

Swarthmore College
Student Handbook
2026 – 2027

Contents

Introduction

Academic Resources and Support

- Academic Advisors
- Academic Support
- Swarthmore Campus and Community Store
- Career Services
- Information Technology Services (ITS)
- Libraries
- Global Engagement
- Registrar's Office
- Student Disability Services

Academic Policies

- Academic Freedom and Responsibility
- Academic Misconduct
- Academic Progress Standards and Requirements
- Computer Systems and Networks Acceptable Use Policy
- Grants and Awards
- Leaves from the College
- Libraries
- Non-Discrimination and Equal Opportunity

Social and Residential Resources and Support

- Counseling & Psychological Services (CAPS)
- Division of Student Affairs (DoSA)
- Identification (ID) cards
- Parking on campus
- Public Safety
- Office of Student Engagement (OSE)
- Student Health & Wellness Services

Student Code of Conduct: Expectations

- Academic Misconduct
- Alcohol and Other Drugs
- Banners, Chalkings, Postings, and Other Public Displays on College Property
- Bullying and Intimidation

Prohibiting Discrimination, Harassment and Retaliation
Disorderly Conduct
Endangerment or Infliction of Physical Harm
Events and Parties
Failure to Comply
False Representation
Fire Safety
Anti-Hazing Policy
Housing Violations
Retaliation
Sexual Misconduct: Title IX and College-Defined Sexual Misconduct
Smoking
Stalking
Theft, Vandalism, or Property Damage
Unauthorized Entry or Access
Unauthorized Use of College Resources and Services
Violation of College Policy
Violation of Local, State, or Federal Law
Weapons and Other Prohibited Items

Student Conduct Policies and Procedures

Jurisdiction
Reporting a Student Code of Conduct Allegation
Student Conduct Administrator
Interim Measures

- Contact Restrictions
- Interim Temporary Suspension
- Interim Campus Exclusion
- Interim Class Exclusion
- Emergency Removal

Student Conduct Process: General Timeline
Student Conduct Sanctions
Student Conduct Procedures

- Minor Misconduct
- Major Misconduct
- Student Organization

College Judiciary Committee (CJC)
College Judiciary Committee Adjudication Determination Procedures
College Judiciary Committee Adjudication Meeting Procedures

Appeals

Record Retention and Reporting

Title IX and College-Defined Sexual Misconduct Policy

Family Educational Rights and Privacy Act (FERPA)

Parental Notification Policy

Introduction

Since its founding in 1864 by the Religious Society of Friends (aka Quakers), Swarthmore College has given students the knowledge, insight, skills, and experience to become leaders for the common good. The diversity of perspectives represented by Swarthmore students, faculty, and staff—including different viewpoints, identities, and histories--contributes to the community's strong sense of open dialogue and engagement with ideas and issues. As such, we are a community that prioritizes the intellectual, physical, social, emotional, and spiritual wellbeing of all our members.

Swarthmore aspires to create an academic environment grounded in intellectual discovery and guided by rational discourse and civility. In that regard, Swarthmore promotes and fosters personal growth and learning; preserves both individual rights and the wellbeing and respect of others and the community; encourages healthy choices, not only in one's self but also in relation to others; and creates opportunities to make positive impacts at Swarthmore.

To assist Swarthmore in establishing a vibrant, respectful, and inclusive community, the College has identified both support resources and developed policies and procedures that outline and support our shared community values. To that end, and as members of the community, students have a shared responsibility to ensure that their actions and behaviors are grounded in integrity, respect, and trust. As members of the Swarthmore community, it is important to remember that each of us holds the responsibility for the wellbeing of all of our members, including students, faculty, and staff. The vitality and vibrancy of our community deteriorate and diminish when an individual's behaviors work against our shared values.

When conflict or disagreement arises, students are encouraged to turn toward one another and work through dialogue as an important step to restoring the community. Together we all share the responsibility of creating an inclusive community that values both its members and the academic environment in which we live, learn, and work.

The Swarthmore College Student Handbook (Handbook) is produced by the Division of Student Affairs (DoSA) and is a compilation of official policies of the College. Pursuant to its discretion and authority, the College has created these policies and may at any time update, amend, and/or set other parameters pertaining to the use of College resources, as it deems necessary. The Handbook assists the College in framing our community expectations for students and creating a mechanism to inform students of these expectations. Overall the Handbook includes information regarding student support resources and services; policies and procedures that help establish a healthy and inclusive College community; and serves as a companion piece to the Swarthmore College Bulletin. Though the Handbook addresses some academic and other administrative resources and guidelines, the College Bulletin includes detailed information about academic

programs, academic requirements and policies, course descriptions, off-campus study, and graduation requirements.

This Handbook and the College Bulletin are shared with every student of the College, and students are expected to read and adhere to the policies, regulations, and procedures within the Handbook and College Bulletin. Students are responsible for abiding by all College rules and regulations, as soon as they arrive on campus. Students should contact any member of the Division of Student Affairs staff if they have questions or need advice regarding College policies.

The College defines a matriculated student as any individual who has engaged in any matriculation activity at the College [i.e. Swarthmore Summer Scholars Program (S3P), pre-season athletics, Swarthmore Social Justice Institute, etc.] and/or enrolled to take courses at the College, including but not limited to:

- a. Full time enrollment;
- b. Individuals who have completed eight (8) semesters of enrollment and are eligible for part-time enrollment;
- c. Individuals on a Leave of Absence from the College;
- d. Individuals who withdraw from the College, after an allegation of misconduct;
- e. Individuals who graduate from the College with a pending allegation of misconduct; or
- f. Individuals participating in any off-campus study programs, affiliated with or without the College.

The Handbook and specifically, the Student Code of Conduct, creates a set of expectations for student conduct, ensures a balanced process for determining responsibility when behavior may have deviated from those expectations, and provides appropriate sanctions when a student or student organization/team has violated the Student Code of Conduct. When addressing allegations of misconduct, effort will be made to balance the needs and rights of the student or student organization/team with the welfare of the greater College community, as a whole.

Rules and policies are reviewed annually and may be changed at any time without prior notice; in general, the community will be notified of significant changes that occur after the Student Handbook is published each fall.

Academic Resources & Support

❖ Academic advisors

<http://www.swarthmore.edu/academic-advising-support>

An advisor is assigned to First-Year students by the Office of Academic Success based on academic preferences and personal interests that students have shared on the advising forms.

Typically, students stay with their initial advisor until they are accepted into a major during the spring of their sophomore year when they are then advised within their major and minor department(s) and program(s).

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

An advisee must meet with their academic advisor during the advising period, prior to course registration. Advisees must also consult with advisors for all add/drop decisions and for withdrawals from courses after the add/drop period. It is each student's responsibility to contact their advisor to schedule advising meetings.

In addition, an advisee can expect their advisor to:

1. Meet at least once per semester.
2. Provide guidance in course selection, degree 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 advisors may also provide guidance beyond academics. Students seeking further guidance are also welcome to reach out to their assigned student dean.

❖ **Academic support**

<http://www.swarthmore.edu/academic-advising-support>

All disability-related accommodations must be arranged through Student Disability Services. Support in the form of department clinics and peer support, 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. Student Deans, professors, and other professional staff can help students access these resources.

❖ **Swarthmore Campus & Community Store**

<http://store.swarthmore.edu/home>

The Swarthmore Campus & Community Store is owned and operated by Swarthmore College for the benefit of the College and the surrounding community.

Through the [Textbook Affordability Program \(TAP\)](#), each registered student receives \$800 store credit each year to support the student's purchase of course materials.

The Swarthmore Store has 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. Once online ordering is open

for the semester, course materials can be ordered online for in-store pick-up. For the first two weeks of the semester there are designated online order pick-up hours.

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. In addition, the Swarthmore Store carries compostable products that can be purchased and have been approved for use by our composting hauler. All products in the Store are sold at or below the manufacturers' suggested list prices.

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

❖ **Career Services**

<https://careercenter.swarthmore.edu/>

Career Services empowers students from all majors, identities, and backgrounds to explore their interests, leverage their liberal arts education, and articulate their skills to successfully navigate the world beyond Swarthmore. Career Services fosters career development through one-on-one advising, programming, and engagement opportunities with employers and alumni.

Career Services can help students:

1. Assess their skills, interests, and values
2. Explore majors, career opportunities, and graduate school options
3. Identify internship, job & experiential learning opportunities
4. Articulate the value of their individualized and unique skill sets
5. Connect with alumni and employers
6. Tailor resumes, cover letters, and personal statements
7. Prepare for and practice interviews
8. Negotiate offers and develop professional communication skills

While there is no wrong time to engage with Career Services, to make the most of this resource, it is recommended for students to touch base early in their journey at Swarthmore, ideally in their first year. Students can schedule in-person or virtual appointments using [Handshake](#) through single sign-on or by calling (610) 328-8352. Start by exploring career pathways and resources on [our website](#) or learn more about [what Swatties do after graduation](#).

Career Services expects students to conduct their exploration and career development journey ethically and responsibly. Students should always honestly and accurately reflect their academic, extracurricular and professional experiences on their resumes, cover letters or other application materials as well as during interviews. We encourage students to familiarize themselves with our policies and guidelines.

❖ Information Technology Services (ITS)

www.swarthmore.edu/its

The Information Technology Services (ITS) department offers comprehensive support to the community, both in-person and remotely via drop-ins or appointments. Students can access centralized support resources, accessible through support.swarthmore.edu, via phone at extension 4357 (HELP) from on-campus, or 610-328-8513 from off-campus to address their computer, network, telephone, and other technology needs.

ITS maintains approximately 500 computers available for student use in libraries, computer labs, classrooms, and residence halls. The Swarthmore wireless and wired computing network covers all campus buildings, ensuring access throughout. Each residence hall room is equipped with network connectivity. The College network grants students access to academic software, library resources, network storage, email, and the Internet. It is important to note that the usage of the College's computer systems and networks is governed by the [Acceptable Use Policy](#) outlined online and in the Academic Policies section of this handbook.

❖ Libraries

www.swarthmore.edu/libraries

As a partner in the educational mission of the College, the Libraries foster critical inquiry, scholarly discovery, innovation, and creativity - a dynamic forum for people and ideas. The Swarthmore College Libraries are committed to providing a safe, productive environment for study and research.

There are three main libraries on campus: McCabe Library for the Humanities and Social Sciences, Cornell Science Library, and Underhill Music and Dance Library; as well as four special collections: Friends Historical Library, Peace Collection, College Archives, and Rare Book Room; and extensive online collections available through the libraries' website. Each library has a variety of study spaces, including individual carrels, open tables, and group study rooms -- suited to a student's needs on any given day. Librarians are available for consultation on everything from daily coursework to the most complex research projects.

Students can ask questions at library service desks, via email (librarian@swarthmore.edu), or [chat](#).

Additional services include technology lending, printing, and scanning. Swarthmore partners with Bryn Mawr and Haverford College Libraries in a shared library catalog, [Tripod](#). In addition to an impressive breadth of books, ebooks, online journals, and databases, the collections also include streaming video and audio, and comic books.

❖ **Global Engagement**

www.swarthmore.edu/studyabroad

The College emphasizes the importance of studying abroad and encourages all students to explore possibilities for doing so as an integral part of their degree programs. Approximately 40 percent of all students take advantage of this opportunity. In addition to semester and year abroad options, each year some courses taught at Swarthmore include an abroad component. The Global Engagement Office is the on-campus clearinghouse for information on study abroad and normally is the starting place for exploration and planning. The Global Engagement 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 Global Engagement 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 towards the Swarthmore degree, courses taken abroad must meet Swarthmore academic standards, and be pre-approved through the Global Engagement 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 Global Engagement program. The Global Engagement Office and the Division of Student Affairs review student standing and determine eligibility. Students must also meet the eligibility requirements of the programs to which they apply. Individuals participating in any off-campus study programs, affiliated with or without the College are subject to both the Swarthmore College Student Handbook and may also be subject to the rules and regulations of both the host institution and local laws.

Global Engagement participants must comply with the Global Engagement 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, travel health and assistance 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. Additional covered costs include books (following the College plan) and visa costs.

❖ 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 a disability to participate fully in all aspects of college life. Our mission is to ensure that students with documented disabilities or chronic medical conditions are provided with equal access to all College programs, activities, and services. The Student Disability Services staff advises students about the College's policies, procedures, and resources; reviews students' disability accommodation requests, and collaborates with students, faculty, and staff to arrange reasonable accommodations. Students are encouraged to contact Student Disability Services staff 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

(Excerpted from the full Academic Freedom and Responsibility policy adopted by the faculty, 25 May 1971, approved by the Board of Managers, 3 April 1971; revised, spring of 2001)

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, may be subject to the student conduct process.

Students are entitled to an atmosphere conducive to learning and even-handed 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 their 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 their 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 [equal opportunity officer](#) 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 consult with instructors whenever there is doubt as to proper documentation. Students should ensure they clearly understand faculty expectations surrounding the use of generative artificial intelligence for each assignment.

An instructor who has good evidence to suspect a student or students of academic misconduct will, at the instructor'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 instructor's discretion, the department chair or other department instructors may be present. After this meeting, if the instructor's suspicions are not allayed, the instructor will submit a report to the Office of Student Conduct. The report will include a narrative of the incident and evidence supporting the allegation, which will be included in the material available to the student(s) in question and also reviewed by all members of the CJC hearing panel. 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 a student conduct administrator (typically the Associate Dean and Director of Student Conduct or another member of the Division of Student Affairs staff). 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 a 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 taken responsibility for 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 prior finding of responsibility (for academic misconduct) or in cases that do not have any existing precedent the case will be automatically referred to the College Judiciary Committee for adjudication.

In some cases, the Office of Student Conduct will provide copies of the report to all faculty members of the College Judicial Committee, including alternates, and will call a preliminary meeting of the faculty members of the CJC for the purpose of determining the merits of the case. If in the judgment of this group, there are sufficient grounds to warrant an adjudication, the Office of Student Conduct will continue with the formal CJC adjudication process.

All students alleged of academic misconduct will be assigned a case manager by the Office of Student Conduct. Students may select an alternate case manager (i.e. any student, faculty, or staff member within the campus community).

❖ Academic Progress Standards and Requirements

The academic year at Swarthmore is 32 weeks long, during which time students are expected to complete 6 to 8 semester course credits of work. Normal progress toward the degree of Bachelor of Arts or Bachelor of Science is made by eight semesters' work of four course credits or the equivalent each semester. Four course credits per semester is the normal load. Students may and frequently do vary this by programs of three or five semester course credits, with special permission. College policy normally does not permit programs of fewer than 3 course credits within the normal eight-semester enrollment. Programs of more than 5 credits or fewer than 4 credits require special permission (see [section 4.1](#) on tuition and [section 8.3](#) on registration). Course credit earned by examination does not count in the registration load.

Satisfactory progress towards the 32 credit graduation requirement includes earning passing grades, an overall grade point average of at least 2.0 by graduation, and completing at least one major and the non-major degree requirements listed in chapter 9 of the catalog. The definitions of upper-class levels are as follows: Students become sophomores when they have earned at least 6 course credits toward their degree. Students become juniors when they have earned 14 to 16 credits. Students become seniors when they have earned 22 to 24 credits. Some offices on campus, such as student housing, may have additional requirements in their definitions of the student classes.

The Committee on Academic Requirements (CAR) is a 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 (e.g. the senior-year residency requirement). Students can petition the CAR to request a waiver of a requirement by completing the [Academic Requirements Petition Form](#) available on the Registrar's Office website.

With the Vice President for Student Affairs and Dean of Academic Success as co-chairs, the committee regularly meets approximately three weeks after the end of each semester to review the academic records of all students who earn two or more grades less than C in the preceding semester; who have two or more Incomplete grades; who are not making satisfactory progress in completing distribution or other degree requirements including cumulative GPA; or who are under advisement from previous CAR mandates. This committee may also review student records at other times should information arise about academic difficulties that were not available at the time of the regular committee meetings.

The committee normally follows the guidelines outlined below, but the committee also retains the right to consider extenuating circumstances of a student's case, such as health issues, family crises or other special circumstances, which may vary from the guidelines. Additionally, the Vice President for Students Affairs or designee may vary from these guidelines within the appeals process, to take into consideration new information and/or extenuating circumstances about a student.

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

1. Warning: Students meet with their student dean as needed.
2. Probation: Students may be placed on academic probation, continued on probation, or removed from probation, but students may not be continued on probation for more than two consecutive semesters. Rising seniors and current seniors may receive a specific probation senior letter, which may include probationary status if the Committee is concerned about a student's progress to graduation. Usually, the start date of any

probation is the first day of classes of the next semester. The duration of the probation is typically one semester and lasts until the committee removes the probationary status at the following committee meeting. Notification of probation is considered a change in good standing status and will normally be sent to parent(s) or guardian(s). The student meets regularly with their student dean. Additionally, Residential Peer Leader roles (GAs, RAs, and SAMs) require that students must be in and remain in good standing throughout their employment as an RPL. Also, academic good standing is required for participation in varsity athletics, per NCAA bylaws

3. Required to withdraw: Students who fail to meet the terms of their probation are normally Required to Withdraw, which requires the student to take a leave of absence for the upcoming semester. Students whose academic performance is particularly poor may be Required to Withdraw without having been placed on probation earlier. Students on Required Leave must take a leave of absence for a semester or longer and engage in meaningful activity (i.e. academic classes at another institution, work, and/or volunteer activities). Appeals may be made to the Vice President of Student Affairs at the time of notification of the change of status. The student's parent(s) or guardian(s) are notified because this is considered a change in good standing status.

In order to return from Required Leave, the student must write a detailed request to the Associate Dean of Academic Success requesting permission to return, explaining what happened, what was done while the student was away, and outlining a plan for how the student will address, upon return, the issues that resulted in the required leave. 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. The end date of the leave is normally the first day of classes of the semester of return. Students who are granted permission to return following a Required Leave will be placed on academic probation for the return semester. The academic probation starts on the first day of classes.

❖ 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](#) and [Copyright Policy](#); by local, state and federal laws; and by [College policies specific](#) to use of the computer systems and networks, which are described in the following sections.

This policy refers to all who use the computers, networks, and peripherals owned or operated by the College, or who gain access to third-party computers and networks through the College's

system. Swarthmore College normally grants access to its computing network and systems to currently enrolled students, to current and emeriti faculty, and to currently employed staff. Individuals with access to the Swarthmore College network have the following obligations and responsibilities:

1. **To respect other people and the College's intellectual environment.** Use of the network may not violate federal, state, or local law, including, but not limited to the laws of defamation, forgery, copyright/trademark infringement, and harassment. The copying or serving of copyrighted material such as music, movies, and other multimedia is strictly forbidden.
2. **To protect each individual account 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. Staff must obtain permission before using a computer not assigned to them.
3. **To respect the integrity of other users' accounts.** Individuals must not use another person's user ID without express permission or attempt to decode passwords or to access information illegitimately. For example, sending electronic mail under another person's name (forged e-mail) is a violation of this policy.
4. **To avoid engaging in any activity that may be harmful to the systems operated by the College.** Users may not attempt 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 system vulnerability is discovered, users are expected to report it to Information Technology Services (ITS).
5. **To avoid excess use of shared resources.** Excess use of resources may occur through monopolizing systems, overloading networks, misusing printer 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 Division of Student Affairs, 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).

❖ Grants and Awards

Students may submit proposals for which the College is the recipient of grant funds if a faculty or staff member is named as a grant principal investigator. Such proposals must be approved by the provost, vice president for finance and administration, and the Grants and Awards Office

after ensuring all necessary compliance with applicable laws and policies. The start date of the funded project must occur before the responsible student or students graduate.

Procedurally, here is what would happen if a student is considering a proposal. If a student is interested in a grant opportunity which involves the College receiving the grant money, we will need to have a few things in place before the final submission.

- The student will need to identify a faculty or staff member to serve as the principal investigator (PI) on the grant. It is important that we have an employee of the College in a position to take on this responsibility. Even if the funder does not require identifying such an individual, we will need to have this person named.
- The proposal must be reviewed through our internal proposal review system, Cayuse, and this should be done before the proposal is submitted. All proposals which will go to the College are reviewed by the provost, VP for Finance, grants accountant, and other relevant administrative officials prior to submission. We do this for all proposals to ensure compliance with federal regulations and internal policies.

If a student applies to an opportunity for which the funding goes to them individually rather than the College, they do not need to follow these steps. The Grants and Awards office is only responsible for proposals which are handled by the College. Nonetheless, students should stay in touch with contacts at the Lang Center, CLI, and other offices on campus as they can best advise on how to approach other opportunities, and they may have policies regarding certain opportunities.

❖ 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. A student planning a leave of absence should submit the necessary form in mySwarthmore prior to the deadline published each semester—usually November 15 and April 1. When possible, the student should specify the semester of expected return. The student must secure return approval with the Associate Dean of Academic Success prior to return (usually by November 15 or July 1). Students may continue on a leave of absence for a maximum of three years. After three years on a leave of absence, students are withdrawn from the College.

Please note that some leaves may affect the student's repayment 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 receive the grade notation "W" (withdrawal) on their permanent record for all in-progress courses.

Students are **not** permitted to withdraw from a semester after final exams are underway.

Involuntary withdrawals. The College reserves the right to exclude at any time students whose conduct it regards as unsatisfactory, or students who experience medical or behavioral needs requiring a level of support that cannot reasonably be provided while living in residence or participating in an academic program. In no case will a student's mental or physical condition itself be the basis for a withdrawal required by the College.

Such conduct includes, but is not limited to: a student engages in, or is at significant risk of engaging in, behavior that could result in physical harm to self or other(s); manifests an inability to attend to personal needs related to food, shelter, personal safety and general well-being, such that there is a reasonable possibility of serious physical harm; behaves in a manner that interferes substantially with the rightful daily activities of members of the College or surrounding community, with the educational and/or residential environment, or with the orderly operation of the College, including behavior that imposes an unreasonable burden on the College's human resources needed for continued management of such behavior; fails to pay term bill by the stated due date; fails to provide required immunization records by the stated deadline; and fails to register as required at the beginning of each term or fails to complete all course work and have all course grades recorded for the prior term.

Before placing any student with a documented disability on a mandatory leave of absence, the College will conduct an individualized assessment to determine if there are disability accommodations that would permit the student to continue to participate in Swarthmore's campus community without taking a leave of absence.

An Evaluation Committee, comprising two Student Deans, makes the decision to require withdrawal from the College. The Evaluation Committee will review the identified behavior and may consult with the Director of Student Health and Wellness, the Director of Counseling and Psychological Services, or any other appropriate College official when making its decision. Decisions of the Evaluation Committee may be appealed to the Vice President for Student Affairs within five (5) business days of the decision.

The provisions in this involuntary withdrawal policy do not take the place of being referred to the student conduct process 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.

Access to College Services & Activities. Students who take a voluntary leave of absence from the College may seek assistance with academic or career planning and will maintain access to

their Swarthmore email account. They will also remain eligible to use the mental health support services offered by TimelyCare and CAPS On-Call. If a student misuses any College services or facilities, then the student may lose access to all services or privileges.

Students on a leave of absence do not retain library borrowing privileges, are not eligible to be on student payroll, are not eligible to register for or audit courses, may not receive mail via Postal Services, and are not eligible to vote in student government elections or referendums. Students who are on leave or on part-time status, do not have access to some campus facilities and services, are not eligible to serve in leadership roles in student organizations and student government and are not eligible to use or benefit from the student activities fee funds. Students on a leave of absence may only visit residence halls when invited by a residential student (while visiting, they must be accompanied by the residential student). This is a general description and students should consult with the relevant offices for more detail as needed.

Return after a hospitalization. Students 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 after a physical health concern must communicate with the Student Health and Wellness Center director or designee prior to returning to on-campus housing, attending classes, or other College-sponsored events, 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, to set up a post-hospital consultation within one (1) business day of returning to on-campus housing, attending classes, or participating in other College-sponsored events.

Readmission following withdrawal or leave of absence. A student who has taken a leave of absence or withdrawn from the College for any reason, voluntary or involuntary, must apply for readmission by submitting a return request form (via mySwarthmore) to the Associate Dean of Academic Success. The return request deadline for a Spring return is November 15. The return request deadline for a Fall return is July 1, however students are strongly encouraged to request Fall return by April 1, if possible.

A student applying to the College for readmission after withdrawal is required to provide appropriate documentation of increased ability to function academically and in a residential environment and/or of a decreased hazard to the health and safety of others. In the case of withdrawal for medical reasons, this documentation must include an evaluation by the student's personal healthcare provider. In addition, the student will generally be required to show evidence of successful social, occupational, and/or academic functioning during the time away from the

College. This evidence must include the completion of any outstanding Incomplete grades on record.

Evidence provided by the student is reviewed and evaluated by the Associate Dean of Academic Success (or designee), who makes readmission determinations in consultation (as needed) with an additional dean, the director of Counseling and Psychological Services (CAPS) and/or the director of Student Health and Wellness. In the case of health-related withdrawals, the materials will be reviewed and evaluated by the director of Student Health and Wellness and/or the director of Counseling and Psychological Services. At the discretion of the Evaluation Committee which required a withdrawal, such evaluations may be required for other types of withdrawals as appropriate. These evaluations will provide adjudicative information to the readmission decision-making process. If the student successfully provides the aforementioned evidence, the Associate Dean of Academic Success (or designee) and an additional dean meet with the student and then make a determination regarding the student's readiness to resume study at Swarthmore.

Readmission decisions will be provided to the student in writing. Students may appeal readmission decisions to the Vice President for Student Affairs or their designee within 5 business days of the decision. Grounds for readmission decision appeals are: 1) New evidence that could affect the return decision that was unavailable at the time of the decision; 2) Procedural errors that had a material impact on the outcome of the return process. Replies to readmission appeals will be provided within 5 business days.

❖ **Libraries**

<https://www.swarthmore.edu/libraries/borrowing-policies-students>

As a partner in the educational mission of the College, the Libraries foster critical inquiry, scholarly discovery and engagement, and innovation and creativity - a dynamic forum for people and ideas. The Swarthmore College Libraries are committed to providing a safe, productive environment for study and research. The Libraries want students to be aware of the [Swarthmore Libraries code of conduct](#) and [borrowing policies](#).

❖ **Non-Discrimination and Equal Opportunity**

<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, including 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.

See the [Swarthmore College Title IX and College-defined Sexual Misconduct Policy](#) and the [Swarthmore College Policy Prohibiting Discrimination, Harassment and Retaliation](#) for more information including reporting and resolution options. To report incidents of Discrimination, Harassment or Retaliation, please visit the appropriate [College reporting form](#) or contact Matt Walsh, the Title IX Coordinator at titleix@swarthmore.edu or Alison Berk, the Equal Opportunity Officer at eo@swarthmore.edu. All such reports are assessed and addressed by the Equal Opportunity Officer and/or the Title IX Coordinator.

Social & Residential Resources & Support

Counseling & Psychological Services (CAPS)

<http://www.swarthmore.edu/counseling-and-psychological-services>

CAPS services will be offered via both in-person and Telehealth throughout the academic year beginning the week before classes start for the fall semester CAPS is staffed by clinical social workers, psychologists and a consulting psychiatrist. 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.

GROUP & INDIVIDUAL COUNSELING

To get connected to services, you must start with an Access Appointment. This 20-25 minute phone consultation will help assess which services are the best fit for you. You may request an Access appointment online by going to the CAPS website: under [Get Connected to CAPS](#). The form opens each semester approximately one (1) week before classes begin.

Swarthmore College's Counseling and Psychological Services offers Group and Individual counseling, including solution-focused sessions, based on student's presenting clinical concerns. Each of these therapy modalities may focus on helping students to effectively manage a discrete challenge or to make a desired change in their lives. Individual counseling is typically scheduled on a bi-weekly basis whereas Groups typically meet weekly. A group schedule will be available on the CAPS website at the start of each fall semester.

PSYCHIATRY

Medication management may be available to students engaged in ongoing individual or group psychotherapy at CAPS. Consultation is provided by licensed psychiatrists. A student must meet with a CAPS provider before their first psychiatry appointment with a CAPS consulting psychiatrist. Students may also have a Care Management appointment

to get help connecting to a psychiatrist outside of CAPS or may choose to use TimelyCare psychiatry (see below).

TIMELYCARE

In order to expand support for students' mental health and well-being, CAPS has partnered with TimelyCare, a virtual mental health care provider. TimelyCare supports and enhances the resources already available through CAPS by facilitating 24/7/365 seamless access to mental health care. Currently enrolled students can access support from a licensed therapist through video or voice messaging at any time, including outside of regular working hours and during College holidays and while at home, with limited services for those abroad. Using TimelyCare does not generally preclude a student from using CAPS services, and TimelyCare's session limits do not apply to services at CAPS.

All sessions take place on the TimelyCare platform, which is accessible online and through the TimelyCare app. Simply visit timelycare.com/Swarthmore or download the TimelyCare app and log in using your Swarthmore credentials. From there, select the Get Care option, and select a scheduled visit.

Access to TimelyCare psychiatry services will be determined by clinicians at CAPS or TimelyCare, based on a student's clinical needs. If, when working with a student, a clinician determines that psychiatric care is appropriate, they will provide access to those appointments through TimelyCare, free of charge. The number and frequency of sessions will be determined by providers in consultation with the student. If you are interested in accessing psychiatry services through TimelyCare and you have already completed a CAPS Access appointment for this academic year, please contact caps@swarthmore.edu. If you have not yet completed a CAPS Access appointment for this academic year, please complete this first step by visiting our Get Connected to CAPS page and clicking the New Clients button.

You can find additional information about accessing both counseling and psychiatric services through TimelyCare on the CAPS website.

ON-DEMAND SUPPORT

The CAPS partnership with TimelyCare also includes unlimited access to TalkNow which is on-demand support from a therapist at any time. TalkNow allows students to connect with a licensed provider by phone or video in less than five minutes, to talk through any concerns they may have. TalkNow providers are there to offer a compassionate, non-judgemental ear to listen to worries or stressors. There are no session limits for the TalkNow service – students can call as many times as needed for concerns of any nature. Although TalkNow providers can help navigate a crisis, the service does

not replace CAPS On-Call. TalkNow is available on the TimelyCare platform. To access TalkNow, log onto timelycare.com/Swarthmore or download the TimelyCare app and log in using your Swarthmore credentials. Then, select the Get Care option, where you can select a scheduled visit or a TalkNow visit.

CAPS ON CALL

As always, CAPS On-Call is also available for crisis consultation 24 hours a day, every day of the year at 610-328-7768. There are multiple types of services available for urgent mental health needs. [View available resources.](#)

OFF CAMPUS MENTAL HEALTH REFERRALS

CAPS offers care management, or services that make finding affordable, off-campus therapy, psychiatry, and other health services (like gender-affirming care) easier. The care manager will help students identify options for off-campus care, understand health insurance coverage, and help connect the student with a good fit. Before connecting with the care manager, students should first complete an access appointment for the academic year. If a student has already completed an access appointment, they can email the care manager directly.

Division of Student Affairs

<https://www.swarthmore.edu/dean-students/meet-student-affairs-division>

The Division of Student Affairs (DoSA) supports the holistic development of students through providing experiences and services that contribute to their overall learning in and out of the classroom, enhance the student experience at the College, and prepare students for life after graduation.

The Division of Student Affairs 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 Division of Student Affairs for academic affairs and support, disability services, and specialized advising for students interested in pre-med and pre-law preparation. The division 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 Division of Student Affairs attends to the health and wellbeing 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 DoSA. Finally, the Division of Student Affairs 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. In addition to the traditional plastic OneCard, students can now add the [Digital OneCard](#) to their device mobile

wallet. If a Digital OneCard is provisioned, the plastic OneCard will be deactivated and will not have a functional use other than as an identification card. Lost plastic OneCards can be replaced for a \$15 fee at the OneCard Office. After-hours assistance related to a defective, lost, or stolen OneCard (plastic or digital) can be obtained at the Public Safety Office (Benjamin West House).

Admission to the dining hall, large-scale campus events, registered parties, and other student social events may require a valid College OneCard for admittance. OneCards may be checked at the door of these and other events/locations by event hosts, or College staff. At events where guests are allowed, Swarthmore students may be 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. Guests are required to present a valid state-issued driver's license or ID. Guests under the age of 18 are generally not permitted at all-campus events or events registered with alcohol.

Swarthmore OneCards are not transferable. Loaning your OneCard to another individual for use at the Dining and Community Commons 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 Student Life division.

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. The Swarthmore Police Department will accept a Swarthmore College OneCard as proof of identification, except when a driver's license is required for operating a motor vehicle. The plastic OneCard by default has the preferred name printed on the front, but will have the legal name printed on the back of the card. Students can request to have your plastic card printed without your legal name, however this would not be accepted by the Swarthmore Police Department or as a formal ID for voting purposes.

In addition, 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 referral to the student conduct process.

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. The Department of Public Safety oversees all aspects of parking on campus including permit applications/distributions, fines, and revocations. The Division of Student Affairs may also revoke parking privileges as part of the Student Conduct Process.

There are a limited number 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 Department of Public Safety. 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 outnumbers the spaces we have set aside for students. As such, student parking permit applications will be prioritized by established and existing criteria: class year, extenuating need, and special medical accommodations. The cost for a permit is \$250 for the academic year. A limited number of long-term parking permits for Myers Avenue are available for purchase through the Swarthmore Borough. Additional information is available at the Borough Hall Administration Office located at 121 Park Avenue, or [using this link](#).

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 and will be subject to citations/fines as outlined below.

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, handicapped-accessible spaces, or visitor spaces, Public Safety will issue a citation and Boot/Tow notice. After one citation and Boot/Tow Notice, the vehicle will be booted or towed at the next infraction at the owner's expense.

Student Cars with Student Permits Parked in Spaces Other Than the Assigned Student Lot

A student permit allows the student to park only within the assigned student parking lot at all times. Student permits do not allow students to 'commute' to campus from their assigned parking lot for any reason including athletic practices/matches, or due to running late to class. Students are encouraged to plan accordingly and utilize the Garnet Shuttle for transportation around campus. Public Safety is also available for walking safety escorts 24 hours a day if the shuttle is not operating. 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 citation and Boot/Tow notice for the infraction. After one citation, the car will be booted or towed at the next infraction. Booting and/or towing will also include an evaluation for the revocation of parking privileges.

Cars Towed Immediately in Cases of Compromised Safety or Accessibility

In the case of a car parked in a fire lane, loading zone, 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:

\$25 Infractions:

- Prohibited Parking by Sign or Yellow Line
- Parking in other than an authorized lot or space
- Overtime in time-limited zones

- Parking without a permit or while permit is suspended/revoked
- Taking two spaces or parking outside of authorized areas

\$55 Infractions:

- Blocking crosswalks, driveways, dumpsters, or other vehicles
- Exceeding speed limit
- Reckless driving
- Driving/parking on sidewalks or grass
- Disobeying control devices or barriers

\$125 Infractions:

- Parking in a fire lane or roadway
- Blocking hydrants, exits, or fire escapes
- Parking in accessible spaces without a placard
- Vehicle boot removal
- Vehicle towing (excludes towing company fees)

Citation Fine Payment and Adjudication

Drivers have 30 days to pay a citation fine. 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. Matriculating students may not be approved for a parking permit the next academic year if they have unpaid citations.

Public Safety officers will 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 \$125 and all outstanding parking fines. If a student with a permit accrues three or more citations, or is booted/towed, that student's permit may 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 and/or repeated wanton disregard for parking regulations. All decisions are final. Once privileges are revoked, the vehicle may not be brought and parked on College property, and shall be towed each time it is found on campus at the owner's expense.

Fleet Vehicles

Intended Use: The College reviews all requests [to reserve a Fleet Vehicle](#) on a case by case basis. If approved to reserve a vehicle, the vehicle must be used only for the approved intended purpose that was listed in the reservation request. Any violation of these terms may result in loss of rental privileges and/or a referral to the College's Student Code of Conduct.

Small Motorized Vehicle E-Scooters, Hoverboards, and E-Skateboards

Due to safety concerns, small motorized vehicles, including e-scooters, hoverboards, and e-skateboards, are not permitted for use on campus. The use, storage, and charging of these lithium battery-powered devices on Swarthmore College property is prohibited.

E-bikes are permitted on campus, provided that users follow all applicable traffic regulations, remain on main roadways and off of campus pathways when possible, and remain at a safe distance from pedestrians. **E-bikes may not be stored or charged inside any campus buildings, and you must lock your property to the outdoor bike-racks.** Bikes must be parked parallel to the rack and must not prevent people from using the sidewalk or walkway. Bikes may not block any entrance to a campus building. If a bike is locked to any other bike parked at the rack, it may result in the cutting of the lock and the confiscation of the bike. E-bike batteries that are detachable from e-bikes are not permitted to be charged inside campus buildings.

Electric mobility aids for individuals with disabilities will be permitted on campus with prior approval by the Student Disability Services Office (studentdisabilityservices@swarthmore.edu).

Any violation of this policy may result in confiscation of your vehicle, a violation fine, and/or referral to the College's Student Code of Conduct.

Towing

If a vehicle is towed, the Department of Public Safety will notify community members via email (if vehicle owner information is on file) that their vehicle has been towed and who to contact about retrieving their vehicle. Public Safety will also share any vehicle owner details with the towing company, who will also attempt to contact the owner. There is a towing fee and daily storage fees which must be paid directly to the towing company before a vehicle can be retrieved.

Liability

Swarthmore College is not responsible for loss, damage, or theft of vehicles or their contents while parked or operated on College property.

Public Safety

<http://www.swarthmore.edu/public-safety>

Swarthmore College Public Safety operates 24/7/365 and is fully committed to providing a safe and healthy campus for our entire community. We are the first contact and first responder for all campus emergencies. You can find us at the historic Benjamin West House, which serves as the College's Visitor Center and the campus' central phone operator.

Creating a safe campus is a shared responsibility. That means looking out for one another, speaking up when something feels wrong, and engaging in a culture of care that honors Swarthmore's values of community, accountability, and mutual respect. Whether you need guidance navigating campus late at night, support in a time of crisis, or someone to answer your safety questions, we are here, not just in emergencies, but every day as a visible and approachable presence in your life on campus. Let's work together — a safer Swarthmore starts with all of us.

Public Safety team members monitor buildings and grounds through proactive preparedness patrols, respond to emergencies, educate the community on crime prevention, run the campus shuttle service, and provide individual safety escorts upon request. Public Safety's community resource program partners officers with every residence hall and academic and administrative buildings to foster trust and stronger relationships with students, faculty, and staff members. Public Safety offers a variety of programs, including community/workplace safety awareness, First Aid/CPR, and STOP the Bleed, and hosts regular safety break sessions, during which our team members share educational information on specific topics. Public Safety also regularly meets with on- and off-campus community members to discuss safety and crime prevention.

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 aid in the investigation of crimes. All community members are strongly urged to save the Emergency Phone Number into their mobile phones for ease of use.

SwatSafe is the official safety app of Swarthmore College. It can be downloaded on [Apple](#) and [Android devices](#), and offers a variety of helpful features to support your safety, including:

- **Emergency Contacts:** Contact the correct services for the Swarthmore College area in case of an emergency or a non-emergency concern.
- **Panic Button/Mobile Bluelight:** Send your location to Swarthmore College security in real-time in case of a crisis.
- **Friend Walk:** Send your location to a friend through your device. Once the friend accepts the Friend Walk request, the user picks their destination and their friend tracks their location in real time.
- **Virtual WalkHome:** Allows Public Safety to monitor a user's walk. If a user feels unsafe when walking on campus, they can request a Virtual WalkHome and a dispatcher on the other end will monitor their journey until they reach their destination.
- **Tip Reporting:** Multiple ways to report a safety/security concern directly to Public Safety.

- Emergency Plans: Campus emergency documentation that can prepare you for disasters or emergencies. This can be accessed even when users aren't connected to Wi-Fi or cellular data.
- Safety Notifications: Receive instant notifications and instructions from Swarthmore College safety when on-campus emergencies occur.

The Tri-Co Transit app is your personal guide to real-time bus schedules, routes, and updates! Designed for the Haverford, Swarthmore, and Bryn Mawr communities, the app helps you stay on the move. You can download the TriCo Transit App on either [iOS](#) or [Android](#).

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 at <https://www.swarthmore.edu/public-safety/annual-fire-safety-security-report>, with detailed statistics contained in the Annual Fire Safety and Security Report under Federal Safety Information - Clery Act on the same site.

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. Policies and regulations described below are established by the Department of Student Life and the Office of Student Engagement (OSE). The OSE comprises the Residential Communities and Student Activities and Leadership areas. Students are expected to familiarize themselves with the policies and rules concerning conduct in the residence halls and activities on campus.

Residential Communities

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.

Acceptance of space in College housing constitutes a knowledge of, willingness, and agreement to abide by these housing policies. Living in College housing is a privilege and not a right. The Department Student Life 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 housing and food charges for the remaining weeks of the semester.

Student Activities and Leadership

As a residential community, we recognize and value the importance of student-driven

opportunities, community building, and leadership. Student Activities and Leadership staff seek to support students with the development of robust campus programs that align with these goals. All students and/or student organizations engaging in activities at the College are expected to act as responsible campus stewards in the implementation of these goals. Reserving space on campus and registering your event, or utilizing institutional resources on or off campus for Swarthmore-sanctioned activities, constitutes a knowledge of, willingness, and agreement to abide by all relevant College policies.

❖ **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 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, collect their keys, or be given OneCard access to a residence hall assignment, until the matter is resolved.

Students are eligible for eight (8) terms of College housing, including terms spent on study abroad. Students may request housing after their eighth (8th) semester but it is subject to limited availability. Students taking part in a ninth (9th) semester teacher certification program are not eligible for College housing. Students on a leave of absence are not eligible for campus housing.

❖ **Conditions of Occupancy**

Students living in College housing agree to abide by the rules, regulations, and policies stated in the *Student Handbook* and the Housing Agreement. 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 the behavior of their guests, and are expected to act in a manner that demonstrates respect for the rights and concerns of others and for the property of the College.

The occupancy dates for the residence halls are listed in the [academic calendar](#). The occupancy dates for summer housing can be found on the OSE website. Residence halls remain open during fall break, Thanksgiving break, and spring break. Residence halls are closed to students during winter break. Specific winter break dates are set each year, but generally include a prolonged period from mid-December through mid-January.

When the residence halls are closed, students must vacate their building by the designated check out date and time, unless they have specific permission to stay as a winter break resident. Students found in the residence halls when they are not authorized to be there may be subject to fines and/or may be referred to the Office of Student Conduct for failure to comply.

❖ **Housing Assignments**

Most students live in college residence halls all eight (8) semesters. First-Year students are required to live in the residence halls during their first two (2) semesters. Transfer students are required to live in the residence halls during their first semester. After these designated time periods, students are permitted to live in non-College housing.

The Office of Student Engagement assigns residence hall room placements and roommates to all

new students. After their first year, 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 have met financial eligibility requirements by the stated deadline and 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, triples, or quad-style rooms.

A mixture of class years live in most residence halls. 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.

❖ **Housing Access**

A member of the Division of Student Affairs, 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 without notice in order to check the health and/or well-being of a student at any time.

Facilities staff, members of the Division of Student Affairs, Public Safety staff, and/or other approved vendors, may access student rooms to conduct maintenance and/or health and safety inspections at any point during the term. During College breaks, members of Student Life 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, or prior to the posted start date for pre-semester programs, nor remain in College housing after the announced closing date without special permission from the Office of Student Engagement. This permission must be coordinated in advance. Individuals found to be in the residence halls without permission will be required to leave immediately, may receive a monetary fine, and will be referred to the Office of Student Conduct.

❖ **Housing Changes**

Requests for room changes can be requested by contacting the Office of Student Engagement by email at housing@swarthmore.edu. Requesting a room change does not guarantee that the request will be granted. Students are expected to work through roommate and other housing conflicts with the involved parties, with the help of resident assistants (RAs), Area Coordinators (ACs), Office of Student Engagement professional staff, or Student Deans, as needed.

All students are expected to occupy the rooms to which they are assigned. Prior approval from the Office of Student Engagement is required of any student making a room change. Students are restricted from entering, occupying, moving into, or using as storage any vacant residence hall room, without expressed permission from the Office of Student Engagement. Students who switch rooms without the consent of the Office of Student Engagement may be referred to the

Office of Student Conduct, and may face a housing lottery penalty in the next room selection process.

❖ **Housing Cancellations**

If a student reserves a room through the housing lottery or waitlist system and cancels their housing assignment after the first day of classes, students will be eligible for a refund based on the date of cancellation.

If a student cancels their housing and food* plans are reduced by:

Before the start of classes	by 100 percent
During Week 1	by 100 percent
During Week 2	by 90 percent
During Week 3	by 80 percent
During Week 4	by 70 percent
During Week 5	by 60 percent
During Week 6	by 50 percent
During Week 7	by 40 percent
During Week 8	by 30 percent
During Week 9 and beyond	No further reduction in room and board

* Food (meal plan) reductions may incur additional reduction based on the number of Points and/or Swat points that have been spent from your plan.

❖ **Space Assignment**

All physical spaces on campus are considered College property. It is up to the discretion of the Office of Student Engagement, or other designated office, to assign or re-assign space to organizations based on organizational needs and facilities needs of the College. The College offers space for student groups, via reservations or, on occasion, extended use, based on availability. The College will periodically visit student organization/club spaces to ensure the safety of students, confirm space is being used as authorized, and to maintain the integrity of the space. The policy below outlines all expectations regarding this privilege. If a student organization/club does not adhere to the outlined policy, they may be subject to student conduct processes, and may lose access to spaces on campus in the future.

❖ **Use of Space**

Student organization/club spaces are only to be used only for the intended mission-aligned purpose of that organization/club. For this reason, these spaces are not meant for personal use, personal storage, or social events that are independent from the student organization/club. Individual members and/or student organizations/clubs should not store personal belongings in

any designated space, as the College can not guarantee its safe keeping. Student organization/club space and furnishings must comply with all egress and fire safety policies. If your student organization/club is inactive for more than four (4) academic semesters, the assigned space will be re-designated for other student organizations/clubs through a proposal process.

❖ Damages

Students are expected to treat College spaces with respect, including residence rooms and any other student social space on campus. The College may impose a monetary restitution and/or other educational sanctions for failure to comply with agreements regarding space clean-up and/or destruction to College property (including Swaudio equipment).

Should there be a facilities issue in the space, students are expected to email workbox@swarthmore.edu to submit an official work order request. This includes but is not limited to, damage to the space or furniture, the need for new light bulbs, excess cleaning needs, etc. Students should not attempt to fix anything on their own accord. Facilities staff will address all work order needs.

Students should reach out to the Office of Student Engagement with requests for programming supplies (i.e. projectors) and requests relating to set up (i.e. specific requests for tables, chairs, spacing, etc.).

❖ Access to Space

In order to access student organization/club designated spaces on campus, clubs and organizations must be in contact with the Office of Student Engagement at the beginning of each academic semester to confirm a list of individuals who should receive access. Once that request has been received, an OSE staff member will work with campus partners to facilitate the access (either OneCard for card access, or Key Central for physical keys). Should access needs change, please email an updated request to OSE to facilitate these changes. This includes any new student requests as well as student access removals. OneCard access will be turned off, unless otherwise agreed upon, for all students over the winter and summer break periods. All keys must be returned to Key Central upon completion of your role in the organization, or graduation from Swarthmore; whichever comes first.

The use of College spaces must comply with all College policies, including the Student Handbook and Student Code of Conduct, and with the space reservation protocols. Misuse of any space or use that is associated with violations of College policy may result in referral to the College's Student Code of Conduct and/or in the immediate revocation of access to that space .

In order to obtain a physical key, students must sign a key request form with the Office of Student Engagement for Key Central to fulfill this request. By signing this form, you are agreeing to all key and lock-related policies listed below.

The use of and functionality of all College student spaces is reviewed annually.

❖ **Keys and Locks**

The College takes precautions to protect the safety and wellbeing of students and expects students' full participation in this process. The College's Key Access Management Policy with full information on the responsibilities for possessing keys can be found [HERE](#).

Students are expected to familiarize themselves with the policies and expectations concerning the Colleges Key and Lock policies. Acceptance of the assigned room and/ or other keys and space in College housing constitutes knowledge of, willingness, and agreement to abide by these policies.

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 and/or tampered with. Propping or tampering with exterior doors is a violation of the Student Code of Conduct and will be referred to the Office of Student Conduct for adjudication. Public Safety officers, Environmental Services (EVS) staff, maintenance workers and their supervisors, Student Life professional staff, as well as resident assistants (RAs), may have access to master keys for each residence hall. These keys may only be used in the course of fulfilling official job duties. 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 610-690-5748. Keys will only be issued to the person to whom they are assigned.

Locks. Only College locks may be used on doors; personal locks will be removed, and the owner will be charged for damages and labor and will be referred to the Office of Student Conduct for a housing violation. College keys may not be loaned, duplicated, modified or altered in any way at any time.

Issuing Keys. Keys are issued at residence halls or other central locations on campus as part of the check-in process for move-in. Keys issued outside of the move-in process are issued at Key Central located at the loading dock door of the Facilities Service Building.

Key Security. Students must not loan, transfer, give possession of, misuse, modify or alter the keys assigned to them. Students must further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys. All keys issued are the sole responsibility of the individual, and habitual loss of keys could result in the revocation of key use at the

College, and may be referred to the Office of Student Conduct.

Lost Keys. Lost keys must be reported immediately. Please notify Public Safety, the Area Coordinator (AC), and Key Central immediately by email about a lost key. There is a \$50 charge 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 immediately. They can be brought to the Public Safety office or given to any Public Safety officer.

Returning Keys. At the end of the year, students must return their keys to a designated key drop box or Key Central before departing campus. If a student wishes to return a key after regular business hours, the key may be placed in any 24-hour key dropboxes located throughout campus, including those in residence halls and the key-drop window at Key Central. If the student wishes to receive a key-return receipt, they may get one during business hours at the Key Central window or use the QR code located on residence hall-based key drop boxes. Keys must be returned to Key Central by the end of the 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 or a space is vacant for any reason, the Office of Student Engagement may assign new residents to any available vacant bed space and/or move the remaining roommate(s) to another comparable space, at any time. Reasonable effort will be made to notify current residents in advance of new assignments.

❖ Care of College Property

College-provided furniture in residence hall rooms may not be removed, dismantled, or tampered with in any way. Public area furnishings are intended for general use and are not to be taken into private rooms or removed from the public area in which they are located. Furniture in social spaces may not be removed, dismantled, or tampered with without the expressed permission of the College. This includes furniture in living rooms and lounges for apartment style housing. 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 to the Office of Student Conduct for failure to comply and may result in sanctions including the loss of housing.

Personal beds—including waterbeds, bed extenders, 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 when 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 unauthorized removal of 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. Painting or altering of walls, floors, doors, and furniture is strictly prohibited and will result in a referral to the Office of Student Conduct for failure to comply, and may be assessed a monetary fine.

❖ Prohibited Items

Fire regulations prohibit personal cooking appliances (hot plates, toaster ovens, air fryers, 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, candle warmers, incense, etc.) may be subject to a fine. It is also a violation to hang items from any part or tamper with any part of fire safety equipment, including conduits and sprinkler heads.

Additionally, all weapons, fireworks, and/or other dangerous devices (including lithium-powered vehicles and decorative knives/swords) are prohibited ([see Weapons and Other Prohibited Items policy](#)). 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 PPR Apartments and Crum Ledge) are designed only for occasional snack use and not for regular meal preparation. Students are not permitted to cook in traditional residence hall rooms. Kitchen supplies containing open heating elements, including toasters, hot plates, toaster ovens, and coffee makers with a hot plate base, are not permitted.

Small, residence hall-size fridges may be brought by students so long as they are energy-star rated; recommended dimensions are no larger than *24" high, 18" deep and 18" wide*. Unless rented through the MyMicroFridge program, microwaves are not allowed in the residence hall rooms. Extension cords are permitted but must be Underwriter's Lab approved and outlet strips must have a built-in circuit breaker.

Extreme care must be taken when using any electrical appliances or personal care items used in the residence halls (e.g., irons, clothes steamers, curling irons). Students are expected to take precautions when using such items to mitigate fire safety risks. Electrical items using excessive wattage (e.g., air conditioning units) are prohibited. No gas-powered vehicles, hovercrafts, or other lithium-powered vehicles are permitted in campus buildings.

With the exception of approved service and support animals, pets are not allowed in the residence halls. Violations of this policy will result in a referral to the Office of Student Conduct for a Housing Violation. Students who have questions about accommodations for service and support animals are invited to contact the [Office of Student Disability Services](#).

❖ Alcohol in Residence Halls

Students over the age of 21, and their guests over the age of 21, are permitted to possess and

consume alcohol in their own residence hall room without special approval as long as fewer than twenty (20) people are present, attendance is within room occupancy limits, alcohol is not served from a keg and there is no other communal alcoholic beverage (such as punch), and there is no disruption to the community. Any occurrence involving alcohol that does not meet the above requirements must be registered via Swat Central and the [A.R.E. permit process](#).

Students may not provide alcohol to any individual under the age of 21 and students may not be in the presence of alcohol in instances where all present are under the legal drinking age of 21-years-old. Students are required to comply with the Student Handbook policies and applicable Pennsylvania State laws.

❖ **Alcohol at Events**

Swarthmore College is committed to supporting the health, welfare, and safety of all our faculty, staff, and students, and to providing a safe and healthy environment for all members of our community. All persons in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Code. At all campus events, alcohol must be used in accordance with the College's Social Events on Campus policy. Student organizations may not store alcohol in any designated student space. Any unregistered alcohol will be confiscated and disposed of when found.

Student social events must abide by the Social Events on Campus policy. [See the full policy here.](#)

❖ **Quiet Hours and Courtesy Hours**

A student's right to study or sleep in an environment free from undue interference and disruption is a priority at Swarthmore. As a result, **quiet hours** have been established for all student residential areas, effective:

Sunday - Wednesday: 11:59 p.m. to 7:00 a.m.
Thursday: 1:00 a.m. (Friday morning) to 7:00 a.m.
Friday: 2:00 a.m. (Saturday morning) to 7:00 a.m.
Saturday: 2:00 a.m. (Sunday morning) to 7:00 a.m.

Residents are expected to abide by **courtesy hours** at all times. This includes being mindful of living in community, impacts on neighboring residents/staff, and being responsive to requests to lower excessive noise levels regardless of the time of day.

Twenty-four hour quiet hours are in effect beginning at 11:59 p.m. on the last day of classes each term through the end of exams.

❖ **Guests and Visitors**

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.

Visitors are defined as currently enrolled students who are not assigned to the room, suite, or apartment that they are visiting.

Before inviting a guest or visitor into the room, the student must secure the permission of all roommates. If the roommate does not give permission, the guest or visitor should not enter the room. The roommate(s) may also revoke permission for a guest or visitor in the room at any time.

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 or visitor of a student will be staying in a residence hall room overnight, all roommates must be notified and agree to any overnight stay.

Guests and visitors can only stay a maximum of three (3) consecutive days/nights. Guests 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. Student hosts are responsible for remaining with their guests. Guests will be asked to sign in for large-scale events on campus for safety needs. Guests must stay with their hosts for the entire duration of the event. Each host is able to check in one guest only.

The Division of Student Affairs 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.

❖ **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.

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.**

❖ **Food (meal) Requirement**

All students living in campus housing must participate in the College's meal plan. The College's meal plan is administered through Dining Services (Dining Center). More information can be found at Dining Services: <http://www.swarthmore.edu/dining-services/meal-plans>.

❖ **Internet**

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. Installing a satellite dish is a violation of College policy. Students must follow all [ITS policies](#) as it relates to using the College network.

❖ **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. Students living on campus for the summer are subject to all the policies and rules of the academic year.

❖ **Off-Campus Housing**

Rising Sophomores, Juniors, and Seniors have the option to live in non-College owned housing for the upcoming academic year. If you are an enrolled, on-campus student, who is planning to live in non-College owned housing, you must give formal notice to the Office of Student Engagement prior to the Spring Housing Lottery or December Lottery. The Off-Campus Housing Application is located on the Housing Portal located in MySwarthmore in the Student Menu, and will be available prior to the Spring and December housing lotteries for the following semester.

❖ **Student-Run Business**

Given Swarthmore College's status as an educational non-profit institution for postsecondary education, students are not permitted to own or operate student-run businesses from the College (i.e. the physical campus). However, this designation does not prevent students from generally owning or operating student-run businesses. Students (whether representing themselves or a student organization) may not conduct business out of any part of the campus, including College residential halls (e.g. coffee shops, hair salons, nail salons, etc.).

Students may not use 500 College Rd., Swarthmore, PA 19081 or any other addresses associated with Swarthmore College for their student-run business address. Additionally, the College cannot provide any funding to a student in support of a student-run business if they are incorporated as another legal entity (LLC, 503(c), etc).

Students are responsible for being in compliance with all local, state, and federal laws relating to operating a business.

Student Health & Wellness Services

<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 through Thursday 9:00AM – 4:45PM and Friday 9:00AM - 4:00PM during the academic year. An after-hours registered nurse on-call is available when the Health Center is closed. This registered nurse is not affiliated with Swarthmore College and is available to triage or answer medical concerns. The on-call nurse does not have access to health information or administrative information held in the Student Health Center. **All students must call the Health Center during [normal operating hours](#) to schedule an appointment to be seen.** Appointments are available to visit a collaborative team of clinicians. 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 emergencies and/or severe medical issues should be evaluated and treated at a local hospital network (i.e., Patient First Urgent Care or Main Line Health System).

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, 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 a threat to the 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 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 rapid-result diagnostic tests and some 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.

Incoming Student Health Requirements.

In accordance with the Pennsylvania Departments of Health and Education, Swarthmore College requires all students to be in compliance with the health requirements outlined below. Completion is due by June 30th and necessary to be eligible for a new student housing assignment and access to roommate information.

Immunizations:

1. Diphtheria-Tetanus-Pertussis (DTP). Four doses of DTP and a tetanus booster (Tdap) within the last ten years are required.
2. Hepatitis A. Two doses are recommended.
3. Hepatitis B vaccine. Three doses in childhood or two doses of adult vaccine, or a positive Hepatitis B surface antibody is required.
4. Measles, Mumps, Rubella (MMR). Two doses are required at least 28 days apart after 12 months of age. Vaccination for each of these individually is acceptable according to (specified schedule). Titers showing adequate immunity are also acceptable.
5. Meningococcal B vaccine. Series completion is recommended in consultation with your healthcare provider.
6. Meningococcal vaccine (MenACYW). One dose is required at age 16 or older.
7. Polio. Three doses of oral or four doses of injectable vaccine are required.
8. Varicella vaccine. Two doses or healthcare provider documentation of proof of Chickenpox disease (date) is required.

Unvaccinated students must complete a [waiver form](#).

Tuberculosis Screening Questionnaire

Completed by the student and their medical provider and submitted prior to arrival at Swarthmore. If indicated by the responses on your form, the IGRA blood test (“quantiferon gold”) must be completed, regardless of BCG vaccination status, prior to arrival on campus and results uploaded to your student health portal.

Physical Examination

Completed by your medical provider and submitted prior to arrival at Swarthmore College. Must be completed in the 12 months leading up to arrival on campus. First page of the form must be completed by all students. In addition to the first page of the form, the second page of the physical form must be completed by all student athletes.

Health Certificate

Completed by the student on the [Student Health Portal](#). Must be completed in the 12 months leading up to arrival on campus.

We understand that some students reside in locations that do not have certain immunizations available. In those circumstances, it is vital that students send a secure message through the Student Health Portal and remain in communication with the nursing staff from the Student Health Center. Showing engagement in the health requirement process will result in a student remaining in good standing. Failure to communicate and follow through with nurse recommendations and immunization appointments may result in a conduct violation and possible hold on your ability to register for classes.

Health Center staff do 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 student's dean, who will communicate with professors or other relevant community members for long term illnesses. 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. Student 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 [student health insurance plan](#) for purchase by students. **Annually**, all students are enrolled in the student health insurance plan (SHIP) and may [waive out](#) of the plan if they meet the requirements and provide proof of insurance.

Student Code of Conduct: Expectations

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 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 conduct expectations may be subject to a referral to the student conduct process as well as [Student Conduct Sanctions](#) pursuant to 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

Banners, Chalkings, Postings, and Other Public Displays on College Property

Bullying and Intimidation

Prohibiting Discrimination, Harassment and Retaliation
Disorderly Conduct
Endangerment or Infliction of Physical Harm
Events and Parties
Failure to Comply
False Representation
Fire Safety
Anti-Hazing Policy
Housing Violations
Retaliation
Sexual Misconduct: Title IX and College-Defined Sexual Misconduct
Smoking
Stalking
Theft, Vandalism, or Property Damage
Unauthorized Entry or Access
Unauthorized Use of College Resources or Services
Violation of College Policy
Violation of Local, State or Federal Laws
Weapons and Other Prohibited Items

❖ Alcohol and Other Drugs Policy

The overarching priority of the College with respect to alcohol and other 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 those pertaining to alcohol and other drugs. Additionally, the College is especially committed to supporting students' decision-making around whether to consume alcohol, how to do so in moderation, and how to adhere to local, state, and federal laws governing alcohol consumption.

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 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 use 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.

MEDICAL AMNESTY (formerly 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 other drug use. The College expects each student to share information for the safety and well-being of their fellow students and to seek assistance from College officials (Public Safety, Resident Assistants, Student Life staff) and/or medical emergency services through 911, without fear of a referral to the student conduct process for the consumption of alcohol and/or use of controlled substances.

Under the College's Medical Amnesty (formerly AOD Amnesty) policy, typically neither the student in need nor the student or student organization requesting assistance will be subject to a referral to the student conduct process as a result of a violation of the Alcohol and/or Drug Policy for the sole violation of the Alcohol/Other Drug Policy. In lieu of a conduct referral, involved students will be requested to meet with the Alcohol and Other Drug Counselor for a confidential review of the incident.

Additionally, the College seeks to remove any barriers to reporting incidents of sexual assault and/or harassment, hazing, 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 outcomes or referrals in certain situations.

Though a student or student organization participating in the College's Medical Amnesty policy will not normally be subject to a referral to the student conduct process, 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 Medical Amnesty policy will meet with the College's Alcohol and Other Drugs Counselor and adhere to the agreed upon recommendations. Information discussed in any session with the Alcohol and Other Drugs Counselor is considered confidential. Failure to meet with the College's Alcohol and Other Drugs Counselor and to adhere to the agreed upon recommendations may result in the reinstatement of the College student conduct process for this incident and/or further sanctions from the College.

Although a student involved in the Medical Amnesty policy may not be subject to referral to the

student conduct process for the referred incident, that Medical 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 Medical 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, 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 student conduct process. Swarthmore College students are expected to seek medical attention for themselves or others when medical concerns arise. Similarly, one's failure to request medical assistance for someone in need may be considered a violation of A.R.E. permit host expectations and may be considered an aggravating factor in any disciplinary process.

Students who participate in the College's Medical 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 provides training sessions during orientation each year to educate students on the behavioral health risks of substance use and how to identify potential problems. Alcohol and other 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 other drug problems are encouraged to speak with Josh Ellow, Alcohol and Other Drugs Counselor and/or other Student Health and Wellness Center personnel, Counseling & Psychological Services (CAPS) counselors, Student Deans, Office of Student Engagement (OSE) staff, and/or other Division of Student Affairs (DoSA) staff. These professionals can help review the situation and make referrals to outside agencies or internal resources.

The College believes that 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 family. Accordingly, evidence-based treatments have been established since the 1970s 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, mood, motivation, and have side effects. Their influences can affect the safety and well-being of the users as well as those around them.

Alcohol, or ethanol, is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. Even low doses can significantly impair one's judgment and coordination, including the ability to drive a car safely, and increase 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 or ethanol dependence.

Illicit drugs can interfere with important brain activities, including coordination, memory, and learning. They may increase the risk of lung cancer, destroy liver cells, initiate drastic weight changes, and 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 (i.e., two central nervous systems depressants, alcohol and benzodiazepines, alcohol and opioids, etc.). See [Controlled Substances - Uses and Effects](#) for more information.

ADDITIONAL RESOURCES (see appendix)

Please see the following pages with charts outlining the most common street drugs with their slang names and descriptions, a dictionary of street drugs, and the most commonly abused prescription medicines. The links below provide additional guidance as well as source references for the charts. The last pictograph shows what a possible plan for comprehensive treatment looks like.

- National Institute on Drug Abuse: drugabuse.gov/sites/default/files/cadchart.pdf, for more information on drug abuse and treatment options.
- Sober College School of Addiction Studies page on most addictive pills: sobercollege.com/addiction-blog/most-addictive-prescriptions-drugs/
- Prevention and Treatment Resource Press: ptrpress.com/product/street-smart-dictionary-poster/, for various printable materials covering alcohol and other drug abuse
- Event Medicine Group: eventmedicinegroup.org, for multiple useful resources.

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*.

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. A referral to the student conduct process may result in various outcomes, 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, including jungle juice, punch, kegs, 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 [including “water pong”], Beirut, power hour, and/or 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.

(*kegs are never permitted 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 Medical 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 cannabis will result in a warning and referral to the alcohol and other drugs counselor and educator (minimum sanction) and/or a requirement to attend an alcohol education program. A second violation usually results in probation and/or a requirement to attend and/or further contact with the AOD counselor. 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.

(Full list of Local, State, and Federal Legal Sanctions, see appendix)

❖ Banners, Chalkings, Postings, and Other Public Displays on College Property

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, postings, and other public displays on College property are subject to reasonable requirements regarding their display and may not receive authorization and will be removed if a violation of College policy occurs. Additionally, the College reserves the ability to remove postings when a banner, chalking, posting, or public display is inconsistent with the fundamental norms and expectations of expression for Swarthmore College, or when the requirements described in this Section are not being met. Some examples of behaviors that are inconsistent with our norms and expectations include harassment or bullying; threats, intimidation, or incitement of violence; disruption of College operations, and defamation or other unlawful invasion into the privacy of others. Additionally, students may not post an excessive number [no more than two (2)] of postings on the same bulletin board or other approved location. Postings may only be displayed in designated spaces. 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.

In addition to upholding the norms, expectations and requirements described in this Section, the College reserves its right to restrict or limit the format, location and duration of any display in order to preserve the operations of the College and to protect the safety and well-being of the Swarthmore College community.

See also the Disorderly Conduct policy within the Student Code of Conduct.

Banners. For purposes of this policy, Banners are any physical cloth or material containing images, designs and/or words or other alphanumeric characters. Banners may only be displayed on Clothier Hall's facade facing Parrish Beach, in Cosby Courtyard, or in the designated areas within Sharples Commons and Dining Center, upon prior written approval by the Office of Student Engagement. Banners displayed without appropriate prior authorization or displayed in any unauthorized location, including on or in other College buildings, will be removed. The standard maximum duration for banner display is one (1) week; groups and student organizations may be limited to one (1) banner reservation per month, depending on requests. Priority is given to student organizations or community-wide events and staff initiatives (e.g., Winter Formal, Large-Scale Event, etc.).

Banners need to be "signed" with a registered student organization or the individual name of a matriculated student. No mentions or images of alcohol are allowed. Banners can be mid-sized (4'x6') or larger but cannot be no more than 8-feet wide and no more than 5-feet tall. If planning to hang the banner outside, it should be 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.

Requests for banner space must be made with the [Banner Request Form](#) through the Office of Student Engagement three (3) 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 Commons and Dining Center, once approved, students may hang their banner using only the clips provided. Affixing with tape, nails, hooks, or tacks is prohibited. Students are responsible for removing their banner after the five-day display period. Failure to remove a banner could result in banner disposal.

For banners hung on Clothier or in Cosby Courtyard, once approved, students must deliver their banner to OSE within two (2) days prior to the requested date for it to be hung. OSE coordinates with Facilities to ensure their banner is properly hung and in accordance with the schedule. Installations will not occur on weekends and are subject to the availability of staff. During the first two (2) weeks of each semester and move-out periods, staff are not available to hang student banners. 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.

Banners that violate any of these rules will be removed by College staff.

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 removed. Additionally, chalkings that may constitute a violation of College policy may be removed, regardless of location. Science Center outdoor blackboards are meant for dynamic use while members of the community are present, and are to be erased once community members disperse. Questions about particular chalkings and/or postings should be directed to the Office of Student Engagement.

Postings. All postings of any kind, including advertisements, announcements, posters, pamphlets, flyers, and notices, may only be posted or displayed at pre-approved posting locations. The distribution and/or placement of pamphlets, flyers, etc. on tables or other surfaces is prohibited.

Pre-approved posting locations include the post office bulletin boards, residence hall bulletin boards designated for public postings, Dining and Sharples Commons bulletin boards and tabling, the bulletin boards near Parrish parlors, Shane Lounge, outside Kohlberg coffee bar, Science Center cafe, and Clothier Hall, and academic buildings designated for public posting. Masking, painter's tape, or tacks on bulletin boards, is approved for use for securing postings. No other form of adhesive or hardware, such as glue/wheatpaste/liquid adhesive, nails, screws, or duct tape is allowed without prior authorization from the Office of Student Engagement. Postings are not authorized in any other location on College grounds, including but not limited to light posts, trash bins, tables, building exteriors, walls, floors, ceilings, doors, windows, walkways, bike racks, handrails, stairs, trees, plants, lawns and any other outdoor green spaces. Postings may not be placed on the assigned bulletin boards of any group or department without permission from the group or department.

Postings need to be "signed" with a recognized student organization or the individual name of a matriculated student and must also include the date of an event or posting date. Postings that do not advertise a specific event are permitted for a duration of one (1) week. No mentions or images of alcohol are allowed. Additionally, postings that may constitute a violation of College

policy will be removed, regardless of location. To help ensure availability for all community members, postings need to typically be either 8 ½ x 11 or 11 x 17 inches. Students are prohibited from posting an excessive amount; no more than two (2) of the same poster can be posted on any given bulletin board at one time.

Additionally, students are prohibited from covering or removing postings that are current. Expired postings may be removed from public boards by any community member to make room for new postings. Postings that violate any of these rules may be removed by any College staff or faculty, in consultation with the Division of Student Affairs. In addition to other possible sanctions under the Student Code of Conduct, the individual or group may be fined or held financially responsible and required to pay restitution for any damages.

Other Public Displays. Other public displays of any kind, including but not limited to signage, electronic displays, projections, installations, exhibits, and structures, on any College property must receive prior authorization from an appropriate College official. To initiate the review process, please fill out [this form](#) at least five (5) business days in advance of the requested starting display date. Depending on the circumstances, OSE may need to consult with other College personnel, departments, and/or committees when considering a request. Unless otherwise allowed pursuant to this section, “Banners, Chalkings, Postings, and Other Public Displays on College Property”, public displays that are placed on any campus properties or areas – including but not limited to the sides of buildings, sidewalks, roofs, tables or other surfaces, landscapes, etc. are strictly prohibited without prior authorization.

Note: Solicitation or distribution of unauthorized materials by anyone not employed by Swarthmore College, including credit card marketers, is prohibited at all times and in all areas of the College.

❖ Bullying and Intimidation

Bullying and Intimidation include any electronic, written, verbal, or physical act or a series of acts (which includes, but is not limited to, e-mail, text messaging, and internet posting on websites or other social media) that is intended to cause, or any reasonable person should know would cause, physical or substantial emotional harm to another person or group. Bullying and Intimidation may include emotional domination, harassment, ridicule, degradation, or humiliation. It may not only cause a negative and harassing effect on individuals targeted, but also others who observe the conduct. Bullying and Intimidation is conduct that is severe, persistent, or pervasive and has the effect of 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 College environment that reasonably leads the person(s) and/or the group to have a substantial fear for their well-being, whether physical, emotional or otherwise;
- (iii) substantially disrupting the orderly operation of the College; or
- (iv) creating a risk to the health, well-being, or safety of individuals.

Bullying and Intimidation are prohibited, and participating in such acts will result in a referral to

the student conduct process.

❖ Prohibiting Discrimination, Harassment and Retaliation (formerly Discrimination, including Harassment (Protected Class))

The College expressly prohibits all forms of Discrimination and Harassment based on Protected Characteristic as explained in the [Swarthmore College Policy Prohibiting Discrimination, Harassment and Retaliation](#).

Notice of Non-Discrimination

The College expressly prohibits any form of discrimination and harassment on the basis of any College-recognized protected classification, including sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, or disability in any decision regarding admissions, employment, or involvement in a College program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, including 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.

See the [Swarthmore College Title IX and College-Defined Sexual Misconduct Policy](#) for the College's Policy and procedures regarding reporting, review, investigation, and resolution of all sexual and gender-based discrimination or harassment concerns against students and employees.

Statement Against Retaliation

It is a violation of College Policy and law to retaliate against an individual or a group because the individual or group reported to the College an allegation or participated in an investigation or resolution of a complaint of Discrimination, Harassment and/or Retaliation. The College recognizes that Retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of Retaliation by the Complainant or a Third Party. The College will promptly respond to any report of Retaliation and may pursue disciplinary action as appropriate.

Statement of Privacy

The College is committed to protecting the privacy interests of all individuals involved in a report of Discrimination or Harassment. In any report, investigation, or resolution of an allegation made under this Policy, every effort will be made to protect the privacy interests of the

individuals involved in a manner consistent with the need for a thorough review of the allegation and the protection of any individual or the broader campus community. Information related to a report under this Policy will be shared only with those College employees who “need to know” in order to assist in the investigation and/or resolution of the complaint. At all times, the privacy of the Parties will be respected and safeguarded. All College employees who are involved in the review, investigation or resolution of a report will only share information with others on a need-to-know basis.

The College expects all community members involved in any report, investigation, or resolution of an allegation made under this Policy to respect the privacy of all parties involved, including the Complainant, the Respondent, and all Witnesses.

Students or employees wishing to obtain confidential assistance or access to campus resources without making a report to the College may do so by speaking with professionals who are obligated by law to maintain confidentiality. These professionals, who are identified in the Confidential Resources section of the [Policy Prohibiting Discrimination, Harassment and Retaliation](#), include individuals in the Student Health and Wellness Center, Counseling and Psychological Services, spiritual advisors, and confidential resources available to regular College employees through the Employee Assistance Program.

If a Complainant requests that their name or other identifiable information remain confidential, the College will seek to respect the request of the Complainant, and where it cannot do so, the College will communicate with the Complainant about the reasons why the request for confidentiality cannot be honored. In cases where confidentiality is requested, the College will balance this request with its obligation to provide a safe and non-discriminatory environment for all College Community members. Depending on the information provided, maintaining the confidentiality of a Complainant may limit the College’s ability to take action in response to a report.

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Titles VI and VII of the Civil Rights Act, and Title IX of the Education Amendments Act of 1972, College Policy, and all applicable federal, state and local laws. No information shall be released from such proceedings, or other aspects of addressing reports received under this Policy, except as required or permitted by law or College Policy.

More information about the College’s resolution process of complaints can be found in the Swarthmore College [Policy Prohibiting Discrimination, Harassment and Retaliation](#). To make inquiries or file a complaint, please contact the Swarthmore College Equal Opportunity Officer or Title IX Coordinator.

See the [Swarthmore College Title IX and College-Defined Sexual Misconduct Policy](#) for the College's Policy and procedures regarding reporting, review, investigation, and resolution of all sexual and gender-based discrimination or harassment concerns against students and employees.

❖ Disorderly Conduct

Students at Swarthmore College have the right to responsibly express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means. However, students should be aware that not all forms of expressive conduct are compliant with the College's expectations and policies as outlined in the Student Code of Conduct. Any speech or act that disrupts College activities or that targets, harasses, or threatens any individual or group may be subject to the student conduct process. It is a violation of the norms of this academic community for anyone to prevent or disrupt the conduct of College business, including lectures, meetings, events (such as admissions tours or job interviews), ceremonies, or other necessary business and community functions.

Demonstrations and other forms of protests are permissible, except in the following locations: classrooms, offices, libraries, dining halls (including cafes), Worth Health Center, residence hall rooms, and lecture halls. These restrictions are intended to ensure that the normal work, teaching/learning, residential experiences, and services of the College can continue. Students who disrupt the functions of the College, including violating the rights of community members, including invited speakers, may be subject to the student conduct process.

Freedoms of expression extend so long as expression does not impinge on the rights of other members of the community or the orderly and/or essential operations of the College. In light of these principles and expectations, disorderly conduct is not permitted.

Disorderly conduct is a violation that prevents the orderly operation of the College. Examples of prohibited conduct under this section include, but are not limited to:

1. Excessive noise, which interferes with or limits access to classes, College offices, residence hall neighbors, or other campus and community operations or activities. Some limited examples of excessive noise include shouting or loud chanting in enclosed spaces or in close proximity to other individuals, banging or drumming on objects, and the unauthorized use of amplified sound (bullhorns, musical instruments, speakers, or any other sound-amplifying equipment) that disrupts campus and community operations, classes, or activities;
2. Encampments on and occupation of any College facilities, spaces or grounds;
3. Unauthorized entry into or demonstrations in private work areas, office suites, classes, closed meetings, or closed spaces;
4. Conduct that restricts or prevents faculty, staff, students, or student employees from performing their duties, including interruption of meetings, classes, or events;
5. Failure to maintain clear passage into or out of any College building, passageway, and/or work space;
6. Conducting a protest in impermissible areas, which are classrooms, offices, libraries, dining halls (including cafes), Worth Health Center, residence hall rooms, and lecture halls;
7. Failure to disperse after being told to vacate a College location by a College official or

when a building, office, or campus space is closed;

8. Other conduct that disrupts the normal operations of the College, such as lectures, presentations, meetings, events (such as admissions tours or job interviews), ceremonies, or other necessary business and community functions; and/or

9. Any other action(s) that result in unreasonable interference with the learning/working/residential environment or the rights of others.

When conduct of this nature is exhibited, the conduct may also be subject to other policy violations and procedures.

The use of College spaces must comply with the College policy and [space reservation protocols](#). For assistance about requirements, students should contact the Office of Student Engagement and Events Management.

❖ Endangerment or Infliction of Physical Harm

Physical restraint, contact, 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. Inflicting bodily harm upon or using physical force against any person, including but not limited to fighting, and/or restraining someone against their will, is prohibited. Additionally, any other unwanted physical contact or conduct that approaches or threatens such contact, such as grabbing, kicking, smacking, shoving, or spitting, constitutes a violation of this policy. Physical 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 or fear of bodily harm is subject to a referral to the student conduct process, whether or not the risk or fear is realized.

❖ Events and Parties

The College defines an event as an academic, intellectual, cultural, and/or social gathering, hosted by students or a student organization, in or on campus property. Events may be “open” to a designated population (i.e. the entire campus community or only enrolled students) or may be “closed” or private events, which are held for a smaller group of students and/or members of an organization. Student events are not open to the general public without approval from either the Events Management Team, or a member of the sponsoring College office.

Student events can be categorized as either large open events (social gatherings without alcohol), or social gatherings with alcohol. All events must follow the below guidelines and policies.

Defining Events

A College event may be 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, local state law, and/or any additional expectations of the event space.

- **Open events** are defined as an event where all students are permitted to attend. Open events may or may not be open to the larger campus community or outside 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.

Many club and organization events will fall under this category of event. All club and organization leaders should be familiar with the [Club Handbook and the Student Budget Committee policies](#) in regard to hosting events on campus.

All events on campus must be free to attend for all students. There should be no perceived entry fee or charge to attend.

All students are eligible to register an event during the academic year. Alcohol Registered Events (A.R.E.s) have further restrictions on scheduling. [Please see below for more details regarding A.R.E. 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 amount of the donations may be used for the purchase of alcohol.**

Publicizing Events

Generally, advertising is permitted for any event that is open to students and is free of charge. Advertising (postings, chalkings, table tents, email, written, verbal invitations, social media posts, digital signage, and banners) for all College events must **NOT** refer to the 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, please contact the Office of Student Engagement (ose@swarthmore.edu). Advertising that does not adhere to the expectations outlined above may be removed and the individual and/or organization may be restricted from hosting the event and/or may be referred to the student conduct process. For additional information, [see the Banners, Chalkings, Postering and Other Public Displays on College Property policy](#). The standard method for advertising open student events is through the reserved student digest. For more tips regarding advertising on campus, check out the [Advertising Student Events and Campus Listservs](#).

Authorized Campus Locations and Times

Students or student clubs and organizations are required to register their event, in the form of a [space reservation](#), if the event is held in a designated campus space. Student events with alcohol present and more than twenty (20) individuals in attendance are required to register their event in the form of a space reservation and apply for and receive an approved [Alcohol Registered Event \(A.R.E.\) permit](#). Designated campus spaces for student events can be found on SwatCentral. Please contact the Office of Student Engagement if you have any questions as to whether a

designated campus space is suitable for your event. If you have additional questions about reserving a space please review [SwatCentral Instructions - Students](#) and/or contact the Events Management Office at space@swarthmore.edu.

The Office of Student Engagement (OSE) will consider requests for Alcohol Registered Events (A.R.E) in the following spaces (*Note that approving events with alcohol is at the discretion of OSE*):

- Alice Paul First Floor Lobby
- Alice Paul Third Floor Lounge
- Big Room
- Crum Ledge Apartments (reserved by assigned residents only)
- David Kemp Second Floor Lounge
- Danawell BBQ
- Danwell Multi-Purpose First Floor Lounge
- ML Breakfast Room
- PPR Apartments (reserved by assigned residents only)
- PPR Apartments Courtyard
- PPR Apartments First Floor Lounge
- PPR Apartments Terrace
- Olde Club
- PACES
- Wharton Courtyard
- Worth Courtyard

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

Note that events without alcohol may be held in these spaces:

- Academic Classrooms
- Athletic Facilities
- Black Cultural Center
- Bond Memorial Hall
- College Amphitheater
- Dining Center
- Sharples Community Commons
- Upper Tarble
- Gender and Sexuality Center
- IC Big Room
- Common areas of residence halls not specified in the above list (lounges, lobbies, bathrooms, hallways)
- Assigned clubs or student organization spaces

(Exceptions can only be made with express permission from the Division of Student Affairs).

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

Guests at Events and Parties

Enrolled Swarthmore students are permitted to host one (1) non-College guest to an event (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 United States or foreign government-issued ID with a birth date. If there is a disagreement as to the validity of an ID, a host or the guest should seek advice from Public Safety or the Office of Student Engagement. Usually, events are not open to the general public without written permission from OSE.

College employees are not permitted to attend student-hosted A.R.E.s, unless their attendance is directly related to their role and responsibilities as an employee of the College.

Events with guests who are minors, must abide by the College's [Working With Minors Compliance Policy](#).

Social Events

Social Events are broken down into multiple categories and can be open or closed as defined above. The College further differentiates between Alcohol Registered Events (A.R.E.s) and alcohol-free events. Depending upon these categories, students must abide by the below processes and policies.

General Host Responsibilities for ALL Social Events on Campus –

Only students who are enrolled at the institution at the time of the event and are eligible to host events, may host an event on campus.

- Hosts and/or hosting clubs and organizations (hosts) are responsible for reading all of the event 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, including space occupancy numbers, and contacting Public Safety if any support is needed.
- 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 alcohol-free event (please contact Public Safety for support in regard to any difficulties with alcohol at an event and/or if you would like to proactively seek guidance regarding best practices to restricting and/or removing alcohol from an event).
- Hosts are to ensure there is no smoking or vaping at any student event on campus (please see [Smoking](#) for additional information).

- Hosts are required to clean the interior of event spaces immediately after the event. This includes removing all trash and returning the space to its original condition.

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

*Please note that failure to maintain campus spaces may result in restrictions on your or your group's ability to host future events and/or fees related to cleaning or damage repair of an event space.

Social Events without Alcohol

The College expects all students to abide by all expectations surrounding events on campus regardless of the presence of alcohol. For this reason, the Office of Student Engagement may reach out to meet with event hosts ahead of their event to review safety measures. Reasons, while not inclusive, for staff to request a meeting might include:

- Size of event,
- Open event, especially if off-campus guests are permitted,
- If an event has numerous campus partnerships, requiring resource coordination across campus offices,
- Previous history of host or attendee conduct at events,
- Location of event (i.e., outside with potential for weather or safety concerns).

All social event hosts are encouraged to go through the *Hosting Event* workshop. Though **mandatory** for all hosts for Alcohol Registered Events (A.R.E.s), it is highly recommended for ALL hosts as it will provide great tips and tools for successful events on campus overall.

Social Events with Alcohol

Alcohol Registered Events (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.** If hosting an A.R.E., you are responsible for reading through and following all policies listed below.

Funding: Unless specifically authorized, in writing, by the Senior Associate Dean of Student Life or designee, no College funding may be used to purchase alcoholic beverages (authorization may be given for senior only events, associated with senior week/senior class only events, and/or some events at off-campus locations).

Time and Manner: All events are expected to begin by and end by the specified time that was pre-approved by OSE. A.R.E functions may not exceed four (4) hours in duration. Students and student organizations are limited to hosting no more than one A.R.E within a 24-hour period. An

Alcohol Registered Event must be confined to one location. 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 alcohol-free event) in the same location. A.R.E. functions should end no later than midnight from 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. Requests for events occurring on Fridays and Saturdays in residential spaces that are scheduled to go beyond midnight, will be reviewed for impact to the residential community. It may be necessary to amend the parameters surrounding events if there are considerable noise concerns raised by residents of that community. Undue noise or unwanted guests may nullify previous agreements.

Alcohol Permits

All A.R.E. events require an approved [Alcohol Permit](#). Students or student organizations hosting an A.R.E., must complete an A.R.E. Permit Request form by 12:00 PM (noon) 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 OSE will review all event submissions.

- For events with an expected or actual attendance of between twenty (20) and 74 people, two (2) responsible sober hosts must be indicated on the Alcohol Permit application: one (1) must be over the age of 21.
- For events with more than 75 people expected or in attendance, three (3) responsible sober hosts are required to be indicated on the Alcohol Permit: two (2) must be over the age of 21.

Please note that large-scale events require sufficient planning and may require the support of multiple departments. Your event may be subject to cancellation or postponement if the College cannot support the event as planned. All event hosts must have attended the College's Hosting Event workshop during the academic year for which they are hosting the event.

Additionally, all hosts of the registered event **must** meet with representatives from the Department of Public Safety to review and sign the A.R.E. Permit prior to the event starting. All hosts must attend a mandatory check-in meeting with OSE staff the week the event is scheduled to occur.

Alcohol that is present at an event but not approved and specifically not included on the Alcohol Permit, will be removed, disposed of, and the event may be canceled or ended early, with the host(s)/organization typically referred to the College student conduct process.

Alcohol Permits will not be approved, and alcoholic beverages may not be served at parties or other events that take place during the following timeframes:

- Early Return Periods
- New Student Orientation
- The first week of the Fall and Spring Academic Semesters
- College breaks
- Reading days
- Final Examination Periods

- Large-scale Admissions Offices events (e.g. Discover Swarthmore, SWATstruck, and SWATlight).

In the event of a large-scale campus event (such as, Winter Formal, Worthstock, etc.), or inclement weather or campus emergency, the Office of Student Engagement or the Division of Student Affairs may identify days each semester when 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 possible. The OSE 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 host an event with an Alcohol Permit is the second Friday after classes begin each semester.**

A.R.E. “BYO” Policies:

Approved hosts are permitted to hold open/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 750ml of wine (the equivalent of one (1) bottle). **No other type of alcohol is permitted.** Glass containers are also not permitted.

All alcohol must be dropped off with the open/closed A.R.E. host(s) 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 Alcohol Permit. At some large-scale campus events, students 21 and older may bring beer or wine for personal use which must be checked-in and tagged, prior to the event beginning, and at the designated location.

At any time if the hosts or College officials determine there is additional alcohol present, brought in after the check in period, or, deceptively disguised in a secondary container (tumbler cup, backpack, camelback hydration pack, etc), that alcohol shall be confiscated, removed, and disposed of. Responsible parties will typically be referred to the College Student Conduct Process.

A.R.E. Event: Host Responsibilities

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

***If you feel that you may not be able to meet A.R.E. host expectations at any time, you are encouraged to convert your event to an alcohol-free event.** The Office of Student Engagement is available to assist you in transitioning your event to one without alcohol.

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

- Read and adhere to all expectations outlined in the “Social Events on Campus Policy” section above.
- Hosts must attend the College’s Hosting Event training/workshop during the academic year for which they are hosting an event.
- At least one host must be 21 years of age or older.
- Hosts must assist Public Safety in A.R.E. walkthroughs (pre-event walkthrough and mid-event walkthrough) and emergency response.
- Alcohol 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 stating; “You must be 21 years of age to consume alcoholic beverages in the Commonwealth of Pennsylvania” and also must indicate what type/how much alcohol is being served on the permit. If the permit is not displayed, the event cannot begin.
- While the event is in progress and/or when alcoholic beverages are available (whichever is longer), the hosts must be in attendance at all times.
- Hosts are expected to regulate the serving of alcoholic beverages to only attendees over the age of 21.
- Hosts must have an operational plan (i.e., who’s at the door, but also who’s walking around, serving the actual alcohol, etc.) and discuss that plan with a member of the Office of Student Engagement and Public Safety during their pre-event check-in.
- 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 must serve and regulate the serving of alcoholic beverages and observe all laws and College guidelines regarding A.R.E.
- Hosts shall not consume alcohol for the duration of their hosting responsibilities.
- Hosts are required to prohibit visibly intoxicated persons from obtaining alcoholic beverages at the A.R.E. (when in doubt, please call Public Safety to request support for any visibly intoxicated person).
- 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.
- Alternative non-alcoholic beverages must be served during the entirety of the A.R.E.
- At all times during an A.R.E. hosts are required to wear the *A.R.E. Event Host strap* in a highly visible location, so that both attendees and Public Safety are able to easily identify the event hosts, should consultation need to occur or if a problem arises.
- Hosts will be held accountable for noncompliance through the Student Code of Conduct with any of the above requirements.

*** 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 the Department of Public Safety at 610-328-8333 or ext. 8333 for assistance.**

A.R.E. Crum Ledge/PPR Apartment Events:

Eligibility Requirements

- All residents interested in hosting an event in PPR and Crum Ledge Apartments must attend A.R.E. training through the Office of Student Engagement (OSE). At least two residents from a PPR Apartment or Crum Ledge apartment are required to serve as hosts each time an event is hosted in the unit. Prior to hosting the first Crum Ledge/PPR Apartment A.R.E. event, **all residents** of the Crum Ledge/PPR Apartment/Suite are required to attend an orientation with the Crum Ledge/PPR Apartment Area Coordinator (or their designee) to set expectations and safety plans around future Crum Ledge/PPR Apartment A.R.E events.
- Similar to the processes that exist for hosting an A.R.E in any approved campus location, when Crum Ledge/PPR Apartment residents are interested in hosting an A.R.E. event in a Crum Ledge/PPR Apartment unit, hosts must:
 - Ensure that **all residents** of the apartment/suite agree to the full request
 - Submit a Crum Ledge/PPR Apartment A.R.E. [event request form](#)
 - The **hosts** must meet with Crum Ledge/PPR Apartment Area Coordinator (or their designee) to review the request.
- Note that the OSE reserves the right to limit the total number of events if staffing or other resources are not available to safely support the event.

Occupancy Requirements

- When calculating the occupancy numbers, remember to include the hosts/residents of the apartment/suite.
- Events with 1-20 attendees **do not** require an A.R.E permit.
- Events with **over 20** attendees **do** require an A.R.E. permit.

❖ Failure to Comply

The College expects students to comply with the directions of Public Safety officers, law enforcement officers, or College officials acting in the performance of their duties. Upon request, students are obligated to provide College personnel with accurate identification and must present their OneCard when requested. Students who fail to comply with such authority may be subject to the student conduct process.

Furthermore, the College expects students found responsible for Student Code of Conduct violations to fully comply with all disciplinary sanctions imposed by the College. A student's failure to comply with such imposed sanctions will be subject to further referrals to the student conduct process.

❖ False Representation

Students are expected to accurately represent themselves within and beyond the College. This

includes internal information sharing (e.g. reporting information to a College official, use of College communication platforms and/or College internet, etc.) as well as external information sharing.

Students may not knowingly provide false information or engage in misrepresentation when asked by College officials to identify themselves, other students, or their guests. Further, students are prohibited from engaging in forgery, alteration, or the unauthorized possession of College documents, records, or forged/fraudulent communication.

The Swarthmore Police Department will accept a Swarthmore College OneCard as proof of identification, except when a driver's license is required for operating a motor vehicle.

Additionally, the College expects students to accurately represent themselves *beyond* the College in the sharing of information with graduate schools, employers, or other entities. This includes, but is not limited to the disclosure of transcripts, College disciplinary history, institutional actions, or falsified or largely exaggerated experiences (e.g. on resumes or applications) related to the College.

❖ Fire Safety

Fire regulations prohibit the use of personal cooking appliances (hot plates, toaster ovens, or other items with open-heat elements), space heaters, candles, incense, other open-flame items, vapes, charging lithium-powered motor vehicle batteries, and halogen lamps in and around residential housing and student social spaces. 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. In the event that a student becomes aware of coverings, they are responsible for notifying the College of said items for their removal. Any student with an open flame (e.g., candle, incense, etc.) may be subject to a fine.

Tampering, interference, misuse, covering, removing, causing damage, and/or destruction of fire safety and fire prevention equipment (e.g. smoke detectors, fire extinguishers, sprinklers, etc.) is prohibited and are a violation of state law and anyone committing such acts may face criminal penalties. 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 or group of individuals 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, and may result in disciplinary action.

Hallways and stairways 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.

The propping of or tampering with fire doors in any College building is prohibited. This includes making any modifications to prevent the door from closing or locking, such as taping door mechanisms, modifying or damaging hardware, using any type of door chock or wedge, or impeding the closure and/or egress through the door.

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., possession or use of an unauthorized item, 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 (whether or not the item is in use) and/or in violation of the fire safety policy may be referred to the student conduct process. The College reserves the right to confiscate prohibited items with the option of destruction or holding until they can safely be removed from campus.

❖ Anti-Hazing Policy

Swarthmore College prohibits any form of Hazing, whether the activities occur on or off property owned or operated by the College. Additionally, the College supports and enforces the Stop Campus Hazing Federal Law and the Commonwealth of Pennsylvania's Timothy J. Piazza Anti-Hazing Law, Act 80 of 2018. Failure to notify the College of an incident of Hazing is a violation of this policy. Students and all College employees are expected to report all instances of Hazing to the College.

The College's Anti-Hazing Policy applies to all students, faculty, and staff, including student organizations, and other persons associated with a student organization (coaches, advisors, alumni, or others in different roles) through which they may have occasion to allow, facilitate, or disregard acts of Hazing, Aggravated Hazing, or Organizational Hazing.

Hazing includes, but is not limited to, any behavior and/or acts of servitude that is designed or intended to humiliate, degrade, embarrass, harass, or ridicule an individual, or that which a reasonable person would deem harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or perceived condition of new or continued affiliation with any organization, and/or team. Hazing also includes knowingly or recklessly engaging in such behavior and/or acts. Engaging in any of these behaviors, regardless of the intent to cause harm or the willingness of an individual to participate in such activity, for the purpose of initiation, admission, or continued affiliation and/or membership in any group or organization, is a violation of this Policy. To report an incident of Hazing, please click [here](#).

To view the full Anti-Hazing Policy, please click [here](#).

REPORTING OF HAZING INCIDENTS

As required by Commonwealth of Pennsylvania's Timothy J. Piazza Anti-hazing Law, Act 80 of 2018, twice a year the College will provide the College community with a report that includes information about violations that have been reported to the College for the prior five (5) consecutive years.

This report will not include the personal identifying information of any individual and will reflect charged incidents of hazing to the extent that the institution has retained information about these violation(s). The College posted an initial report on January 15, 2019. The College will update and repost this report on January 1 and August 1, each year. The College will retain each report for five (5) years.

❖ Housing Violations

General housing policies and regulations described below are established by the Student Life department 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 Student Life department 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. In most cases, students who lose their housing privileges are not entitled to a refund of their room and board charges for the remaining weeks of the semester.

❖ Retaliation

Retaliation, any act or attempt to seek retribution from any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process, is a violation of College policy and will not be tolerated. Retaliation can take many forms, including continued abuse or violence, bullying, threats, intimidation, and stalking. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation.

Retaliation should be reported promptly to the Office of Student Conduct and may result in a referral to the student conduct process independent of any sanction or interim measures imposed in response to an underlying allegation of misconduct.

❖ Sexual misconduct: Title IX and College-Defined Sexual Misconduct

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 holistic academic potential of students and professional potential of employees may be realized. In order to create and maintain such an inclusive climate, all who work and learn at the College are partners in the endeavor to ensure that the community is free from discrimination based on sex, gender, pregnancy status, or sexual orientation, including sexual harassment, sexual assault, and other forms of sexual misconduct. These behaviors threaten our learning, living, and work environments and will not be tolerated.

The College's Title IX and College-Defined Sexual Misconduct Policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, dating violence and domestic violence, stalking, sexual exploitation, indecent exposure, and other misconduct that is sex or gender-based, or in the context of an intimate partner relationship including: bullying and intimidation, physical assault, and discrimination. The full policy can be found [here](#).

Depending on the severity of the circumstances, infractions may be resolved through a variety of methods ranging from educational interventions informal, remedial and/or restorative steps, such as negotiated resolutions, community information and education, counseling, or mediation, and up to and including formal College action, which may include but is not limited to investigation, temporary suspension, and sanctions/outcomes up to and including suspension or expulsion. Title IX works actively to communicate and discuss with the impacted individuals the outcomes and next steps regarding any reported matter.

More information about resolution options can be found in the [Swarthmore College Title IX and College-defined Sexual Misconduct Policy](#) and the [Swarthmore College Policy Prohibiting Discrimination, Harassment and Retaliation](#).

Romantic or sexual relationships between staff members and students or between a staff member and another employee, when one of the participants is in an evaluative, position of power or supervisory position over the other, are prohibited. Swarthmore College also has a prohibited relationship policy between staff and students that can be found within [HR's employee handbook](#) along with options for resolutions.

[Click here to submit a Title IX Report and Concern Form](#)

❖ Smoking

Smoking and/or vaping tobacco products or other substances is prohibited in all buildings throughout the College, including meeting rooms, lounges, offices, and residence halls (including individuals' residential rooms). This also includes outdoor portions of buildings such as incorporated terraces and patios. Violation(s) may result in a referral for 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 a referral to the student conduct process.

Smoking is only allowed outdoors at a **minimum distance of 25 feet** from all buildings. Smoking of marijuana and/or other illegal substances is prohibited anywhere on Swarthmore campus.

❖ Stalking

Stalking is engaging in a course of conduct or repeatedly committing acts toward another person, whether in person or electronically, including unauthorized following or repeatedly communicating to another person, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.

Anyone who attempts to use bullying, intimidation, or stalking to retaliate against someone who

reports an incident, brings a complaint, or participates in an investigation will be in violation of retaliation as described within this Handbook and will be subject to a referral to the student conduct process.

When acts of bullying, intimidation, or stalking 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 [Title IX and College-Defined Sexual Misconduct Policy](#).

❖ 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 a referral to the student conduct process. Students are responsible for items found in their assigned residential hall rooms, regardless of who moved the item into the room. In the event that damage occurs in a 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 or to an assigned student organization/club space for which no individual student(s) accept responsibility, the sponsoring students and/or organizations/clubs may be held accountable for restitution for replacement or repair of the damaged property and may be subject to further referrals to the student conduct process.

❖ Unauthorized Entry or Access

Unauthorized entry into or presence within any College buildings or areas, including, but not limited to, athletic facilities, construction sites, and vacant residence hall rooms (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.

Swarthmore OneCards are not transferable. Loaning your OneCard to another individual to enable their unauthorized access is prohibited. Misused OneCards will be confiscated and returned to the owner only on application to the Student Life division. Participation in any of these activities may subject a student to fines and/or a referral to the student conduct process.

❖ Unauthorized Use of College Resources and College Services

The unauthorized use of College resources is prohibited. The use of any College resources to support or enable violations of College policy is also prohibited. College resources mean all College property, including but not limited to College buildings, spaces and grounds, College financial accounts and assets, College documents and records, College electronic/computer systems and networks (including printing resources), and College furnishings, equipment and materials.

Encampments on and occupation of any College facilities, spaces or grounds is prohibited.

The use of College spaces must comply with the College policy and space reservation protocols.

For authorization and specific requirements to use College spaces, contact the Office of Student Engagement and Events Management in advance.

As described in this Handbook, students have been granted privileges to access many College services in accordance with College policies. However, it is a violation of College policy to use College services in a manner that does not comply with the permission that was granted. An example is excessive printing through College networks, systems and equipment in violation of the College's acceptable use and allowable printing policies.

The [Acceptable Use Policy](#) under the Academic Policies section of the Student Handbook provides guidelines for use of College electronic/computer systems and networks. A failure to comply with the acceptable use of the College's electronic/computer systems is a violation of College policy.

See also the [Disorderly Conduct policy](#) within the Student Code of Conduct.

Violations of this section are subject to a loss of access privileges and a referral to the student conduct process.

❖ Violation of College Policy

Any violation of a College policy, rule, or regulation that is published in hard copy, available electronically on the College website, or disseminated through other electronic communications may be subject to the student conduct process.

❖ Violation of Local, State, or Federal Law

Any violation of local, state, federal, or international law may subject a student to a referral to the student conduct process. A pending appeal of a conviction shall not affect the application of this rule.

❖ Weapons and Other Prohibited Items

No student may possess, store, transport, display or use weapons on Swarthmore College property or its environs, regardless of whether they may be legally permitted to possess the items in question. Weapons are defined as tools that may cause serious bodily injury and/or psychological harm, and serve no common lawful purpose. These items are prohibited whether or not they are in use.

Weapons include:

- All firearms (including paintball guns, BB guns, pellet guns, air guns, and/or guns that shoot projectiles, including antique and military "trophy" firearms)
- Firearms, rifles, pistols, shotguns, ghost guns, handguns, airguns (including paint guns), BB guns, machine guns, and gas-powered guns
- Ammunition or hand-loading equipment and supplies

- Bows and arrows
- Chemicals
- Dangerous devices (items such as knives (other than cooking utensils or pocket knives with a blade length less than 3"), switch blades, brass knuckles, or martial arts devices, even if used for decorative purposes)
- Explosives
- Facsimiles (of items on this list)*
- Fireworks
- Hunting equipment
- Incendiary devices
- Items such as knives, even if decorative, that could be viewed and/or used as weapons are forbidden
- Tasers

*To request an exception for a facsimile of any of the above items, students are required to send a request to the Vice President of Student Affairs and Director of Public Safety

Other prohibited items include:

- E-scooters
- E-skateboards
- Hoverboards
- Small motorized vehicle
- All items listed within the [Residence Life prohibited items list](#)

Students who violate this policy will be referred to the student conduct process and may be subject to outcomes up to and including expulsion from the College.

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 expression of controversial ideas and differing views is a vital part of this process. A point of view may offend or provoke a strong reaction, but it is not necessarily a violation of the Code. Conduct that is not permitted (even if including expressive elements) is defined carefully in relevant policies in this Handbook.

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 Student Code of Conduct allegation. Decisions about whether a student or group is responsible for a Code 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.

In its discretion, the College may issue an informal written notice in an attempt to either clarify a policy expectation and/or other behavior that may be identified as a potential policy violation, but does not warrant the initiation of a formal allegation of misconduct. An informal written notice is not a formal sanction or finding of responsibility.

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 sponsored or sanctioned events or programs that take place off campus, in the Borough of Swarthmore, Pennsylvania as well as other locations [i.e. Haverford, Bryn Mawr, or Philadelphia, PA, as examples]. The College's jurisdiction and student conduct process shall generally include conduct that occurs on and off the Colleges' premises or which adversely affects members of the College's community or the pursuit of the College's mission.

The College defines a matriculated student as any individual who has engaged in any matriculation activity at the College [i.e. Swarthmore Summer Scholars Program (S3P), pre-season athletics, Swarthmore Social Justice Institute, etc.] and/or enrolled to take courses at the College, including but not limited to:

- a. Full time enrollment;
- b. Individuals who have completed eight (8) semesters of enrollment and are eligible for part-time enrollment;
- c. Individuals on a *Leave of Absence* from the College;
- d. Individuals who withdraw from the College, after an allegation of misconduct;
- e. Individuals who graduate from the College with a pending allegation of misconduct; or
- f. Individuals participating in any off-campus study programs, affiliated with or without the College.

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 Swarthmore's campus and that student hosts may be subject to a referral to the student conduct process for misbehavior

of their guests.

Reporting a Student Code of Conduct Allegation

The Senior Associate Dean of Student Life oversees the College's student conduct system. Consultation with this dean, the Office of Student Conduct, 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 are not a required step before proceeding with formal adjudication.

An allegation against a student may be reported to^[1]the Office 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 Title IX and College-Defined Sexual Misconduct Policy and the Policy Prohibiting Discrimination, Harassment and Retaliation. Other allegations proceed under the College's student conduct policies.

Allegations of Discrimination and Harassment based on Protected Characteristic will be forwarded to the Equal Opportunity Officer or may be made directly to the Office of Diversity, Equity, and Inclusion and resolved under the College's [Policy Prohibiting Discrimination, Harassment and Retaliation](#).

All other allegations proceed under the College's student conduct policies.

The Office 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; and/or
- 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.

The Department of Public Safety and/or the Title IX office can assist students who would like to report an incident to local law enforcement.

Student Conduct Administrator

Typically, the Associate Dean and Director of Student Conduct, or another member of the Division of Student Affairs staff, is authorized by the College to manage the student conduct process. The Student Conduct Administrator may conduct an investigation to determine if the complaint has sufficient merit to move forward to the determination of charging and is responsible for determining whether to charge a student or student organization with a violation(s) of the Student Code of Conduct.

The Student Conduct Administrator makes the threshold determination as to whether the allegation will be resolved through the minor misconduct or the College Judiciary Committee (CJC) major misconduct process. If a CJC process is deemed necessary due to a major misconduct allegation, the Student Conduct Administrator shall determine the composition of the CJC panel, based on a pool of available CJC members and, if necessary, individuals who were fully trained and served as CJC members in the past, and serves as the non-voting Chair of the CJC. At the commencement of all hearings, the Student Conduct Administrator will remind all hearing participants that they are obligated to provide accurate and truthful information within the College's student conduct process. All procedural questions during a CJC or other student conduct process will be resolved by the Student Conduct Administrator, in consultation with appropriate individuals, as necessary. The Student Conduct Administrator is responsible for determining the relevance of all questions posed during a student conduct process. If the Student Conduct Administrator determines that a question is irrelevant, they will explain their decision to exclude the question, and the question will go unanswered.

In the event there are multiple charges stemming from one incident or multiple related incidents, the Student Conduct Administrator, in their sole discretion and in the interests of fairness and efficiency, may schedule the matters for one or multiple hearings and hear them in whatever order is appropriate given the circumstances. In incidents involving more than one respondent, complainant, or student organization, the Student Conduct Administrator, in their sole judgment based on the circumstances, will determine whether to proceed with jointly or separately held administrative or CJC adjudications.

Interim Measures

❖ Contact Restrictions

Contact Restrictions are directives made to students by the Senior Associate Dean of Student Life, Vice President for Student Affairs, 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 Senior Associate Dean of Student Life or designee within 72 hours of its issuance in most cases.

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. If a student chooses to discuss a Contact Restriction with others, they are encouraged to remind those individuals to not have any contact with the other party on their behalf. Directing third parties to communicate with the other party may be considered a violation of a Contact Restriction. Contact Restrictions are not legal protective orders, which are issued by a court of law. If a person is seeking a [Pennsylvania Protection from Abuse Order, they can get more information here](#). 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, well-being, 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 Division of Student Affairs 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 diligent in seeking to avoid contact.

The College reviews Contact Restrictions at the beginning of each academic semester to determine whether the Contact Restriction should remain in place at the discretion of the College or at the request of the involved parties. 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 a supportive measure through the College's [Title IX and College-Defined Sexual Misconduct 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 Senior Associate Dean of Student Life, Public Safety, or to the Title IX Coordinator.

To request a Contact Restriction, contact the Senior Associate Dean of Student Life, Vice President for Student Affairs, Director of Public Safety, Title IX Coordinator or a Deputy Title IX Coordinator.

❖ Interim Temporary Suspension

If the Vice President for Student Affairs 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 that a resolution through the student conduct process can be completed or the Interim Temporary Suspension decision has been reversed by the Vice President for Student Affairs or designee. This action assumes no determination of guilt, and the hearing will be held as soon as possible.

Requests for reconsideration of an Interim Temporary Suspension must be made in writing to the Vice President of Student Affairs or designee, within two (2) business days of notice of the exclusion and will be reviewed within five (5) business days of receipt of the request for review.

❖ Interim Campus Exclusion

This measure is used when the Vice President for Student Affairs or designee determines there is a need to deny access to all or a portion of College property, buildings, and/or activities. The parameters and timeframe of the exclusion are set by the Vice President for Student Affairs or designee. A Student on interim campus exclusion may make academic progress or earn academic credit in courses at the College during the period of interim exclusion, if the faculty identifies a method of progression that can be achieved through temporary virtual learning without access to campus property, buildings, or activities. Please note that virtual learning will not be possible in all instances. This interim exclusion will remain until the time that a resolution through the student conduct process can be completed or the Interim Campus Exclusion decision has been reversed by the Vice President for Student Affairs or designee.

Requests for reconsideration of an Interim Campus Exclusion can be made to the Vice President of Student Affairs or designee, within two (2) business days of notice of the exclusion and will be reviewed within five (5) business days of receipt of the request for review.

❖ Interim Class Exclusion

This measure is used if the Vice President for Student Affairs or designee determines that there is a need to deny attendance in and/or participation in a College course. If a Student is allowed to return to the class after a period of temporary interim class exclusion, the student may request the

College's assistance to address any missed content. A student on interim class exclusion may be allowed to continue living in their assigned residence hall room and engage in campus activities pending the resolution of the allegation. This interim exclusion will remain until the time that a resolution through the student conduct process can be completed, or the Interim Class Exclusion decision has been reversed by the Vice President for Student Affairs or designee.

Requests for reconsideration of an Interim Class Exclusion can be made to the Vice President of Student Affairs or designee within two (2) business days of notice of the exclusion and will be reviewed within five (5) business days of receipt of the request for review.

In addition to the foregoing Interim Measures, registered Student Organizations may also be subject to Interim Measures set forth in both the Student Handbook and/or Student Clubs and Organizations Manual.

❖ Emergency Removal

Under the College's [Title IX and College-Defined Sexual Misconduct Policy](#), if, at any point following the receipt of a report of prohibited conduct, the College determines that the responding party poses an immediate threat to the physical health or safety of the reporting party or any other person(s), including the responding party, the College may immediately and temporarily remove the responding party from any or all of its programs or activities. The imposition of an emergency removal does not suggest a finding of responsibility for any prohibited conduct. This interim measure will remain until the time that a resolution through the student conduct process can be completed, or the Emergency Removal decision has been reversed by the Vice President for Student Affairs or designee.

Requests for reconsideration of an Emergency Removal can be made to the Vice President of Student Affairs or designee within two (2) business days of notice of the exclusion and will be reviewed within five (5) business days of receipt of the request for review.

Student Conduct Process: General Timeline

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. The College strives to move forward with these processes as expeditiously as possible. Factors that may delay or extend the process including length of time of an investigation (when applicable), respondent non-responsiveness, or College breaks.

In all cases, students may request delays for extenuating circumstances, including but not limited to illness or personal emergency. The request should be made to the student conduct administrator, who will determine whether or not the request is granted. Students should note that delays for corresponding court cases may or may not be granted, but, if granted, might require a student to take a leave of absence for the College to honor a delay request. Students

must communicate their request for a delay in writing to their assigned student conduct adjudicator. If students are non-responsive to notices of allegations, charges may be resolved in the absence of the student. The College encourages all students to fully participate in all aspects of the student conduct process.

- **Incident**

After the College receives notification of a potential violation of the Student Code of Conduct, the incident will be reviewed to determine if further investigation is needed.

- **Investigation**

Incidents that are referred to an investigation are typically conducted by the Department of Public Safety, the Division of Student Life, and/or at times, external investigators. The length of investigations is dependent on numerous factors, including the complexity of the complaint, the number of involved parties (including witnesses), the College calendar, and/or other extenuating circumstances.

- **Notice of allegations**

Typically, the College issues notices of allegations to respondents within five (5) business days following the receipt of the completed incident or investigation report.

- **Review of Documents and Scheduling of Hearing**

It is the College's intention to adjudicate cases within twenty (20) business days of issuing the allegation letter to the respondent. However, a variety of factors may delay this timeline, including the availability of respondent(s), witness(es), College Judiciary Committee (CJC), and/or the College calendar. In cases of major misconduct, the respondent will have the opportunity to review all investigative documents at least five (5) business days prior to the adjudication. Students can request an expedited adjudication, which may reduce their five (5) day review timeline. Typically, in cases of minor misconduct, the investigative documents are reviewed as part of the adjudication meeting. Instances of minor misconduct are typically resolved within a shorter time period.

Students should note that cases that fall under major misconduct can typically be resolved in a shorter time period if addressed through an administrative adjudication in lieu of review by a College Judiciary Committee (CJC) panel.

- **Outcome**

Usually, the outcome will be communicated to respondent(s) within five (5) business days from the date the adjudication is concluded.

- Appeals

Students who wish to submit an appeal must do so in writing to the Vice President for Student Affairs or their designee within five (5) business days of receiving the written notice of outcome decision. The appeal deadline will be communicated in the outcome letter. The sanction of Warning is not eligible for appeal.

Student Conduct Sanctions

In determining appropriate sanctions when violations of the College's Student Code of Conduct are found, the student conduct process attempts to balance student accountability with an educational response. Sanctions are determined by taking 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 includes potential sanctions for violations of the College's Student Code of Conduct. The College reserves the right to impose any, all, or any combination of these sanctions depending on the nature and circumstances of the violation.

Good Standing—A student is not in good standing when the student has been found responsible for a student conduct policy violation, a sanction has been imposed, and the student is under the restrictions of the sanctions [i.e. probation, suspension, or expulsion]. A change in status from good standing will result in parental notification. Residential Peer Leader roles (GAs, RAs, and SAMs) require students to be in and remain in good standing throughout their employment as an RPL.

Primary Sanctions, including change in status (Good Standing):

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 sanctions or outcomes. Warnings are recorded for internal purposes only and are **not** considered part of a student's permanent student conduct record. A student who receives a warning is still considered in good standing at the College.

Reprimand—A written notification that a repeated or more significant violation of the Student Code of Conduct occurred and that any further responsible finding of misconduct may result in more severe sanctions or outcomes. Contrary to a *warning*, a reprimand is considered part of a student's permanent student conduct record. Though disclosed with a student's signed consent, a student who receives a reprimand is still considered in good standing at the College.

Probation—A designated period of time during which a student may have restrictions on their activities, actions, and/or eligibility to hold certain student leadership positions, and may be subject to more severe sanctions if found responsible for additional violations of the Student Code of Conduct. A sanction of probation would be imposed when there has been a repeated or serious violation of the Student Code of Conduct. If a student on probation is found responsible

for additional violations of the Student Code of Conduct, additional sanctions can include suspension or expulsion from the College. Probation results in a change of status from good standing during the period of probation.

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. A student who is placed on suspension is not considered in good standing during their period 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 Vice President for Student Affairs 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. Suspension results in a change in status from good standing during the period of suspension.

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 Vice President for Student Affairs or designee. Expulsion results in a permanent change in status from good standing.

Medical Amnesty—Medical Amnesty will not normally be subject to a referral to the student conduct process, though the student(s) 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 Medical Amnesty policy will be required to meet with the College's Alcohol and Other Drugs Counselor and adhere to the agreed upon recommendations. Failure to meet with the College's Alcohol and Other Drugs Counselor and to adhere to the agreed upon recommendations may result in the reinstatement of the College student conduct process for this incident and/or further sanctions from the College.

Medical Amnesty is recorded for internal purposes only and not considered part of a student's permanent student conduct record, though would be taken into consideration if future violations of the Student Code of Conduct were to occur. A student who receives Medical Amnesty is still considered in good standing at the College.

Additional Sanctions:

Contact Restrictions—[Contact Restrictions](#) may also be issued as sanctions.

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

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

Loss of privileges—Denial of the use of certain College facilities or the right to participate in certain activities, events (including Commencement), programs, or to exercise certain privileges for a designated period of time. Participation in Commencement exercises is a privilege and may be revoked as a sanction for misconduct. Revocation of the privilege to participate in Commencement exercises does not have any impact on the conference of a degree when the graduation requirements have been met pursuant to Section 9.1 of the College Bulletin.

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.

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.

Revocation of Affiliation—Revocation of affiliation is the permanent removal of a student as a member of a specific organization and/or the permanent removal of an organization's recognized affiliation with the College.

Student Conduct Procedures

Minor Misconduct Process. Allegations in which possible sanctions are not anticipated to 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 and Director of Student Conduct or a professional staff member in the Office of Student Engagement, but the College may designate another College administrator or an external entity depending on the circumstances (hereinafter, referred to as the “student conduct administrator”). The minor misconduct process includes investigation and formal resolution, including an administrative review with the student in question to adjudicate the matter. Prior to a meeting with a student conduct administrator, the respondent is encouraged to meet with the Associate Dean and Director of Case Management 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 addressed through the major misconduct process.

After the administrative review, 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, based on a preponderance of the evidence standard, 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. A complaint under the major misconduct process will generally involve an adjudication before the College Judiciary Committee (CJC), but a Student Conduct Administrator can recommend resolution through an Administrative adjudication process when appropriate as described below.

Administrative adjudication — A complainant or respondent may request resolution through an administrative adjudication, to be conducted by the Senior Associate Dean of Student Life (hereinafter referred to as the “student conduct administrator”) or their designee. Both parties must agree to resolution by administrative adjudication. 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. The investigative report, typically a Public Safety report or written memo from a faculty member reporting academic misconduct, 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.

Student Organization/Club Process. When a student organization/club (including chartered student organization/club and registered student organization/club) or athletic team is alleged to have violated the Student Code of Conduct, the Student Conduct Administrator, in conjunction with a designee from the Office of Student Activities, may conduct an investigation to determine if the complaint has sufficient merit. If this determination is reached, a student or student organization/club/athletic team will be charged with a violation(s) of the Student Code of Conduct. Through information gathering, the Office of Student Conduct and the Office of Student Engagement will determine whether allegations will be brought forth against an individual student(s) and/or student organization/club/athletic team(s).

Students and student organization/club/athletic teams should be aware that they will be referred to the student conduct process if they provide assistance to student organization/club/athletic teams that are not recognized by the College (i.e. organizations that are on interim suspension, have lost their recognition, or have been derecognized). Assistance includes supporting said groups through promotions, space reservations, logistical support, or sharing SBC funding.

In investigating whether or not there is sufficient merit to charge a student organization/club or athletic team, the College will consider each of the following criteria:

- Whether the behavior is committed by current members or alumni of the student organization/club/athletic team;
- Whether the violation occurs at an event that is partly or fully funded, supported, or facilitated by the student organization/club/athletic team;
- Whether the violation occurs at an event or gathering where a significant number of members of the group are present;
- If members of the student organization/club/athletic team encourage, allow, or support the violation;
- If members of the student organization/club/athletic team fail to report the violation to College officials;
- If the violation occurs while members are representing the student organization/club/athletic team (whether on or off campus);
- If a reasonable person or attendee would consider the event to be associated with the student organization/club/athletic team in question based on event promotions and overall attendance;

All student organization/club/athletic teams are entitled to a case manager. For more information, see policy on [case managers](#).

The Office of Student Conduct will make initial contact with identified leaders of the student organization/club/athletic team(s) under review (i.e. President and Vice President or team captains). Student organization/clubs and/or athletic teams will be asked to identify at least two active students to represent the organization/club/team during the student conduct process. Additionally, advisors and coaches (i.e. faculty or staff advisors, athletic coaches) will be notified of pending allegations. In instances where student organization/club/athletic teams do not respond to outreach and do not identify representatives, the student conduct process will move forward in absentia. Student organization hearings will follow the same protocol as outlined in the Student Code of Conduct for minor and major misconduct proceedings.

During the course of the student conduct process, including but not limited to the investigation, student organization/club/athletic teams may be subject to Interim Measures set forth in both the Student Handbook and/or Student Clubs and Organizations Manual.

Following the student conduct process, the outcome will be recorded on a student group's disciplinary record. Such records shall be used in reviewing any further group conduct or in developing appropriate sanctions. Student organization conduct history will **not** be reflected on any individual student's records.

College Judiciary Committee (CJC)

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

The CJC is a review board composed of faculty, administrators, and students. The CJC pool consists of sixteen (16) faculty members (selected by the Committee on Faculty Procedures), five (5) or more senior administrators (selected by the President), and twelve (12) or more students who shall be members of the sophomore, junior, or senior class, and are in Good Standing, (six (6) selected by the Student Government Organization (SGO) and six (6) selected by Division of Student Affairs (DoSA) appointment processes). Students should contact SGO at sgo@swarthmore.edu for information on the SGO appointment process, or studentconduct@swarthmore.edu for information on the DoSA appointment process. The Committee on Faculty Procedures, Student Government Organization, President's Office, and Division of Student Affairs shall ensure that a full complement of their respective members are available each semester and shall appoint members as required to provide a full complement.

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. CJC members may be appointed on a rolling, as-needed basis.

Each CJC panel convened 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 Senior Associate Dean of Student Life or designee) who will be present to facilitate the process. They are not a voting member of the CJC.

CJC members are expected to provide availability to the Office of Student Conduct in order to be matched with meeting times. Additionally, the Office of Student Conduct will share designated meeting times with CJC members at the beginning of each academic year, to ensure that members have sufficient availability to serve.

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 policies and procedures 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 as to whether the allegation will be resolved through the minor misconduct or the College Judiciary Committee (CJC) process. If a threshold determination is made to hold a CJC adjudication, a 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

Associate Dean and Director of Case Management oversees the College's case management program. In any CJC/Administrative adjudication a respondent will be assigned a College-appointed case manager (typically the respondent's Student Dean) trained to help the respondent understand and navigate the student conduct process. At the discretion of the respondent, the case manager may accompany the student to any meeting/adjudication process related to these procedures. Respondents may utilize their case manager for guidance during the student conduct appeals process.

The primary role of a case manager is to provide process support and guidance directly to the respondent and ask for breaks during any proceeding or meetings as needed. They do not actively participate in the process, ask questions, speak for the respondent, or advocate on behalf of the respondent. Case managers may be cautioned or asked to leave if their participation delays, disrupts or otherwise interferes 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 student conduct proceedings.

Though the College will assign a case manager, a respondent may request any current member of the Swarthmore College community (student, faculty, or staff) to serve as their case manager.

If not a College assigned case manager, this individual may be required to meet with the student conduct administrator prior to their participation in the CJC proceedings.

A case manager cannot act as a witness for the party in any adjudication proceeding and a party may not choose anyone who might be a witness in the matter, to be their case manager.

Absent extenuating circumstances, and outside of the Title IX and College-Defined Sexual Misconduct process, witnesses and others involved in an investigation or student conduct adjudication process 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 offer to meet, separately, with the complainant and respondent. 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

The student conduct administrator will send a notice of the CJC adjudication 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), 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 within fifteen (15) business days of the notice of adjudication. 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. Typically, 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 at least five (5) business days prior to the adjudication.

8. Witnesses

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.

Witnesses will only be called to participate in the adjudication at the request of the CJC and/or student conduct adjudicator. 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 or student conduct administrator), 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 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, necessity, emergency, or unforeseen circumstances which require rescheduling of the proceeding. 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 sub-groups. 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 Division of Student Affairs and, except where the Vice President for Student Affairs 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 ensure 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 a referral to the student conduct process.

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 a referral to the student conduct process. 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 three (3) 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.

Reasonable time limits may be imposed by the student conduct administrator, as necessary, at any stage of a student conduct proceeding.

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. 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 student conduct administrator may be consulted in determining an appropriate sanction.

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 circumstances of the conduct at issue;
- (4) whether any violence was involved in the conduct at issue;
- (5) the impact of the conduct on the complainant, and their desired sanctions, if known;
- (6) the impact of the conduct on the College community, its members, or its property;
- (7) whether the respondent has accepted responsibility;
- (8) whether the respondent is reasonably likely to engage in the conduct in the future;
- (9) the need to deter similar conduct by others; and
- (10) any other mitigating or aggravating circumstances, including the College’s values.

10. Notice of outcome

The student conduct administrator will communicate the findings 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 communicated to the parties within five (5) business days from the date the adjudication is concluded. The decision is considered final unless amended via the appeal process.

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 create an audio recording of all Major Misconduct (CJC) and Policy Prohibiting

Discrimination, Harassment and Retaliation, (including Title IX and College-Defined Sexual Misconduct) student conduct procedures, whether they are administrative or CJC proceedings. All recordings will be the property of the College and will be maintained for seven years following the decision. The Office of Student Conduct will take reasonable care to create a quality recording and to minimize technical problems; however should a technical problem result in no recording or in an inaudible recording, this will not be considered material grounds for an appeal. Deliberations will **not** be recorded.

Except as stated above, no other party (respondent, complainant, case manager, advisor, and/or witness) may utilize any electronic or other device to capture or record any portion of the College's Student Conduct process, including photographs, tape/video recordings, stenographic records or other recordings. A respondent and/or complainant can request permission to listen to the audio recording for their reasonable inspection and review. The audio recordings will be provided to the appeal officer as part of the case materials when an appeal has been submitted.

Appeals: Minor Misconduct and CJC Adjudications

Respondents may appeal the determination of responsibility or sanction(s) in writing to the Vice President for Student Affairs or their designee. The appeal must be filed within five (5) business days of receiving the written notice of outcome. The sanction of Warning is not eligible for appeal.

Dissatisfaction with the outcome of the hearing is not grounds for appeal.

The limited grounds for appeal are as follows:

- new evidence that would affect the finding of the adjudication and that was unavailable at the time of the investigation;
- procedural error(s) that had a material impact on the outcome; or
- the sanctions imposed 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.

The appeal consideration will be conducted in an impartial manner by the Vice President for Student Affairs. 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 Vice President for Student Affairs 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 Vice President for Student Affairs can affirm the original findings, amend the findings, and/or revise 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 Vice President for Student Affairs will return the case to the CJC for additional

review or forward the case for a new hearing, which may (at the Vice President for Student Affairs' discretion) be heard by an alternate CJC panel.

In the case of new and relevant information, the Vice President for Student Affairs can recommend that the case be returned to the original CJC for them to assess the weight and effect of the new information and render a determination after considering the new facts.

Typically, the Vice President for Student Affairs 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, but the time may be longer or shorter depending on the nature of the case. Appeal decisions are final.

Record Retention and Reporting

The Office of Student Conduct 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 for seven (7) years after a student's graduation or unenrollment from the College, except in cases resulting in suspension or expulsion, in which case, disciplinary records are kept indefinitely. In all cases of adjudication covered by this student conduct policy, the Office of Student Conduct will also retain records of proven allegations and of the sanction(s), if any, imposed. For students/student organizations found responsible for a violation of College policy through an administrative or panel hearing, the outcome will be recorded on a student's/student group's disciplinary record. Such records shall be used in reviewing any further conduct or in developing sanctions. These records are private and are not disclosed on transcripts.

Pursuant to the College's policy on Family Educational Rights and Privacy Act, these records are not shared with entities outside of the College without the student's consent, unless there is an applicable exception (i.e., upon receipt of a judicial order or a lawfully issued subpoena). Certain disclosures may be made to the parents of a dependent student pursuant to the College's policy on Parental Notification. With a student's written consent, the Office of Student Conduct will report any disciplinary action taken against a student that results in a finding of "responsible" for a violation of the Student Code of Conduct and a sanction of probation or greater.

Most graduate schools, some employers, and some governmental agencies may require a student to consent to disclosure by the College of a student's disciplinary record. Additionally, students who transfer to other colleges or participate in off-campus study programs may also be required to provide such consent for disclosure. 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 of consent may be reported externally and may also have implications for the level of support Swarthmore is able to provide in the application process. Warnings, Reprimands, Medical Amnesty, and findings of "not responsible" are not considered part of a student's permanent disciplinary report and therefore are not reported.

Outcome Reporting Details

OUTCOME	REPORTING POLICY
Warning	Does not create a reportable disciplinary record
Reprimand	Creates a reportable disciplinary record until after seven (7) years from a student's graduation
Probation	Creates a reportable disciplinary record until after seven (7) years from a student's graduation
Suspension	Creates a permanent disciplinary record
Expulsion	Creates a permanent disciplinary record
Medical Amnesty	Does not create a reportable disciplinary record

Students are encouraged to report any disciplinary action taken against them, whether the College will independently report such information or not, based on the guidelines above. If a student chooses to disclose a Warning at any time, or a Reprimand or Probation more than seven (7) years after their graduation, the Office of Student Conduct will be unable to verify those disclosures.

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 a student's graduation or unenrollment from the College, except in cases resulting in suspension or expulsion, in which case, disciplinary records are kept indefinitely. Anonymized (de-identified) 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.

At the beginning of the academic year, a summary report 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, is prepared and published to the College community on the College's website.

Title IX and College-Defined Sexual Misconduct 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 inclusive climate, all who work and learn at the College are partners in the endeavor to ensure that the community is free from discrimination based on sex or gender, including sexual harassment, sexual assault, and other forms of sexual misconduct. These behaviors threaten our learning, living, and work environments and will not be tolerated.

Read the full policy, including resolution procedures for complaints against faculty, staff and students (<https://www.swarthmore.edu/title-ix/title-ix-and-college-defined-sexual-misconduct-policy-procedures>).

[Click here to submit a Title IX Report and Concern Form](#)

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Swarthmore College (Swarthmore) receives a request for access. A student should submit to the registrar, dean, head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Swarthmore decides not to amend the record as requested, Swarthmore will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Swarthmore discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Swarthmore discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Swarthmore in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Managers; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Swarthmore who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for Swarthmore.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Swarthmore to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the abridged list below of the disclosures that postsecondary institutions may make without consent. For a full list, see § 99.31 of the FERPA regulations.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, disclosures to a party with written consent from the parent or student, and disclosures to the parent in some instances or to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Swarthmore whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional

services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To the parents of a student who is under 18, not in attendance at the College, or who is a dependent student as defined by the Internal Revenue Code.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

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 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 Vice President for Student Affairs of your complaint and the Vice President 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 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 wellbeing 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 necessary, a member of the Division of Student Affairs 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 student conduct sanctions/outcomes or unsatisfactory academic progress. To the extent permitted by law, (including situations where the student is a dependent, where the student is under 21 years old and found to have violated a law, rule or policy governing the use or possession of alcohol or a controlled substance, or where the student is found in a disciplinary proceeding to have committed a crime of violence or non-forcible sex offense) if a student is placed on probation, suspended, required to withdraw, or expelled, parents are notified. It should be noted that less severe instances of disciplinary or academic action may result in warnings to the student, about which parents are normally not notified.

Additionally, parents may be notified when their student is facing the potential of a separation from the College (suspension, expulsion, and/or leave of absence).

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. In accordance with the

Higher Education Act of 2008, all students may register a confidential contact with the College. The confidential contact does not have to be a parent of a student. Students are responsible for identifying their confidential contact in their [online contact information 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 and is therefore not protected under FERPA. The parent or guardian of the student may be notified if the student is placed under arrest while on College property, during a College sanctioned event/activity, or may also include situations where the College becomes aware of an arrest off-campus, 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, however the police may notify parents if required by law.

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 interest of the student and the College. For example, individual Student Deans may contact parents of dependent students when their student is failing to make satisfactory academic progress or parents of students when alcohol or other illegal substances are involved.

Appendices

STREET DRUG NAMES 1

HEROIN (and variants)	OXYCODONE	COUGH MEDICINE	INHALANTS	PCP	RITALIN
 B Big H Black Black Tar Boy Brown Brown sugar China white Chiva Dope Dragon Fix H Hell dust Horse Junk Mexican brown Mud Negra Nod Scag Skag Skunk Smack Speed-balling Stuff Tar Thunder White horse	512s Blue Hillbilly Heroin Kickers Killers O OC Ox Oxy Oxy 80s OxyContin Oxycotton 	Dextromethorphan CCC Dex Dexies Drank Drex Orange crush Poor man's ecstasy Poor man's PCP Purple drank  Red devils Robo Robotripping Rojo Sizzurp Skittles Triple C Tussin Velvet	Air Blast Bold Discorama Dusters Glad Gluey Hippie crack Huff Laughing gas Moon gas Nitrous Oz Poor man's pot Poppers Rush Snappers Whippets Whiteout 	Phencyclidine Angel Dust Boat Embalming fluid Hog Love boat Ozone Peace Pill Rocket fuel Sherm Superweed Wack Wet 	Diet coke Kibbles and bits Kiddie cocaine Kiddie coke Pineapple Poor man's cocaine R-ball Rids Rit Skippy Skittles Smarties Vitamin R 
	MESCALINE	BENZODIAZEPINES	ADDERALL	ECSTASY (MDMA)	VICODIN
	Buttons Cactus Mesc Peyote 	Including Xanax, Valium, Ativan, and Klonopin Bars Benzos Bicycle parts Blue footballs Blue V Bricks Candy Downers Handlebars Planks Roofies Roofinol Rope Rophies School bus Sleeping pills Tranks Upjohn White boys White girls Xanbars Xannies Yellow boys Zanbars Z-Bars 	Addys Beans Black beauties Dexies Pep Pills Smart pills Speed Study buddies Uppers Zing 	Adam Beans Candy Clarity Dancing shoes Disco biscuit E Eve Happy pill Hug Love drug Lover's speed Molly Moon rocks Peace Rolls Scooby snacks STP Uppers X XTC 	357s Fluff Hydros Idiot pills Lorris Norco Scratch Tabs Vicos Vics Vikes Watsons 
	STERIODS			KETAMINE	
	Arnolds Gym candy Juice Pumpers Roids Stackers Weight gainers 			Cat Valium Green K Honey oil Jet K Ket Kit Kat  Purple Special K Special la coke Super acid Super C Vitamin K	

STREET DRUG NAMES 2

AMPHETAMINES	COCAINE	BARBITURATES	MANDRAX	CANNABINOIDS
357 magnums Amp Batu bennies Bikers' coffee Black beauties Black hollies Chalk Chicken feed Crank Crispy Cristy Crunk Crystal Crystal meth Fire Glass Go Go fast 	Includes Crack Cocaine "Rocks" Bananas Base Bernice Big C Blow Bump C Candy Charlie Coca Coke Crack Dust Flake Freebase Golf balls Line Nose candy Rock Sneeze Sniff Snow Soda cot Toot White Yayo 	Barbs Block busters Christmas trees Goof balls Phennies Pinks Red birds Red devils Reds and blues Reds Tooies Yellow jackets Yellows 	Methaqualone Bottle neck Buttons Doodies Flowers Golfsticks Lizards Ludes Mandies Mandrakes MX Press outs Quaalude Soaps Sopers White Pipe Whites Witwyf 	Includes synthetics Acapulco gold Black mamba Black Russian Blaze Bliss Blunt Bombay blue Bud Cannabis Chronic Dagga Dope Ganja Genie Grass Green Hash Hashish Hemp Herb Joker K2 K3 Kronic Kush Marijuana Mary Jane Pot Purple haze Reefer Sinsemilla Skunk Smoke Solar flare Spice Splif Trees Weed Yucatan fire Zohai 
BATH SALTS		GHB		PETHIDINE
Synthetic Cathinones Bliss Bloom Blue silk Cloud 9 Drone Energy-1 Flakka Ivory wave  Lunar wave Meow meow Pure ivory Scarface Stardust Vanilla sky White lightning Wicked X		Gamma-hydroxybutyrate G Georgia home boy Goop Grievous bodily harm Liquid ecstasy Liquid X Scoop Soap 		Demerol Demmies Dolantin Mapergan Meperidine 
		LSA		MUSHROOMS
		Lysergic Acid Diethylamide Acid Battery acid Blotter Blue heaven California Sunshine Cid Cubes Doses Dots  L Looney toons Lucy Mellow yellow Microdot Superman Tabs White Lightening Window pane Yellow sunshine		Blue meanies Boomers Buttons Caps Cubes Liberties Liberty caps Magic mushrooms Magics Mushies Purple passion Shrooms 

More FREE resources at eventmedicinegroup.org

	01	OPIOIDS & PAINKILLERS	
Painkiller medications may be prescribed for injuries, pain management, life-long conditions or ailments, and are often used following surgery.			



RX NAME	VS	STREET NAMES
CODEINE	◀ ▶	Lean, Purple Drank, Sizzurp, Cody
OXYCODONE OxyCotin, Percocet	◀ ▶	OC, Oxycotton, Oxy, Perks, Roxy
HYDROCODONE Vicodin, Norco	◀ ▶	Hydro, Narco, Vickies
MORPHINE Duramorph, MS Contin	◀ ▶	Dreamer, M, Mister Blue, Morpho
FENTANYL Absral, Duragesic	◀ ▶	Apache, China Girl, Jackpot, Goodfella
METHADONE Methadose, Dolophine	◀ ▶	Junk, Chocolate Chip Cookies, Metho, Dollies



02

DEPRESSANTS & SEDATIVES

Depressants are popularly prescribed for anxiety and insomnia. These powerful medications lower the levels of awareness in the brain, causing feelings of relaxation and sedation. Sedatives may also be used to treat seizures or as an anesthesia.



RX NAME

VS

STREET NAMES

BENZODIAZEPINES

Valium, Xanax, Ativan



Benzos, Tranx, Bars,
Stupefy, Valley Girl

BARBITURATES

Luminal, Seconal, Sarisol



Downers, Barbs,
Sleepers, Tootsies

Components of Comprehensive Drug Addiction Treatment



The best treatment programs provide a combination of therapies and other services to meet the needs of the individual patient.

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, and will be required to pay a \$1000.00 fine for the first offense and a \$2500.00 fine for each subsequent 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 is 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 can seize all of the violator's property when certain crimes are committed.

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 an IDENT Watchlist record in System Messages 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. The Pennsylvania statute 18 Pa. C.S. §§ 6314, 6317 (Crimes and Offenses). 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 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 a 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 a 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 a 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 \$5,000.

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.

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

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

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

g. See the chart describing [Federal Trafficking Penalties](#) for additional information.

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

The Pennsylvania Liquor Code, 47 P.S. § 1-101 et seq., controls the possession and sale of alcoholic beverages within the commonwealth. The code (in conjunction with portions of the Pennsylvania statutes pertaining to crimes and offenses involving minors, 18 Pa. C.S.A. § 6307 et seq., 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 for a subsequent offense, suspension of driving privileges for two (2) years, a fine up to \$1000, and imprisonment for up to ninety (90) days. Multiple sentences involving suspension of driving privileges must be served consecutively.

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

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

d. It is a crime to intentionally, knowingly, or recklessly 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, 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 alcohol within the Commonwealth unless it has been purchased from a Pennsylvania State Liquor Store or in accordance with Liquor Control Board regulations.