Contents

Academic Resources and Support
   Academic Advisers
   Academic Support
   Swarthmore Campus and Community Store
   Information Technology Services (ITS)
   Libraries
   Off-Campus Study Office
   Registrar’s Office
   Student Disability Services

Academic Policies
   Academic Freedom and Responsibility
   Academic Misconduct
   Committee on Academic Requirements
   Computer Systems and Networks Acceptable Use Policy
   Leaves from the College
   Libraries
   Notice of Non-Discrimination and Equal Opportunity

Social and Residential Resources and Support
   Career Services
   Counseling & Psychological Services (CAPS)
   Dean of Student’s Office (Dean’s Office)
   Identification (ID) cards
   Parking on campus
   Public Safety
   Office of Student Engagement (OSE)
   Student Health & Wellness Services

Student Code of Conduct: Rules and Regulations
   Academic Misconduct
   Alcohol and Other Drugs
   Assault, Endangerment, or Infliction of Physical Harm
   Banners, Chalkings, and Posters
   Bullying and Intimidation
   Disorderly Conduct
Events and Parties
Failure to Comply
False Representation
Fire Safety
Discrimination, including harassment based on protected class
Hazing
Housing Violations
Retaliation
Sexual Misconduct, including Sexual Assault, Sexual and Gender-Based Harassment, Stalking, and Intimate-Partner Violence
Smoking
Theft, Vandalism, or Property Damage
Unauthorized Entry or Access
Unauthorized Use of College Facilities and Services
Violation of Local, State, or Federal Law
Weapons and Fireworks

Student Conduct Policies and Procedures
Jurisdiction
Reporting a Student Code of Conduct Allegation
Retention and Reporting
Contact Restrictions
Student Conduct Sanctions
Interim Temporary Suspension
Student Conduct Procedures
  • Minor Misconduct
  • Major Misconduct
College Judiciary Committee (CJC)
College Judiciary Committee Adjudication Determination Procedures
College Judiciary Committee Adjudication Meeting Procedures
Appeals
Records

Sexual Assault and Harassment Policy
Family Educational Rights and Privacy Act (FERPA)
Parental Notification Policy
Academic Resources & Support

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

An adviser is assigned to First-Year students by the associate dean for academic affairs based on academic preferences and personal interests that students have shared on the advising forms. Typically, students stay with their initial adviser until they are accepted into a major during the spring of their sophomore year, when they are then advised within their major department(s).

Changes in advisers during the first three semesters will be freely granted, subject to availability and load. Reassignments may also be made based upon faculty leaves or shifts in duties.

An advisee must meet with their academic adviser during advising period, prior to pre-registration. Advisees must also consult with advisers for all add/drop decisions and for withdrawals from courses after the add/drop period.

In addition, an advisee can expect their adviser to:

1. Meet at least once per semester.
2. Provide guidance in course selection; meeting requirements, majors and minors, add/drop decisions, etc.
3. Discuss academic-related questions, including academic support and other College resources.
4. Engage in initial conversations about applying for Honors study, Off Campus Study, fellowships & prizes, and other academic matters.

Many academic advisers may also provide guidance beyond academics. Students seeking further guidance are welcome to begin with their class dean.

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

All disability-related accommodations must be arranged through Student Disability Services. Workshops about learning and studying at Swarthmore are available throughout the year and particularly suited to First Year students in the fall semester. Support in the form of department clinics and peer supports, the Writing-Associates Program, and Student Academic Mentors (SAMs) are also available. Peer tutors are provided free of charge, within reasonable use and when the tutor resource is available. Deans, professors, and other professional staff can help students access these resources.

❖ Swarthmore Campus and Community Store  
http://store.swarthmore.edu/home

The Swarthmore Campus and Community Store is owned and operated by Swarthmore College for the benefit of the College and the surrounding community.
The Swarthmore Store sells course materials in a variety of prices and formats, including new, used, rental, and digital textbooks. Swarthmore students have access to a personalized list of course materials, based on the courses in which they have enrolled. To insure Swarthmore students are getting the best prices possible, the Store’s website Store.Swarthmore.edu includes a service comparing the Store’s prices for course materials to prices at other online sites. Course materials can be ordered online for in-store pick-up.

The Swarthmore Store also carries school supplies, general interest reading material, technology peripherals, Swarthmore College imprinted clothing and gifts, greeting cards, snack foods and cold beverages, residence hall room accessories, health and beauty aids, laundry and cleaning supplies, and a wide selection of gifts. All products in the Store are sold at or below manufacturers’ suggested list prices.

The Swarthmore Campus and Community Store is located at 4 South Chester Road, in the same building as the Swarthmore Inn, next to the Swarthmore 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

There are three libraries on campus: McCabe Library for Humanities and Social Sciences, Cornell Science Library and Underhill Performing Arts Library. The McCabe Research & Information Desk is staffed with subject specialist librarians and peer research and information associates (RIAs), who are available for consultation on everything from your daily coursework to your most complex research projects.

Drop by, or email us at librarian@swarthmore.edu, chat with us at http://www.swarthmore.edu/libraries/ask-a-librarian or text us at 484.577.2ASK.
In addition to an impressive breadth of books, journals, and databases, we also collect films, CDs, comic books, lend laptops and provide printing and scanning. And we partner with Bryn Mawr and Haverford College Libraries to enrich the resources available to students. At the libraries, we foster scholarly engagement; encourage critical inquiry; and celebrate a diversity of experiences, interests and thought.

❖ 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 pre-approved through the Off-Campus Study Office’s procedures.

Generally, it is expected that students will be in good standing concerning both their academic program and student conduct in order to participate in the Swarthmore College Semester/Year Aboard program. 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, monitoring students’ graduation requirements, and issuing 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. The Registrar also serves as the FERPA officer for the College.

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 Director of Student Disability Services advises students about the College’s policies, procedures and resources, reviews students’ clinical and educational documentation, and collaborates with students, faculty and staff to arrange reasonable accommodations that support students’ individual needs. Students are encouraged to connect with the Office as early as possible.

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 misconduct, 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 assignment.

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 and then meet with the student (or students) to discuss the incident in question. At the faculty member’s discretion, the department chair or other department faculty member 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 typically resolve a complaint under the academic misconduct policy, particularly if facts are contested.

However, a respondent student may request resolution through an administrative adjudication to be conducted by the student conduct administrator (typically the Associate Dean of Students). The student conduct administrator will meet with the reporting faculty member and the responding student to determine responsibility and render a decision as to what sanctions, if applicable, may be implemented. Both parties must agree to resolution by administrative adjudication. The case packet -- consisting of the faculty member’s report, relevant academic materials, and any response to the allegation -- will serve as the primary evidence in making a determination of responsibility. Both parties must receive notice, the opportunity to review the case packet in advance, and the opportunity to present relevant information to the student conduct administrator.
An administrative adjudication is particularly appropriate for a first offense for which the responding student has admitted to the academic misconduct and there is no significant dispute in the relevant facts of the case packet. In deciding whether the academic policy has been violated, the student conduct administrator will reach a determination by a preponderance of the evidence standard— that is, whether the conduct was more likely than not to have occurred as alleged. Even when requested, depending upon the nature or severity of an allegation (entire senior thesis, a significant number of students involved, no prior College precedent, etc.) the student conduct administrator may decline to handle the matter through an administrative adjudication and refer the case to the College Judiciary Committee at any time.

In cases where a student has a pre-existing offense or in cases that do not have any existing precedent the case will be automatically referred to the College Judiciary Committee for adjudication.

❖ 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 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.

Co-chaired by the dean of students and the associate dean for academic affairs, 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 academic 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 or guardians are informed, and the student meets regularly with a dean’s staff member.

3) Required to withdraw: The student must take a leave of absence 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 or guardians are notified, because 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.

❖ Computer Systems and Networks Acceptable Use Policy

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 (https://www.swarthmore.edu/its/electronic-privacy); 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 also include termination of all OSP services to the individual(s).

❖ Leaves from the College

https://www.swarthmore.edu/academic-advising-support/taking-time

Voluntary leaves of absence. Student leaves of absence for the duration of a semester 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 secure return approval 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. 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 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 meeting with the student.

The decision to require withdrawal for health-related reasons will 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 meeting and inform the student of the time, date, and location of the meeting. 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 meeting 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 meeting with the student in order to determine an appropriate course of action under this policy. The following guidelines will govern the meeting:

1. The student will have the right to be present throughout the entire meeting.
2. The meeting will be conducted even if the student fails to attend.
3. A family member and/or a qualified mental health professional may accompany the student to the meeting. Legal counsel will not be permitted at this meeting. 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 meeting 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 meeting.
5. The meeting will 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 present information at the meeting and comment on all documents presented.
7. The meeting will be closed to the public, and all statements and evidence will be maintained in accordance with the College’s obligations under the Family Educational Rights and Privacy Act (FERPA) https://www.swarthmore.edu/student-handbook/family-educational-rights-and-privacy-act-ferpa.
8. The student has the right to submit their own medical report or statements.
9. Any party who becomes disruptive to the meeting process may be asked to leave.

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 meeting, 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 re-enrollment, 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 do 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 rules and regulations.

**Return after leave of absences or hospitalization.** Students who go on a leave of
absence or who 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. A student returning to campus from the hospital must communicate with the Student Health and Wellness 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. A student returning from an inpatient mental health facility or hospital must communicate with the director of Counseling & Psychological Services (CAPS), or designee, prior to returning to on-campus housing, attending classes, or other College sponsored events.

**Readmission following withdrawal.** A student who has taken a leave of absence or 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 — [www.swarthmore.edu/college-catalog/faculty-regulations/](http://www.swarthmore.edu/college-catalog/faculty-regulations/) at section 8.5.3).

❖ **Libraries**
[https://www.swarthmore.edu/libraries/borrowing-policies-students](https://www.swarthmore.edu/libraries/borrowing-policies-students)

The Swarthmore College Libraries are committed to providing a safe, pleasant and productive environment for study and research. The Libraries would like to make students aware that policies regarding use of the library buildings and their contents may be found at: [https://www.swarthmore.edu/libraries/borrowing](https://www.swarthmore.edu/libraries/borrowing).

❖ **Non-Discrimination and Equal Opportunity**
[http://www.swarthmore.edu/equal-opportunity-office](http://www.swarthmore.edu/equal-opportunity-office)

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

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<th>On Campus:</th>
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| Zenobia Hargust  
Director, Equal Opportunity and Engagement  
101 S. Chester Road, Room 115  
500 College Avenue  
Swarthmore, PA 19081  
610-328-8398  
zhargus1@swarthmore.edu |
| Bindu K. Jayne Title IX Coordinator  
504 Fieldhouse Lane  
500 College Avenue  
Swarthmore, PA 19081  
610-690-3720  
bjayne1@swarthmore.edu |

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<th>Off Campus:</th>
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| US Dept. of Education, Office for Civil Rights  
215-656-8541  
OCR.Philadelphia@ed.gov |
| Equal Employment Opportunity Commission:  
1-800-669-4000 |
| PA Human Relations Commission:  
(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, intimate-partner violence and other sex and gender based complaints** can be found in the Sexual Assault and Harassment Policy (http://www.swarthmore.edu/share)

**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, no-fee individual and group psychological counseling and psychotherapy to students, as well as informational consultation to parents, faculty, and staff when classes are in session. Appointments can be made by visiting the CAPS website: [https://www.swarthmore.edu/counseling-and-psychological-services/caps-request-to-schedule-appointment](https://www.swarthmore.edu/counseling-and-psychological-services/caps-request-to-schedule-appointment). 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 by utilizing the CAPS On-Call telephone consultation service, 610-328-7768, which is accessible 24/7 throughout the calendar year, or on a walk-in basis at the CAPS Office Monday through Friday during regular open hours (M-F 8:30AM to 4:30PM).

**Dean of Student’s Office** (Dean’s Office)  
[http://www.swarthmore.edu/deans-office](http://www.swarthmore.edu/deans-office)

The Swarthmore College Dean of Student’s 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
Office of Student Engagement, the Black Cultural Center, and the Intercultural Center.
The Dean’s Office attends to the health and well-being of students through the Student
Health and Wellness 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 Cards (OneCard)
https://www.swarthmore.edu/onecard

Student identification cards (OneCard) are issued by the OneCard Office. Lost OneCard
can be replaced for $10 fee at the OneCard Office. After-hours assistance related to a lost
or stolen OneCard can be obtained 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 OneCard. OneCards 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 driver’s license or ID.

Swarthmore OneCards are not transferable. Loaning your OneCard 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
OneCards 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 and must present their OneCard when requested. A student may not
knowingly provide false information or make misrepresentations to any College office.
Swarthmore Police Department will accept a Swarthmore College OneCard as proof of
identification, expect when a driver’s is required for operating a motor vehicle.

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 policies. 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 160 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 policies may 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, at owner/operator’s expense. Public Safety will not wait for multiple tickets to accrue.

**Fines:**
- $20 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 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 typically based on the accumulation of three violations that have been un-appealed or unsuccessfully appealed. All decisions are final.

**Public Safety**

[http://www.swarthmore.edu/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 LiveSafe ([https://www.livesafemobile.com/solutions/mobile-app/](https://www.livesafemobile.com/solutions/mobile-app/)) which, when activated, sends audio, video, and a GPS location to the Department’s Communication Center and the Garnet Shuttle app ([http://translocrider.com/](http://translocrider.com/)), 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)
https://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 conduct in the residence halls. Acceptance of space in College housing constitutes 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 typically 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 student conduct 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 study aboard. Students may request housing after their eighth (8th) semester but 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 may be referred to the 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 may be referred to the Office of Student Conduct.

❖ Room Assignments
Most students live in college residence halls all eight (8) semesters. New students are required to live in the residence halls during their first two (2) 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-style 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, Office of Student Engagement, 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 staff, members of the Dean’s Office, and/or Public Safety staff, may access student rooms to conduct maintenance and/or health and safety inspections at any point during the term. During College breaks members of the Dean’s Office and Facilities staff will access students’ rooms to conduct safety inspections and will report violations of College policy. Violations may be subject to fines and may be referred to the student conduct process.

❖ 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 may be assessed, per day, for violations of this policy, and the case referred to the student conduct process. Individuals found to be in the residence halls without permission will be required to leave immediately.

❖ Room Changes
Requests for room changes can be requested 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. Student are restricted from occupying, moving into, or using as storage any vacant resident hall room, without express permission from the Office of Student Engagement. Students who switch rooms without the consent of the Office of Student Engagement may 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 may be 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 of 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.

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, professional staff from the Dean’s Office, Office of Student Engagement, 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. All residence hall exterior doors are locked and can be accessed with a student’s OneCard.

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 by email about a lost key. There is a cost to replace 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 involved student(s) 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 wishes 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 charge.

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 expectations or fail to rectify the situation by returning furniture to its rightful place upon request may be referred to the student conduct process. Serious or repeated violations may subject the student to a referral for noncompliance and suspension of their right to reside in College residence halls.

Personal beds—including waterbeds and mattresses—may not be added to the room. 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 may be levied in the event that special cleaning beyond common procedures is required, or for the absence of, or removal of unauthorized College property from the room. Fines may also be levied if the staff must move furniture in or out of the room. Similar charges may 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, other open-flame items, vapes, 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 may be referred to the student conduct process through the Office of Student Engagement.

The cooking facilities in residence halls (excluding New PPR Apartments) are designed only for occasional snack use and not for regular meal preparation. Students are not permitted to cook in traditional residence hall 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”). 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.

With the exception of approved service and support animals, pets are not allowed in residence halls. 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 and support animals are invited to 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). Should students experience any conflicts between roommates about sleeping, socializing, and studying schedules, they are encouraged to utilize their resident assistant (RA) or residential communities coordinator (RCC) for assistance.

During reading days and exams, added quiet hours may be established in residence halls in order to allow students to have greater ability to study and sleep.

❖ **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 college-aged 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, and they must be accompanied by their host at all times while in the residence halls. 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 (with the exception of winter break). Please contact the Office of Student Engagement for a list of suggested storage vendors. 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.

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 option.

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 plan 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 (Meal) Requirement
All students living in campus housing must participate in one of the College’s meal plans. The selection of a meal plan option is done through Dining Services (Sharples Dining Hall). More information can be found at Dining Services: http://www.swarthmore.edu/dining-services/meal-plans.

❖ Cable and Internet
Cable access is provided to one TV per residential community 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 (e.g. students who wish to work on-campus during the summer or hold a local internship). 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 academic year, and provide a local address and cell phone number.

Off-campus students may decline the meal plan, select a partial meal plan, or subscribe to
the full meal plan. The Swarthmore Onecard, Credit, and Debit cards can be used at the Dining Hall, Kohlberg coffee bar, Science Center coffee bar, and the “Essie Mae’s” snack bar in Tarble. Contact Dining Services and/or the OneCard office for additional information.

**Student Health & Wellness Services**

[http://www.swarthmore.edu/student-health](http://www.swarthmore.edu/student-health)

Phone 610-328-8058  Fax 610-690-5724

After-hours on call 610-328-8548  Email health@swarthmore.edu

Student Health & Wellness Services is located in the Worth Health Center. Hours are Monday, Tuesday, Thursday and Friday 9:00AM – 5:00PM 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, nutritionist/dietitian, violence prevention advocate, and alcohol and other drug counselor. Student Health and Wellness supports the needs of our diverse student body by providing individualized holistic care and campus-wide education, 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 consultations, 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 student health insurance plan generally covers 90% 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.

The Swarthmore College Student Health Portal is available to manage needs and forms. The Student Health Portal is accessed through your MySwarthmore account. Click on Worth Health Center, click on Student Health Portal and scroll to click on Swarthmore College, log on using your Swarthmore user ID and
password. 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. Students are responsible for completing their health certificate prior to campus arrival.

Health Center 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 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 they are 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 a school health insurance plan for purchase by students who have no other health insurance coverage.

**Student Code of Conduct: Expectations** The following is a summary and explanation of the rights, responsibilities, and shared expectations for student conduct at Swarthmore College. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible community infractions. Students violating community standards may be held accountable through the student conduct process. For a complete description of the College’s student conduct process, please see the section on Student Conduct Policies and Procedures.

Conduct expectations are outlined under the following policies:

- Academic Misconduct
- Alcohol and Other Drugs
- Assault, Endangerment, or Infliction of Physical Harm
- Banners, Chalkings, and Posters
- Bullying and Intimidation
- Discrimination, including Harassment Based on Protected Class
- Disorderly Conduct
- Events and Parties
- Failure to Comply
- False Representation
- Fire Safety
- Hazing
- Housing Violations
- Retaliation
- Sexual Misconduct
- Smoking
- Theft, Vandalism, or Property Damage
Unauthorized Entry or Access
Unauthorized Use of College Facilities or Services
Violation of Local, State or Federal Laws
Weapons and Fireworks

❖ 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 misuse and that those individuals who develop problematic levels of using may be 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.

ALCOHOL AND OTHER-DRUG AMNESTY (AOD AMNESTY)

Swarthmore 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 for the consumption of alcohol and/or use of
controlled substances.

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

Additionally, the 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, complainant, third party, and/or
witness who reports sexual misconduct limited immunity from being charged for
violations related to the College’s alcohol or other drugs policy, 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 recommend educational or therapeutic remedies in
certain situations.

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 meet with the College’s Alcohol and Other Drugs Counselor
and Educator and adhere to the agreed upon recommendations. Information discussed in
any session with the Alcohol and Other Drugs Counselor and Educator is considered
confidential. Failure to meet with the College’s Alcohol and Other Drugs Counselor and
Educator and to adhere to the agreed upon recommendations may 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 be subject to
disciplinary action from the College for the referred incident, that AOD Amnesty referral
could be taken into consideration in determining sanctions, should they be found
responsible for any student conduct incident(s) in the future.

The AOD Amnesty policy only applies to violations of the College’s Alcohol and/or
Other 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 assistance 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.

AVAILABLE ASSISTANCE

The College’s Alcohol and Other Drug Counselor and Educator 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 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, arrests, and jail.

Students needing help responding to alcohol or drug problems are encouraged to speak with Josh Ellow, Alcohol and Other Drugs Counselor and Educator and/or other Student Health and Wellness Center personnel, Counseling & Psychological Services (CAPS) counselors, deans, Office of Student Engagement (OSE) staff, 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.

Drug and alcohol problems are treatable. Most often, an individual responds to tailored treatments that assist in cessation and relapse prevention. Treatments should acknowledge the medical, psychological, social, and societal aspects of an individual and their families. Accordingly, evidenced-based treatments have been established since the 1970's and have been infused into the following treatment settings:

- **Outpatient Counseling**: Typically offer 1-2 hours of support per week through a licensed mental health clinician;
- **Intensive Outpatient Counseling**: Typically requires 9 hours of support per week over 3 or more days;
- **Inpatient Care**: Typically, residential treatment offering biomedical, psychiatric, and clinical care along with psycho-educational components;
- **Detox Services**: Provide medication-based support for physiological dependence (i.e., Benzodiazepines and alcohol withdrawal) and typically require inpatient admission for 4 days;
- **Medication Assisted Treatment**: May require daily program attendance for medication, or may allow for 1 medication check-up per month. Typically used for detox or maintenance for physiological dependence (e.g. Opioid dependence, Alcohol dependence); and/or
- **Peer Support**: Typically offer recommendations through group meetings and may provide daily or weekly offerings based on location (e.g. 12-step meetings, SMART recovery, etc.).

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 one’s judgment and coordination, including the ability to drive a car safely and increases the likelihood that a driver may be involved in an accident. Low to moderate doses reduce physical coordination and mental alertness, while increasing the incidence of aggressive or unpredictable 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 (e.g., two central nervous systems depressants, alcohol and benzodiazepines, alcohol and opioids, etc.).
<table>
<thead>
<tr>
<th>Substance, Category and Name</th>
<th>Examples of Commercial and Street Names</th>
<th>DEA Schedule/Year from Administered**</th>
<th>Acute Effects/Health Risks</th>
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<tbody>
<tr>
<td><strong>Tobacco</strong></td>
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<td><strong>Alcohol</strong></td>
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<td><strong>Cannabis</strong></td>
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<td><strong>Amphetamines</strong></td>
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<td><strong>Benzodiazepines</strong></td>
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<td><strong>Hallucinogens</strong></td>
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<tr>
<td><strong>Other Compounds</strong></td>
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</table>
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. See Events and Parties (https://www.swarthmore.edu/student-handbook/events-and-parties-policies).

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 the age of 21 on property owned, leased, or controlled by Swarthmore College;
- the furnishing of alcoholic beverages to individuals under the age of 21 and/or who are visibly intoxicated;
- the consumption, possession, or furnishing of hard alcohol at registered campus events or those events that should have been registered;
- the use of common sources of alcohol, especially punches, party bowls, and sangria (excluding officially registered kegs*);
- 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 and/or illegal distribution of prescription medication prescribed to you;
- misuse, possession, and/or illegal distribution of prescription medication prescribed to others;
- 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 use of alcohol at College events.
beer is never permitted to be served from a keg in residence hall rooms, suites, and any other non-approved campus space

Note: Sanctions may be assessed against individuals and/or organizations, including event host(s).

Violations of the Alcohol and Other Drugs Policy regarding both individual behavior and party guidelines may be referred to the student conduct process for review, adjudication, and referral when appropriate. If a student presents at Student Health and Wellness at the Worth Health Center due to intoxication or drug use, typically they will be referred to the alcohol and other drugs counselor under the College’s AOD Amnesty policy. Organizations may also be found to be in violation of these policies.

When addressing violations of the College’s Alcohol and Other Drugs policy, the health and safety of the College community is a central consideration of this process. The student conduct response to a violation of this policy considers many factors including: the nature of the violation, an individual or organization’s conduct history and/or time between previous AOD violation(s), and/or aggravating or mitigating factors (e.g., other misconduct, deception, completion of AOD treatment program, etc.). Typically, a first violation of the College’s alcohol and other drug policy related to an incident with alcohol or marijuana will result in a warning and referral to the alcohol and other drugs counselor and educator (minimum penalty). A second violation typically results in an increased sanction and/or a requirement to attend an alcohol education program. Subsequent and/or severe violations will typically result in suspension or expulsion.

Student organizations may also be subject to a restriction from hosting social events/parties for a period of time, restriction from recruitment of new members, restriction to College funds and/or use of facilities, suspension, and/or derecognition by the College.

In all situations, a student or organization may also be subject to penalties and/or fines imposed by outside authorities. College fines may be imposed for any violation to cover expenses related to repair or replacement of damage or for cleanup. Sanctions increase in severity with repeated offenses and/or major misconduct (e.g., production and/or distribution of a controlled substance, driving under the influence of alcohol or drugs, etc.).

**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. Anyone 21 years old and older may not purchase or provide alcohol to anyone under the age of 21. Any person convicted of violating this law will have their 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 considers a driver, 21 years of age or older, to be intoxicated and can be charged with driving under the influence (DUI) if the driver 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 of legal drinking age will be charged with a DUI if the driver’s BAC exceeds 0.08 percent.

Under Pennsylvania state law, if the driver in under 21 years of age, in addition to charges for underage drinking, the driver will be charged with a DUI if the driver’s BAC exceeds 0.02 percent within two hours after the minor has driven, operated or been in actual physical control of the movement of the vehicle.

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.

**International students.** Additional penalties and sanctions may apply for international students who are in the US on a visa. Pursuant to the Foreign Affairs Manual of the US Department of State (9 FAM 403.11-3(A)), a visa can be revoked when the international student “…is subject to a Watchlist Promote Hit for an arrest or conviction of driving under the influence, driving while intoxicated, or similar arrests/convictions (DUI) that occurred within the previous five years, pursuant to 9 FAM 403.11-5(B)(c).” DACA and undocumented students may experience dire consequences, such as revocation of DACA status or removal, for a violation of the law.

**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.

### FEDERAL TRAFFICKING PENALTIES

<table>
<thead>
<tr>
<th>DRUG/SCHEDULE</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
<th>QUANTITY</th>
<th>PENALTIES</th>
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<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500–4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
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<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28–279 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
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<tr>
<td>Fentanyl (Schedule II)</td>
<td>40–399 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
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<tr>
<td>Fentanyl Ana. Ings (Schedule II)</td>
<td>10–99 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
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<tr>
<td>Heroin (Schedule II)</td>
<td>100–999 grams mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
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<tr>
<td>LSD (Schedule I)</td>
<td>1–9 grams mixture</td>
<td>Second Offense: Not less than 10 yrs, and not more than 45 yrs. If death or serious injury, life imprisonment. Fine of not more than $1 million if an individual, $5 million if not an individual.</td>
<td>First Offense: Not less than 5 yrs, and not more than 45 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
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<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5–49 grams pure or 50–999 grams mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than 45 yrs. If death or serious injury, life imprisonment. Fine of not more than $1 million if an individual, $5 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs, and not more than 45 yrs. If death or serious injury, life imprisonment. Fine of not more than $2 million if an individual, $10 million if not an individual.</td>
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<tr>
<td>PCP (Schedule II)</td>
<td>10–99 grams pure or 100–999 grams mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than 45 yrs. If death or serious injury, life imprisonment. Fine of not more than $1 million if an individual, $5 million if not an individual.</td>
<td>Second Offense: Not less than 20 yrs, and not more than 45 yrs. If death or serious injury, life imprisonment. Fine of not more than $2 million if an individual, $10 million if not an individual.</td>
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**PENALTIES**

| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) Flunitrazepam (Schedule IV) | Any amount | First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine of not more than $1 million if an individual, $5 million if not an individual. | Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $2 million if an individual, $10 million if not an individual. |
| Other Schedule III drugs                | Any amount | First Offense: Not more than 10 yrs. If death or serious injury, not more than 20 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $1 million if an individual, $5 million if not an individual. | Second Offense: Not more than 30 yrs. If death or serious injury, not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $1 million if an individual, $5 million if not an individual. |
| All other Schedule IV drugs             | Any amount | First Offense: Not more than 5 yrs. If death or serious injury, not more than 20 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $1 million if an individual, $5 million if not an individual. | Second Offense: Not more than 10 yrs. If death or serious injury, not more than 20 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $2 million if an individual, $5 million if not an individual. |
| Flunitrazepam (Schedule IV)            | Other than 1 gram or more       | First Offense: Not more than 5 yrs. If death or serious injury, not more than 20 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $1 million if an individual, $5 million if not an individual. | Second Offense: Not more than 10 yrs. If death or serious injury, not more than 20 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $2 million if an individual, $5 million if not an individual. |
| All Schedule V drugs                    | Any amount                      | First Offense: Not more than 1 yr. Fine of not more than $100,000 if an individual, $500,000 if not an individual. | Second Offense: Not more than 4 yrs. If death or serious injury, not more than 20 yrs. If death or serious bodily injury, life imprisonment. Fine of not more than $200,000 if an individual, $1 million if not an individual.|
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., and the crime of public drunkenness and similar misconduct, 18 Pa. C.S. § 5505) provides as follows:

a. It is a summary offense for a person under the age of 21 to attempt to purchase, consume, 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 one (1) year. 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, Chalkings, and Posters
As stated in the Academic Freedom and Responsibility Policy, 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, inquiry and instruction, and free expression on and off campus. These freedoms of expression extend so far as the expression does not impinge on the rights of other members of the community or the orderly and essential operations of the College. These are fundamental norms and expectations of expression for Swarthmore College. Banners, chalkings, and posters are subject to reasonable requirements on their display and may be removed when a violation of College policy or the requirements described below occur. Some examples of behaviors that are inconsistent with our norms and expectations include actionable harassment or bullying; threats, intimidation, or incitement of violence; and defamation or other unlawful invasion
into the privacy of others. All are encouraged to engage in the civil exchange of viewpoints, with the understanding that even where we disagree, we can still recognize that we are all valued members of the Swarthmore College community.

Students are also encouraged to read the Disorderly Conduct policy within the Student Code of Conduct.

**Banners.** Banners may only be hung on Clothier Hall's façade facing Parrish Beach, in Cosby Courtyard, or in Sharples Dining Hall. Banners hung elsewhere, including on or in Parrish Hall, will be removed. The standard maximum duration for banner display is one (1) week; groups and student organizations 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, etc.).

Requests for banner space must be made to the Office of Student Engagement five (5) business days in advance of the requested starting display date. All banners must be reviewed by the Office of Student Engagement prior to installation. Students acknowledge that a banner is at risk of being stolen, and the College is not responsible for such loss or damage. External advertisements and solicitations of a commercial nature are prohibited.

For banners in Sharples, once approved, students may hang their banner using tape or string. Students are responsible for removing their banner after the five-day display period.

For banners hung on Clothier or in Cosby Courtyard, once approved, students must deliver their banner to the Facilities Service Building by 2 p.m. 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 and are subject to the availability of staff. During the first weeks of the semester and the move-out period, staff are not available to hang student banners. 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 removed 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.

**Chalkings.** 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 while members of the community are present. Questions about particular chalkings or postings should be directed to the Office of Student Engagement.
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, 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, handrails, 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.

❖ **Bullying and Intimidation**

**Bullying.** Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial 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 their physical well-being. 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 student conduct process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action.

When acts of bullying and 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.

complaints under the Sexual Assault and Harassment Policy.

❖ **Discrimination, including Harassment, Based on a Protected Class**

Discrimination, including harassment, based on a protected class is defined as unreasonable, unwelcome conduct, 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 legally protected classification, that objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person’s educational opportunities, full enjoyment of residence and community, or terms of employment. This type of discrimination can occur in any form and can be directed at individuals or groups. Depending on the severity of the circumstances, infractions may be resolved through a variety of appropriate methods, ranging from informal, remedial steps, including training, counseling, or mediation to disciplinary action, up to and including suspension or expulsion. In all cases, the College encourages individuals to seek support and assistance as soon as possible. Before any behavior 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 discrimination. If a person has been subject to discrimination including harassment on the basis of a 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 prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence, and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, stalking, physical assault, and discrimination. The full policy can be found at http://www.swarthmore.edu/share/sexual-assault-harassment-policy.

If a person has been subject to sexual misconduct in any form, the person should consult with the Title IX coordinator for guidance and resolution of sex or gender based complaints 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/or 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, passageway, and/or work space;
5. Failure to disperse when a building, office, or campus space is closed; and/or
6. Other conduct that disrupts the normal operations of the College.

❖ Events and Parties
The College defines an event as an academic, intellectual, cultural, and/or social gathering, held by students or a student organization, in campus space. Events can be open to the entire campus community, open to all enrolled students, or closed events held for a smaller group of students and/or members of an organization. Typically, guest(s) of enrolled students are permitted at campus events; please see the guest policy for additional information on the College’s guest policy. Usually, events are not open to the general public without written permission from the Office of Student Engagement. Both open and closed events follow the same expectations and process for registration. The College further differentiates between alcohol registered events (A.R.E.s) and dry events (events where alcohol is not present). A.R.E.s are registered events where alcohol will be present, either provided by the host or brought by attendees, and/or alcohol will be served. All A.R.E.s. require advance registration and approval of a College Alcohol Permit.

Unless specifically authorized in writing by the Associate Dean of Students or designee, no College funding may be used to purchase alcoholic beverages (written authorization may be given for senior only events, associated with senior week/senior class only events at off-campus locations where all participants are over the 21 years old).

A College event may be held on- or off- campus and may only be sponsored by Swarthmore students. All events held on-campus are automatically subject to this policy. An individual and/or organization holding an event off-campus may be subject to the student code of conduct and/or Pennsylvania state law.

- **Open events** are defined as an event where all students are permitted to attend, without an entry fee. Open events may or may not be open to the larger campus community.
- **Closed events** may be held for a smaller group of students and/or members of an organization. A guest list may be required depending on the size and scale of the event.
If a student is unsure about whether their event is ‘open’ or ‘closed’, they make seek advisement from the Office of Student Engagement.

Any violations of these responsibilities will be referred to the Director of Student Conduct and/or Office of Student Engagement for appropriate follow-up and possible adjudication through the College’s Student Conduct process.

In the event that event/party protocol is not being followed and/or an emergency arises at any event, SwatTeam members will be in contact with Public Safety to address the safety issues/concerns.

**General Host Responsibilities for Student Events and Parties on Campus** –
Only students who are actively enrolled at the institution may host an event on campus.

- Hosts and/or hosting organizations (hosts) are responsible for reading all of the event and party policies outlined in the Student Handbook.
- Hosts are responsible for reserving the event space and requesting an alcohol permit when alcohol will be present at the event.
- Hosts are responsible for any damage to campus space or property that occurs during or as a result of their event.
- Hosts are responsible for the safety of the event attendees.
- Hosts are responsible for determining if guests of enrolled students will be allowed at their event.
- Hosts are responsible for restricting and/or removing alcohol from any dry event.
- Hosts are to ensure there is no smoking or vaping at any student event on campus.
- Hosts are required to clean the event spaces immediately after the event. This includes removing all trash and returning the space to its original condition. If deep cleaning of the event space is required and/or additional cleaning supplies are needed, it is the responsibility of the host to make appropriate arrangements to acquire these items. Cleaning supplies (includes mops, vacuums, and spray cleaning bottles) supplies can be acquired in the Office of Student Engagement during regular business hours and on the weekends between after 12:00 PM - 2:00 PM.

If, during an event, the hosts are unable to uphold these guidelines or meet host responsibilities, or there is an emergency, they should contact Public Safety at 610-328-8333 or ext. 8333 for assistance.

There are several additional expectations for hosts of Alcohol Registered Events outlined in the “**A.R.E. Events - Host Responsibilities**” section below.
Event Funding –
Chartered organizations should use their Student Budget Committee (SBC) allocated budget for event funding. Students and student organizations may also request supplemental funding through the weekly SBC application process. Individual students and non-chartered organizations may request limited funds through the OSE for events. All OSE funded events are required to be open to all students. **No College funding, including SBC funds, may be used toward the purchase of alcohol for student events.**

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 alcohol.**

Publicizing Events –
All OSE sponsored/funded events must be publicized on campus and open to all students. Generally, advertising is permitted for any event that is open to all students and is free of charge. Conversely, closed events are not permitted to be advertised on campus and are generally by invitation only. Advertising (posters, flyers, chalkings, table tents, email, written, and verbal invitations) for all College events must **NOT** refer to availability of alcoholic beverages, either in writing or in graphics/gifs. If there is any question as to whether or not some form of advertising meets this criterion, it should be cleared in advance with the OSE. Inappropriate advertising will be removed and the individual and/or organization and may be restricted from hosting the event/party. For additional information, see the **Banners, Chalkings, and Poster policy** (https://www.swarthmore.edu/student-handbook/student-code-conduct-rules-and-regulations#banners_chalkings_posters). The standard method for advertising open student events is through the reserved student digest.

Authorized Campus Locations and Times
Designated campus spaces for student events can be found on SwatCentral and may periodically change; an updated list of available student spaces can be found in the Office of Student Engagement.

**Event Reservations:** Students or student organizations are required to register their event, in the form of a space reservation, if the event is held in a designated campus space with more than ten (10) attendees. A student may reserve a space for dry events through
“SwatCentral”, the campus event management system. Dry event reservations must be made at least 48 hours before the event. For A.R.E., students must also complete an Alcohol Permit Request form, by 5:00PM on the Wednesday prior to an event occurring that week. The Alcohol Permit Request form can be found on the Office of Student Engagement (OSE) website.

**Duration:** All events are expected to begin and end at a reasonable, specified time. A.R.E functions may not exceed four (4) hours in duration and should end no later than midnight Sunday through Wednesday and by 2:00 AM for Thursday through Saturday night events. Thursday events lasting beyond midnight must be in non-residential spaces. Undue noise or unwanted guests may nullify previous agreements. Students and student organizations are limited to hosting no more than one A.R.E within a 24-hour period. An Alcohol Registered Event may not take place in multiple locations. There must be at least one hour between the end of an A.R.E and the beginning of the next scheduled event (A.R.E or dry event) in the same location.

Alcohol Registered Events (A.R.E.s) may not be registered or held in the following locations:

- Academic Classrooms
- Athletic Facilities
- Black Cultural Center
- Bond Memorial Hall
- College Amphitheater
- Sharples Dining Hall
- Upper Tarble (exemption may be made for All-Campus events, with permission from the Dean’s Office)
- Women’s Resource Center

*Alcoholic beverages are specifically excluded at all athletic contests or related events.*

The Office of Student Engagement generally approves space reservations 1-2 weeks before an event is to be held. Any student may request to use a residential or student social space, and those requests are generally reviewed in the order they come in. When determining if a space reservation is approved for an event, including those with alcohol, the OSE may take the following factors into consideration before confirming a reservation.

- Availability of student/professional staff
- Impact of event on residential community
- Time of the semester
- Duration of event
- Weather
- Accessibility of space
- Location and proximity to public bathrooms
• Size of event
• Frequency of event
• General health and safety concerns

If a requested space is not available and/or the location is not the most appropriate for an event, the Office of Student Engagement may confirm your event for another location. You will receive confirmation of your space request no later than 48 hours before your event, and earlier if possible.

**Alcohol in Residence Halls** – Students and their guests over the age of 21 are permitted to possess and consume alcohol in their own residence hall room without special approval, provided fewer than ten (10) people are present, alcohol is not being provided to any individual under the age of 21, beer is not served from a keg, and there is no disruption to the community. Students are required to comply with the Student Handbook policies and applicable Pennsylvania State laws.

**A.R.E. Events: Alcohol Permits**

All A.R.E.s require an approved alcohol permit. Prior to requesting an A.R.E. permit, students must reserve an appropriate space for their event using Swat Central. After reserving space for a social function, the student must register the function by obtaining and submitting an Alcohol Permit, which collects the information required for hosting an event with alcohol. An A.R.E. Permit is required if: a) ten (10) or more people are present or expected to attend, b) if there is a keg, and/or c) the party will be held on campus.

Students or student organizations hosting an A.R.E., must complete an A.R.E. Permit Request form, by 5:00 PM on the Wednesday prior to an event occurring that week and must also have a confirmed space reservation. The A.R.E. form can be found on the Office of Student Engagement website and will review all event submissions.

For events with an expected or actual attendance of between 10 and 74 people, two responsible hosts must be indicated on the Alcohol Permit application. For events with more than 75 people expected or in attendance, three responsible hosts are required to sign the alcohol permit. The alcohol permit must include the name of the responsible hosts, one of whom must be at least 21 years of age. All hosts must have attended the College’s A.R.E. Host Training during the academic year for which they are hosting the event.

Additionally, all hosts of the registered event/party must meet with the Office of Student Engagement and Public Safety to review and sign the A.R.E. Permit prior to the event/party starting.

**Alcohol Permits will not be approved and alcoholic beverages may not be served at parties or other events that take place during the early return period, New Student Orientation, the first week of the Fall and Spring academic semester, vacation**
periods, reading days, final examination periods, or large-scale Admissions Offices events (e.g. Discover Swarthmore, SWATstuck, and SWATlight).

In the event of a large-scale campus event, including inclement weather or campus emergency, the Office of Student Engagement or the Dean’s Office may identify additional days each semester during which students may not register events with alcohol. When possible, these dates will be announced with as much advance notice as is reasonable but advance notice may not always be given. The OSE also reserves the right to limit the total number of events. On any particular day if staffing or other resources are not available to safely support the event. The first available date to register an event/party with an A.R.E. Permit is the first Saturday after classes begin each semester.

Alcohol that is present at an event the party but and not approved specifically included on the Alcohol Permit will be removed and will result in a referral to the College student conduct process.

A.R.E. “BYO” Policies:

Approved hosts are permitted to hold closed BYO events if approved through the Alcohol Permit process. Attendees over the age of 21 are permitted to bring one (1) six pack of beer or one (1) 750ml bottle of wine. All alcohol must be dropped off with the closed A.R.E. host prior to the start of the event. Hosts are expected to coordinate with attendees to determine the requested amount of alcohol prior to the submission of the A.R.E. Permit. At some campus events students 21 and older may bring beer or wine for personal use which must be checked in at the event in the designated location.

A.R.E. Event: Host Responsibilities

Hosts and/or hosting organizations are responsible for reading all of the event and party policies outlined in the Student Handbook. By signing the A.R.E. Permit, the hosts agree to be responsible for compliance with the College’s Event and Party policy and local, state, and federal law before, during, and following the event.

While the social function is in progress and/or when alcoholic beverages are available (whichever is longer), the event/party hosts and SwatTeam (if applicable) must be in attendance, at all times. It is the responsibility of the hosts to regulate the serving of alcoholic beverages to attendees over the age of 21 Hosting the event/party without the approved or required presence of SwatTeam members for a party will result in the function being shut down.

In addition to the general event and party host responsibilities listed above, the A.R.E. hosts must adhere to the following requirements:

- Read and adhere to all expectations outlined in the “Events and Parties Policy” section above.
- Meet with SwatTeam representatives and Public Safety before the A.R.E. will be permitted to begin.
• The A.R.E. 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.
• A.R.E. Permit and 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.”
• Hosts must assist SwatTeam in being stationed at the doors to regulate entry into the A.R.E. and to ensure that alcoholic beverages are not brought into or carried out of the A.R.E.
• Only guests over the age of 21 will be provided a wristband or marking indicating they are of the legal drinking age. The sharing or reuse of wristbands is strictly prohibited and will result in referral to the student conduct process.
• Hosts or servers must regulate the serving of alcoholic beverages and observe all laws and College guidelines regarding A.R.E.
• All alcoholic beverages may only be dispensed by A.R.E. hosts or a server identified by the host. Servers must be designated by A.R.E. hosts and have been A.R.E. Host Trained.
• **Hosts/servers shall not consume alcohol prior to and for the duration of their hosting/serving responsibilities.**
• Hosts are required to prohibit visibly intoxicated persons from obtaining alcoholic beverages at the A.R.E.
• Hosts will identify and request that problematic attendees leave the A.R.E. In the event that problematic attendees are uncooperative, the host will contact Public Safety for assistance.
• Hosts must assist Public Safety in A.R.E. walkthroughs (pre-event walk-through and mid-event walk-through) and emergency response.
• Alternative non-alcoholic beverages must be served during the entirety of the A.R.E.
• Substantial food, such as fruits, vegetables, and/or pretzels, must also be provided at all A.R.E.
• There is to be no smoking, including cigarettes e-cigarettes, or vapes, at any A.R.E.
• Hosts are required to clean the event spaces immediately after the event. This includes removing all trash and returning the space to its original condition. If deep cleaning of the event space is required, cleaning supplies (includes mops, vacuums, and spray cleaning bottles) supplies can be acquired in the Office of
Student Engagement during regular business hours and on the weekends between after 12:00 PM. -2:00 PM. Deep cleaning must be completed occur by 2:00 PM the following day after the event. Cleanup is the responsibility of the hosts and/or sponsoring organization and must be done immediately following the event. The College may 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.

* If, during an A.R.E., the hosts are unable to uphold the guidelines and keep the A.R.E. under control, they are required to call Public Safety at 610-328-8333 or ext. 8333.

**Guests at A.R.E. Events** - Typically, an enrolled Swarthmore student is permitted to host one (1) non-College guest to an event/party (including Tri-Co students). The guest, accompanied by the student host, must check in at the door. All guests are required to provide either a current Tri-Co or valid Government issued ID with a birth date. If there is a disagreement as to if an ID is considered valid, a host, SwatTeam staff or the guest should seek advisement from Public Safety or the Office of Student Engagement. Usually, events are not open to the general public without written permission from the OSE. Typically, College employees are not permitted to attend student-hosted A.R.E., unless their attendance is directly related to their role and responsibilities as an employee of the College.

❖ **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.

Upon request, students are obligated to provide College personnel with accurate identification and must present their OneCard when requested. A student may not knowingly provide false information or make misrepresentations to any College office. Swarthmore Police Department will accept a Swarthmore College OneCard as proof of identification, expect when a driver’s is required for operating a motor vehicle.

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.
Fire safety

Fire regulations prohibit personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements), space heaters, candles, incense, other open-flame items, vapes, and halogen lamps. Open flames, including the burning of candles, incense or other unauthorized objects, are not permitted in residence halls or any other unauthorized area of campus. It is also a violation to hang items from any part of fire safety equipment including conduits and sprinkler heads. Any student with an open flame (e.g., candle, incense, etc.) may be subject to a $500 fine.

Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment are prohibited and are a violation of state law. Any student who causes an alarm to be set off for improper purposes may be liable for the expenses incurred by the fire department(s) in responding to the alarm, in addition to any fines, charges or sanctions that may be applied for violation(s) of this policy.

If no individual(s) accept responsibility when a violation of this policy occurs in a residence hall, all residents of that residence hall may be 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. Failure to vacate any College building during an active fire alarm, including drills is a violation of College policy, may result in disciplinary action. 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.

Students are financially responsible for damages resulting from reckless conduct or violation of this policy. Any student in violation of the College’s fire safety rules (e.g., unauthorized candle/incense/object burning, tampering with fire safety equipment, etc.) may be subject to restitution and replacement costs, a fine, adjudication through the student conduct process, or other reasonable resolution as deemed by the student conduct administrator.

Any student in possession of prohibited items and/or in violation of the fire safety policy may be referred to the student conduct process.

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 Antihazing law, Act 175 of 1986, as amended by Act 31 of 2016.

This law defines hazing as “any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which 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. 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 any 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 and 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 antiharasing 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 associate dean of students 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 harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence, and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, stalking, physical assault, and discrimination

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 prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence, and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, stalking, physical assault, and discrimination. The full policy can be found at http://www.swarthmore.edu/share/sexual-assault-harassment-policy.

❖ Smoking
Smoking and vaping is prohibited in all indoor spaces throughout the College, including meeting rooms, lounges, offices, and residence halls (including individual’s residential rooms). Violation(s) may result in a referral to student conduct, a fine, and/or other potential penalties, including exclusion from campus housing. Altering smoke detectors creates danger for all building occupants and may be met with disciplinary action.

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

❖ Theft, vandalism, or property damage
Theft, negligent, intentional, or accidental damage to personal or College property is prohibited, as is possession of stolen property. Restitution may be charged to the appropriate individual(s) and may warrant College disciplinary action. In the event that damage occurs in residence-hall common space for which no one assumes responsibility, restitution may be divided equally among all residents of that hall. Administrative fees may be added if students do not comply by the end of the semester.

For damage that occurs during a student event for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization may be held accountable for restitution 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. Climbing on any College building or College-owned structure or being present on building roofs is prohibited without authorization. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys is against College policy. Participation in any of these activities may subject a student to fines and/or further disciplinary action.

❖ 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
Any violation of local, state, federal, or international law may 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 Student Conduct process is an administrative educational process informed by legal and compliance requirements that guide academic institutions together with the holistic mission of the College to help students realize their full potential. Students share responsibility for upholding community standards and are expected to participate in good faith with investigation and adjudication processes meant to resolve a code allegation. Decisions about whether a student or group is responsible for a conduct violation are based on a fair preponderance of the evidence standard meaning, the allegation is supported by evidence that sufficiently demonstrates that it is more likely than not that a violation occurred. Without sufficient evidence, a student or group will be found not responsible and allegation records will be removed. The student conduct process strives to be both thorough and efficient and suggested process timelines 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 expectations 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.

**Reporting a Student Code of Conduct Allegation**

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 or report. Mediation and other informal methods of support and resolution are often available before, during and after a report is made, but is not a required step before proceeding with formal adjudication.

An allegation against a student may be reported to the director of student conduct by any member of the College community including 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 forwarded to the Title IX Coordinator or may be made directly to the Title IX Coordinator will be resolved under the Swarthmore College’s Sexual Assault and Harassment Policy. Other allegations proceed under the College’s student conduct policies.

The director of student conduct will oversee the review of information received to determine further action including:

- a. informal follow up to support a student of concern
- b. formal follow up under the minor misconduct process for allegations that if proven, would likely *not* result in suspension or expulsion from the College.
- c. formal follow up under the major misconduct process for allegations that if proven, could result in sanctions that include suspension or expulsion from the College.

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

**Record Retention and Reporting**

In all cases of adjudication covered by this student conduct policy, the Student Conduct Office will keep records of proven allegations and of the sanction(s), if any, imposed. These records are private and sanctions are not disclosed on transcripts or shared outside the scope of College staff with a demonstrated need to know in order to support, carry out
sanctions or help adjudicate future allegations.

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.

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 College 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.

**Contact Restrictions**

Contact Restrictions are directives to students by the Associate Dean of Students, Dean of Students, Director of Public Safety, or designees that restrict the contact and/or communication between or among designated parties. Contact Restrictions may be the result of a student conduct process, remedies based resolution, or put in place temporarily. For emergency situations involving personal safety, the Director of Public Safety, or their designee, may issue a temporary Contact Restriction which will be confirmed, modified, or rescinded by the Associate Dean of Students or designee typically within 72 hours of its issuance.

The College will consider all facts and circumstances that may be relevant to whether a Contact Restriction should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one student against another;
- When there are allegations, threats, or evidence of harassment, as defined by College Policy, by one student of another;
- When continued contact between students may have a material impact on the student conduct process;
- When requested or agreed to in good faith by both students involved; and
- When there are allegations of serious college policy violations.

Contact Restrictions prohibit all forms of communication between designated parties, direct or indirect, including in person, social media, text messaging, email, mail, and third-party communication. Third party communication includes friends, family, or
acquaintances making requests on another student’s behalf. Contact Restrictions are not legal protective orders, which are issued by a court of law. Depending on the circumstances, Contact Restrictions may or may not be reciprocal.

Contact Restrictions may include additional protective measures or terms specific to the safety, wellbeing, or other needs of either or both designated parties and may restrict a student from parts of the campus when their participation in academic activities is not required. Any additional terms will be expressly stated in a Contact Restriction directive letter.

Students who have interpersonal conflicts that do not raise concerns for safety or potential Policy violations will not be granted Contact Restrictions. These individuals should pursue other forms of conflict resolution and may contact the Dean’s Office for assistance.

Contact Restrictions do not guarantee that designated students will avoid sightings or passing interactions on campus or in the local community, and incidental contact will not be considered a violation of the Contact Restriction. The College expects that all parties will be intentional to avoid contact.

The College reviews Contact Restrictions at the beginning of each academic semester. Contact Restrictions may remain in effect until the graduation or withdrawal of at least one of the designated students, unless the Contact Restriction is modified or rescinded by the College in writing. A student seeking the modification or rescission of a Contact Restriction shall make such a request to the administrator who issued the original Contact Restriction. Students may request that Contact Restrictions be lifted after an appropriate sustained period of compliance. Such decisions will be made in consultation with the administrator who issued the Contact Restriction.

When Contact Restrictions are administered as an interim measure through the College’s Sexual Assault and Harassment Policy, alleged violations will be resolved under that policy. If a party believes that a Contact Restriction has been violated, that party should immediately report the suspected violation to the Associate Dean of Students, Public Safety, or to the Title IX Coordinator.

To request a Contact Restriction, contact the Associate Dean of Students, Dean of Students, Director of Public Safety, Title IX Coordinator or a deputy Title IX Coordinator.

**Student Conduct Sanctions**

In determining appropriate sanctions when violations of the College’s Student Code of Conduct are addressed, the student conduct process attempts to balance student accountability with an educational response. Sanctions are determined that take into the interests of the complainant, respondent, and the overall well-being of the College community into consideration, as well as a respondent’s present and past disciplinary
record if an allegation has been proven. The College will also consider the nature and severity of the offense, injury or harm resulting from the prohibited behavior, and any other relevant factors. 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, events, programs, 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.

**Contact Restrictions**—Contact Restrictions are directives to students by the Associate Dean of Students, Dean of Students, Director of Public Safety, or designees that restrict the contact and/or communication between or among designated parties. Contact Restrictions may be the result of a student conduct process, remedies based resolution, or put in place temporarily. For emergency situations involving personal safety, the Director of Public Safety, or their designee, may issue a temporary Contact Restriction, which will be confirmed, modified, or rescinded by the Associate Dean of Students or designee.
within 72 hours of its issuance.

Contact Restrictions prohibit all forms of communication between designated parties, direct or indirect, including in person, social media, text messaging, email, U.S. mail, and third party communication. Third party communication includes friends, family, or acquaintances making requests on your behalf. Contact Restrictions are not legal protective orders as those are issued by a court of law. Depending on the circumstances, Contact Restrictions may or may not be reciprocal.

**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 adjudication** — A complaint under the major misconduct process will generally involve an adjudication before the College Judiciary Committee (CJC). A complainant or respondent, however, may request resolution through an administrative adjudication, 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 adjudication. 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 adjudication is also applicable for cases involving academic misconduct, but must be requested by both the respondent and reporting faculty members (see the academic misconduct policy).

An administrative adjudication 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 pool 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 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 adjudication.

Each CJC panel to adjudicate 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 be present to facilitate the process. They are not a voting member of the CJC.
The student conduct administrator will be available to meet with all involved parties prior to the adjudication, be present during the adjudication 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 adjudication meeting.

**College Judiciary Committee Adjudication Determination 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 adjudication is reached, the respondent who is alleged to have violated policy will be issued an allegation letter and provided an opportunity to respond in the course of the investigation, the pre-adjudication procedures, and the CJC adjudication.

2. **Case manager**

   In any CJC adjudication 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. 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 present to provide process support directly to the respondent and ask for breaks as needed. They do not actively participate in the process, ask questions or speak for the respondent and may be cautioned or asked to leave if their participation acts to delay, disrupt or otherwise interfere with the integrity of the meeting or adjudication. 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 adjudication 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-adjudication 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-adjudication 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 adjudication

Once a respondent has met with the student conduct administrator, a notice of the CJC adjudication is sent to the respondent. The notice of adjudication 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 adjudication administrator), the date, time, and place of the CJC adjudication, as well as the names of the administrative adjudication administrator/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 adjudication will be scheduled approximately fifteen (15) business days after the notice of adjudication 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 adjudication or are deemed waived. Failure to object prior to the adjudication 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 adjudication, unless the student has requested an expedited adjudication, 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 same rights. All information and/or materials the parties wish to include in the investigative report or have considered at the adjudication must be provided to the student conduct administrator prior to the adjudication.

8. Witnesses

Witnesses will only be called to participate in the adjudication 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 adjudication no later than five (5) business days before the adjudication. 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 adjudication

A complainant or respondent can request to have an adjudication rescheduled. Absent extenuating circumstances, requests to reschedule must be submitted to the student conduct administrator at least three (3) business days prior to the adjudication. A request to reschedule an adjudication must be supported by a compelling reason for the delay. The student conduct administrator may also reschedule the adjudication, 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 adjudication.

11. Consolidation of adjudications

The student conduct administrator has the discretion to consolidate multiple reports against a respondent in one adjudication 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 subgroups. All decisions of the student conduct administrator regarding consolidation shall be final.

College Judiciary Committee (CJC) Adjudication Meeting Procedures

1. Attendance at adjudication

If a party misses an adjudication for any non-emergency or non-compelling reason, the adjudication 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 an adjudication 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 insure that it is consistent with the goals of a fair and equitable process.

2. Participants in College Judiciary Committee (CJC) procedures

The adjudication 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 adjudication 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 adjudication. All documentation provided during the adjudication must be returned to the College at the conclusion of the adjudication 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 adjudication.

5. CJC procedures

A CJC adjudication 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 adjudication.

During the adjudication

i. An adjudication will be called to order by the student conduct administrator, who will explain the adjudication process, make introductions of adjudication 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 adjudication, 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 adjudication 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 adjudication, 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 adjudication 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 five (5) 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 three (3) 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. ([http://www.swarthmore.edu/share](http://www.swarthmore.edu/share))

**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 their “educational records,” and, within forty-five (45) days of formally requesting to do so, to challenge and/or seek to amend the contents if the student 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, 400 Maryland Avenue, SW, Washington, D.C., 20202.

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

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.

Students also have the option to file an internal complaint with Swarthmore College. To do so, notify the Registrar of any alleged failures by the College to comply with the Act. In the event that the Registrar is the subject of the complaint, notify the Dean of Students of your complaint and the Dean will appoint a designee to address the complaint. Upon hearing the FERPA complaint, the Registrar or designee will organize a working group to investigate the allegation(s), assess whether modifications or improvements to the College’s FERPA compliance protocols might be appropriate as a result of the complaint, respond to the student normally within ten (10) business days, organize implementation of any change as appropriate, and keep a record of the complaint and the institutional response in accordance with the College’s record retention practices.

**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.