



Bryn Mawr College

2011-2012

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In case of emergency, please notify:

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1. EMERGENCY/PUBLIC SAFETY

EMERGENCY PHONE NUMBERS

Public Safety — Emergency Only-

on-campus phones	911
Perry House, West House, or Batten House	610-526-7911
off-campus or cell phones	610-526-7911
Emergency Hotline — Recorded Messages	610-526-7310
Health Center	x7360
Undergraduate Dean's Office	x5375 (M-F, 9 to 5)
Residential Life	x7331 (M-F, 9 to 5)

EMERGENCY PROCEDURES

Reporting a Crime: call Public Safety immediately at 911.

Campus safety is a shared responsibility. All are encouraged to report crimes and suspicious activity to Public Safety immediately. Crimes may also be reported to any Campus Security Authority, such as a dean, the Director or Associate Director of Residential Life, or an athletic coach. The Campus Security Authorities work closely with Public Safety to ensure the safety of our community. All reported incidents will be investigated.

Emergency Notification:

In an effort to ensure that the community is fully aware of any safety issues or emergencies, Public Safety will activate the emergency notification system when deemed appropriate. This system has multiple levels, tailored to the situation at hand, which include posting of Public Safety bulletins, campus-wide voicemails, and e-mails. In addition to these steps, a recorded message may be placed on the Emergency Hotline, x7310 or 610-526-7310 by cell phone and information may be posted on the College homepage.

The College has also partnered with a leading provider in the field of emergency notification to send out mass text messages. The system will only be activated when tests are conducted or in the event of a serious or imminent threat to community safety. In the event of an immediate hazard or a serious threat to public safety, a notification message will be sent out via text, voicemail and e-mail.

A public alert siren may be used as well, if warranted. The siren will be followed by instructions. When the crisis has passed, an all-clear will be sounded. All students are encouraged to go to the following links to familiarize themselves with the alert siren and the emergency messages.

Campus Emergency:

Warning Sound:

<http://www.whelen.com/outdoor/audio/Tone%20Wav%20Files/whoop.mp3>

General Message:

<http://www.whelen.com/outdoor/audio/Voice%20Library%20Wav%20Files/GEC1.mp3>

Test Message:

<http://www.whelen.com/outdoor/audio/Voice%20Library%20Wav%20Files/T2.mp3>

For additional safety information, please refer to <http://www.brynmawr.edu/emergency/>.

Fire:

If a fire alarm sounds, evacuate the building immediately. Do not re-enter the building until Public Safety or Emergency Personnel give the all-clear. In the event of a fire, pull the fire alarm, call Public Safety at 911 from any campus phone or 610-526-7911 by cell phone, and evacuate the building immediately. Familiarize yourself with fire evacuation routes in buildings you use frequently, and review the additional information at <http://www.brynmawr.edu/emergency/>.

Medical Emergencies:

Call Public Safety at 911 Campus Phone or 610-526-7911 immediately.

Be prepared to give your location and the nature/severity of the injury. Stay on the line until emergency personnel arrive or the dispatcher ends the call.

Maintenance Emergencies:

After hours and on weekends, Public Safety Communications Officers will contact Facilities Services for requests that are deemed emergencies.

Emergency Hotline: x7310 or 610-526-7310.

Recorded messages are posted here to provide current information, such as cancellations or special instructions, during severe weather or other emergencies.

Blue Light — Yellow Emergency Telephones:

Yellow emergency telephones, most with blue lights on top, are located around campus and ring Public Safety. Many of these phones also provide your location for officers to assist you.

Campus Crime Awareness: Clery Act and the Annual Fire Report:

Information regarding campus security, personal safety, and the annual fire report, which includes topics such as crime prevention, crime reporting policies, statistics for incidents of crime and fire, as well as fire safety information may be found at <http://www.brynmawr.edu/safety/act73.htm>.

Emergency: 911 (Campus Phones) or 610-526-7911 (Cell Phones)

SAFETY AND SECURITY TIPS

In the safest of environments, people may still become victims. Crime prevention is the business of every member of the Bi-College community. Faculty, staff and students are encouraged to watch over the campus, to report any suspicious activity to Public Safety, and to follow basic safety tips that apply no matter where you live. For additional information as well as other Public Safety services, consult <http://www.brynmawr.edu/safety/awareness.htm> or <http://www.brynmawr.edu/safety/>.

It is the responsibility of the Department of Public Safety to provide for the safety and welfare of the Bryn Mawr College community. With your help, we will make sure our campus is a safe environment for everyone.

BI-COLLEGE SAFETY RISK

Due to the Bi-College nature of Bryn Mawr and Haverford Colleges, if either College determines that the presence of an individual poses a safety risk to the campus community, that individual will be deemed a safety risk on both campuses, and if either College determines that a student must be barred from residence on its campus, either pending investigation or after final resolution of that investigation, the student also will be barred from residence on the other campus.

SOME CAUTIONARY WORDS ABOUT WRITING ONLINE

Remember that your postings and communications online should be in keeping with the values of our community: a concern for others, a respect for diversity, and a commitment to dialogue. These values are the foundation of our Honor Code and our interactions with one another, whether these interactions are face-to-face or conducted via the Web.

Keep in mind that with the increased effectiveness of search engines and the archiving of web pages, material posted on any Web site may be available years from now. Personal and student organization home pages, entries and invitations on Facebook and similar sites, as well as ideas posted on public forums reflect on you and may be viewed by prospective employers. Personal information and photographs may be viewed by stalkers. Such postings can seriously compromise your good name and even your safety.

You should be equally aware of the dangers posed by identity theft. If you post your date of birth online along with pictures of yourself and personal information, you are vulnerable to identity theft. Similarly, you should not post photographs of friends or your friends' writing without receiving permission to do so.

In short, posting any writing online should involve a heightened degree of care and responsibility, as any material posted on the Web is exposed to public view. Remember—there is no such thing as privacy on the Internet.

2. SGA/TRADITIONS/SGA CONSTITUTION/HONOR CODE

SELF-GOVERNMENT ASSOCIATION (SGA)

Under the Bryn Mawr College Honor Code and Self-Government Association Constitution, Bryn Mawr College undergraduates take responsibility for governing themselves in academic and social matters, as well as playing an active and fundamental role in the life of the College. The oldest self-governing association in the nation, the SGA is composed of any candidate for a Bryn Mawr College A.B. degree. As members of the association, undergraduates are entitled to attend weekly assembly meetings and voice their opinions, participate in a variety of SGA-sponsored events, groups, film series, magazines, newspapers and traditions, as well as vote in elections that send student representatives to various committees, the Board of Trustees and the SGA Assembly. It is the hope and expectation of self-governance at Bryn Mawr College that all students will be able to find a place, group, activity and concerns in the most effective, responsible and satisfying way possible. SGA represents the concerns and needs of the undergraduate body to the administration.

The SGA's organization includes Executive Board, Representative Council, Traditions, Honor Board, Residence Council, Appointments Committee and many appointed committees, boards and representatives.

In addition to weekly YouTube videos (SGA1885), SGA maintains a blog of all meeting minutes. It is updated frequently with information and event announcements. For the most recent information about SGA please refer to: *sga.blogs.brynmawr.edu*

Leadership for the 2011-2012 year will be provided by:

Executive Board

President: Yong Jung Cho '12

Vice President: Rebecca Sanders '12

Secretary: Mae Carlson '12

Treasurer: Tina Hu '12

Honor Board Head: Priya Saxena '12

The Representative Council

Athletic Association Representative: Gabrielle Marangell '12

Civic Engagement Office Representative: To Be Elected

Class '12 President: Elenora Chong '12

Class '13 Presidents: Kyle Aguilar '13 and Akshyeta Suryanarayan '13

Class '14 Presidents: Kelly Wilkinson '14 and Lindey Crowe '14

Class '15 President(s): To Be elected

Committee on Public Safety (COPS): To Be Elected

Curriculum Committee Heads: Sharan Mehta '12 and Sarah Theobald '12

Dorm Representatives: To Be Elected

Elections Head: Elizabeth Held '12

Faculty Representative: Kimberly De LaRosa '13

Haverford College Representative: To Be Elected

McBride Representative: To Be Elected

Members-At-Large: To Be Elected

Off-campus Representative: To Be Elected

Office of Intercultural Affairs Representative: To Be Elected

Representative to the Board of Trustees: Julia Fahl '12 and Malina Toza '13

Residence Council Heads: Lee McClenon '14 and Blair Smith '12

Social Committee Heads (SoCo Heads): To Be Elected

Traditions Mistresses: Julia Stuart '13 and Devanshi Vaid '13

Appointments Committee

The Appointments Committee is a set of four elected students who, along with the SGA Vice President, appoint members of the undergraduate community to the various committees on campus. There is an application to be submitted via Blackboard and an interview. The Appointments Committee employs consensus decision-making.

Blog: appointments.blogs.brynmawr.edu

Contact: appointments@brynmawr.edu

Honor Board

The Honor Board is responsible for the administration and facilitation of the Honor Code. The Honor Code has two parts: the Social Honor Code and the Academic Honor Code. Members of the Honor Board outline the Honor Code and explain how it affects one's life as a Bryn Mawr student each year for Freshwomen and Transfer students during Customs Week. Members of the Honor Board also participate in hearings when a possible infraction has occurred. When an infraction has been determined to have taken place, the Honor Board's role is to assess how the community member can reconcile with the rest of the community.

Blog: honorcode.blogs.brynmawr.edu

Contact: psaxena@brynmawr.edu

TRADITIONS

The purpose of Traditions is to promote, encourage and preserve the spirit of Traditions on campus.

Contact: traditions@brynmawr.edu

<http://www.brynmawr.edu/activities/traditions>

At Bryn Mawr, the passage of the seasons is marked by a cycle of rituals that celebrate the College community with symbolic pageantry. Observers have described these traditions — which include Maypole dancing, a parade in Elizabethan costume and a hymn to wisdom sung in Ancient Greek — as both “beautiful” and “quirkily anachronistic.” To many Bryn Mawr students, the College's traditions are more than entertaining, colorful spectacles that divert participants from the intensity of study; they are ceremonial enactments of common values that help create a sense of community. The major traditions are:

Parade Night

A celebration of the completion of the first day of classes. The first step sing of the year is held that night.

Lantern Night

Freshwomen receive their lanterns (their class color) and the second step sing of the year follows the ceremony.

Hell Week

A week of fun and bonding between the freshwomen and the upperclasswomen. Events include Dorm Dress-up Day, Bedtime Stories, Duck Pond Run, Dorm Olympics and much more.

May Day

All-day celebration that occurs the Sunday after the last week of classes. The last step sing of the year is held that night.

The four major traditions are joined by countless minor traditions, such as presenting gift offerings to a sculpture of Athena and ringing the Taylor Hall bell when seniors' final exams are finished.

THE CONSTITUTION OF THE SELF-GOVERNANCE ASSOCIATION OF THE UNDERGRADUATE SCHOOL OF BRYN MAWR COLLEGE

(as always for the most up to date Constitution see: sga.blogs.brynmawr.edu)

ARTICLE I: THE ASSOCIATION

Section I: Composition and Purpose

Subsection A: The name of this association shall be the Self-Governance Association of the Undergraduate School of Bryn Mawr College, hereafter known as SGA. The purpose of this Association shall be the governance of the undergraduate student body.

Subsection B: The President and the Dean of the College shall entrust to the SGA Assembly through its Honor Code the exclusive management of all matters concerning the conduct of students in their college life which do not fall under the exclusive jurisdiction of the authorities of the College, the Faculty, Residential Life, or the Hall Advisers of the halls of residence.

Subsection C: Any candidate for a Bryn Mawr A.B. degree and any undergraduate who resides on the Bryn Mawr campus shall be a member of the Association. Members of the Association shall have voting rights in campus wide elections, dorm elections and at Plenary. In order to be voting members of the Association, all candidates for a Bryn Mawr A.B. degree shall pay tuition or the appropriate percentage determined by financial aid.

Subsection D: Upon the recommendation of two current members of SGA and approval of the Assembly, honorary life membership may be conferred upon any past member of SGA who has rendered notable service to Bryn Mawr College. Honorary members shall have none of the obligations but all of the privileges of membership in SGA except those of making motions, voting, and holding office.

Section II: Authority

Subsection A: All Association Members have the right and responsibility to vote in all general and dorm elections as outlined in Article VIII and Article VII, Section I.

Subsection B: All Association Members have the right and responsibility to attend Plenary.

Subsection C: Plenary shall be held twice during each academic year (once each semester) in accordance with Article VI, Section X. Plenary quorum shall be one-third of the undergraduate student body. At Plenary, a simple majority of those present is required to pass all proposals, amendments to the Constitution, and resolutions.

Subsection D: All Association members have the right to submit resolutions for Plenary.

Subsection E: Plenary Resolutions may include, but are not limited to, efforts to amend the Constitution, make recommendations to the Administration, ratify school policy, override decisions made in Representative Council and create or amend campus-wide policies in accordance with Article I, Section I, Subsection B.

Subsection F: In addition to Plenary, any proposed Amendment to the Constitution may be referred to the Association for a campus-wide vote. Each member of the Association shall be informed two times of the proposed Amendment. Proposed Amendments to the Constitution shall be adopted upon a two-thirds vote within two weeks of the first publication of said Amendment(s), provided a minimum of two-thirds of the Association votes.

ARTICLE II THE ASSEMBLY

Section I: Composition and Purpose

Subsection A: The Association shall entrust its governance to the elected members of Assembly, which shall consist of the Executive Board, the Representative Council, and the Honor Board. The Assembly shall represent the interest of the Association to the College.

Subsection B: The Executive Board shall consist of

President of SGA

Vice-President of SGA

Treasurer of SGA

Secretary/Parliamentarian of SGA

Head of the Honor Board

Subsection C: The Representative Council shall consist of

- No more than six Members-At-Large
- Up to two Dorm Presidents from each Residence Hall
- Haverford College Representative
- Off-campus Representative
- McBride Representative
- Class Presidents
- Head of the Elections Board
- Head of Residence Council
- Head of Curriculum Committee
- Traditions Mistress(es)
- Representative to the Board of Trustees
- Representative to the Faculty
- Head of Social Committee
- Head of Committee on Public Safety
- Athletic Association Representative
- Office of Intercultural Affairs Representative
- Civic Engagement Representative

Subsection D: The above officers shall be elected as specified in the Elections Bylaws and shall assume office immediately for a term of one year and/or until a successor takes office. The student shall be a candidate for a Bryn Mawr A.B. degree.

Subsection E: Each assembly member is expected to attend their respective meetings.

Subsection F: No person shall concurrently hold more than one SGA office specified in Article II, Section I, Subsections B and C of this Constitution and Bylaws except as provided for in Article VIII Section V, Subsections D and E.

Subsection G: The Honor Board will serve as the vehicle for investigating all issues/matters concerning removal(s) from office, and then the issue goes to a student body vote.

Subsection H: As representative of the student body, members of the Representative Council, Appointed Positions, Appointments Committee, Honor Board and the SGA Executive Board are held to the highest standards of the Honor Code.

Section II: Authority

Subsection A: Constitutional Authority

The authority of the Constitution and Bylaws shall bind all matters connected with the Assembly. All matters not prescribed by the articles of this Constitution shall be subject to parliamentary authority, unless such authority is inconsistent with this Constitution.

Subsection B: Parliamentary Authority

The Assembly may adopt as its Parliamentary Authority the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE III THE EXECUTIVE BOARD

Section I: Composition and Purpose

Subsection A: The Executive Board shall meet regularly to discuss concerns, share information, and review progress of the Assembly. Each member of the Executive Board shall attend meetings of the Representative Council.

Subsection B: The President of SGA

- 1) The office of the President may be held by only one person at any one time.
- 2) The President may call and preside at meetings of the Association and the Assembly.

- 3) The President shall preside over meetings of the Executive Board and the Representative Council.
- 4) The President shall act as a liaison between Faculty and Administration and Students, and shall represent the undergraduate body whenever called upon to do so.
- 5) The President shall represent the Association at the Board of Trustees meetings.

Subsection C: The Vice-President of SGA

- 1) The office of the Vice-President may be held by only one person at any one time.
- 2) The Vice-President shall chair the Appointments Committee and shall be responsible for that committee's agenda.
- 3) Upon the request of the President, the Vice-President shall assist the President in any and all duties.
- 4) The Vice-President shall be a member of the Executive Board.
- 5) The Vice-President shall assume the role of the President in the event that the President is unable to perform the duties of the office. If the President resigns or is impeached, the Vice-President shall assume the role of the President for the duration of the former President's term of office.
- 6) In the event that the Vice-President assumes the role of President, a new Vice-President shall be elected from among the members of the Representative Council by the Representative Council.

Subsection D: The Treasurer of SGA

- 1) The Office of Treasurer may be held by only one person at any one time.
- 2) The Treasurer shall administer the funds of the Association and shall serve as its adviser in financial matters.
- 3) The Treasurer shall oversee the collection of SGA Common Treasury Dues.
- 4) The Treasurer shall call and preside over meetings of the Student Finance Committee, and shall represent them when called to do so.
- 5) The Treasurer shall be a member of the Executive Board.
- 6) The Treasurer shall assume the responsibility of insuring that SGA funded events are free to Association members.
- 7) The Treasurer shall have the right to inspect the books of every club or committee, which is receiving SGA Common Treasury Funds, and may audit the books at the close of every year.
- 8) The Treasurer may call a meeting of the financial officers of any and all campus organizations.

Subsection E: The Secretary/Parliamentarian

- 1) The Office of Secretary may be held by only one person at any one time.
- 2) The Secretary shall be responsible for the following: giving notice of all the Association and open Assembly meetings, keeping minutes and attendance, keeping the necessary records of the Representative Council, correspondence as directed by the President, and keeping a current list of Assembly members.
- 3) The Secretary shall set the Agenda of the Representative Council meeting and distribute Representative Council minutes.
- 4) The Secretary shall uphold the Attendance Policy.
- 5) The Secretary shall be a member of the Executive Board.
- 6) The Secretary may appoint an assistant.
- 7) The Secretary shall be an expert on the Constitution and meeting procedures.
- 8) The Secretary shall work closely with the Webmistress(es) appointed by the Appointments Committee to keep the Web site or other means of distributing information up to date.

Subsection F: The Head of the Honor Board

- 1) The Office of the Head of the Honor Board may be held by only one person at any one time.
- 2) The Head of the Honor Board shall call and preside at meetings of the Social and Academic Honor Boards. The Head of the Honor Board shall direct the consideration of cases arising from the possible violation of the Honor Code.
- 3) The Head of the Honor Board shall administer an arbitrary selection of the four rotating members of the Social Honor Board. 4) The Head of the Honor Board shall upon invitation attend Residence Council meetings to discuss Social Honor Code concerns.
- 5) The Head of the Honor Board shall have the responsibility to make known to the Association the procedures and decisions of the Honor Board, as well as the Academic and Social Resolutions, in the form of anonymous abstracts. These abstracts shall be written shortly after resolution is reached and shall be released as prescribed by the Honor Code.
- 6) The Head of the Honor Board is a member of the Executive Board.
- 7) The Head of the Honor Board may request that the President of SGA call an emergency meeting of the Representative Council.
- 8) No member of the Honor Board other than the Head of the Honor Board shall serve on the Executive board.

Section II: Authority

Presidential Authority

The President shall have the authority to interpret the Constitution when necessary in consultation with the Head of the Honor Board and another member of the Executive Board.

ARTICLE IV THE REPRESENTATIVE COUNCIL

Section I: Composition and Purpose

Subsection A: The Representative Council shall act as the Voting Body of the Assembly and the Association.

Subsection B: Dorm President(s)

- 1) The office of the Dorm President(s) shall be held by up to two persons at one time.
- 2) The Dorm President(s)' primary function is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.
- 3) Dorm President(s) shall attend and participate in the Representative Council meetings.
- 4) Dorm President(s) shall give a report to their residence hall twice a semester at Dorm Meetings.
- 5) Dorm President(s) may serve on committees formed by the Representative Council.
- 6) Dorm President(s) shall be a voting member of the Representative Council.
- 7) Dorm President(s) shall serve on the Alcohol Concerns Review Board.
- 8) Dorm President(s) shall distribute the minutes.

Subsection C: Members-at-Large

- 1) There shall be no more than six Members-at-Large at any one time.
- 2) The Members-at-Large primary function is to vote in Representatives Council and to participate in achieving Representative Council's long and short term goals.
- 3) Members-at-Large shall attend and participate in the Representative Council meetings.
- 4) Members-at-Large may serve on committees formed by Representative Council.
- 5) Members-at-Large shall be voting members of the Representative Council.

Subsection D: Haverford Representative

- 1) The Haverford Representative which shall represent the Association Members Residing at Haverford College, may be held by two people.
- 2) The Haverford Representative shall be responsible for communication between the Assembly and the Association members residing at Haverford College.
- 3) The Haverford Representative may call and shall preside over meetings of the Association members residing at Haverford College and must call at least one such meeting each semester while in office.
- 4) The Haverford Representative shall attend Haverford College Student Council meetings at the discretion of the office-holder and at the request of the Assembly. Occasions on which the student attends Student Council meetings instead of Representatives Council shall not be counted as absences from Representatives Council.
- 5) The Haverford Representative's primary function is to vote in Representatives Council meetings and to participate in achieving Representative Council's long and short term goals.
- 6) The Haverford Representative shall attend and participate in Representative Council meetings.
- 7) The Haverford Representative may serve on committees formed by Representative Council.
- 8) The Haverford Representative shall serve on the Alcohol and Party Review Board.
- 9) The Haverford Representative shall be a voting member of the Representative Council.

Subsection E: Off Campus Representative

- 1) The office of the Off Campus Representative may be held by two people.
- 2) The Off Campus Representative shall be responsible for the representation of the non-resident members of the Association at each meeting of the Representatives Council and shall be responsible for communication between the Assembly and the non-resident members of the Association.
- 3) The Off Campus Representative may call and preside over meetings of the non-resident members of the Association and must call at least one such meeting each semester while in office.
- 4) The Off Campus Representative primary function is to vote in Representative Council meetings and to participate in achieving Representative Council's long and short term goals.
- 5) The Off Campus Representative shall attend and participate in Representative Council meetings.
- 6) The Off Campus Representative may serve on committees formed by Representative Council.
- 7) The Off Campus Representative shall be a voting member of the Representative Council.

Subsection F: McBride Representative

- 1) The McBride Representative may be held by two people.
- 2) If there are two people holding office, only one Representative is required to be present at meetings of the Representatives Council.
- 3) The McBride Representative shall be responsible for the representation of the McBride Scholar Members at each meeting of the Representatives Council and shall be the liaison between the Assembly, the McBride Scholar Members, and the Association.
- 4) The McBride Representative shall call and preside at all meetings of the McBride Scholar Members and must call at least one such meeting each semester of the academic term.
- 5) The McBride Representative primary function is to vote in Representative Council meetings and to participate in achieving Representative Council's long and short term goals.
- 6) The McBride Representative shall attend and participate in Representatives Council meetings.

- 7) The McBride Representative may serve on committees formed by Representatives Council.
- 8) The McBride Representative shall be a voting member of the Representative Council.

Subsection G: The Class Presidents

- 1) The office of Class President may be held by two people.
- 2) Class Presidents shall be in charge of all class functions for their respective classes.
- 3) The four Class Presidents shall be liaisons between their respective classes and the Assembly.
- 4) The Class Presidents shall be voting members of the Representative Council.
- 5) One of the primary functions of the Class Presidents is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection H: Head of the Elections Board

- 1) The Head of the Elections Board may be held by two people.
- 2) The Head of the Elections Board shall administer the Association's election system, assisted by the members of the Elections Board.
- 3) The Head of the Elections Board shall convene, preside over and represent the Elections Board.
- 4) The Head of the Elections Board may, at the discretion of the office-holder, appoint one or more assistants.
- 5) The Elections Heads shall be voting members of the Representative Council.
- 6) One of the primary functions of the Head of the Elections Board is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection I: The Head of Residence Council

- 1) The office of the Head of Residence Council may be held by two people.
- 2) The Head of Residence Council shall call and preside at all meetings of the Residence Council.
- 3) The Head of Residence Council shall run Room Draw.
- 4) The Head of Residence Council shall head Residence Council's Special Cases Committee.
- 5) The Head of Residence Council shall be the liaison between the Residence Council and the Assembly.
- 6) The Head of Residence Council shall serve as the Association's representative to the Committee on Buildings and Grounds of the Board of Trustees.
- 7) The Head of Residence Council shall serve as the Association's Representative to Housing Group.
- 8) The Head of Residence Council may establish and appoint the members of such committees of Residence Council as the student considers necessary and shall be responsible for the functioning of these committees.
- 9) The Residence Council Head-Elect shall be apprentice to the current head, and shall take office following Room Draw.
- 10) The Residence Council Head-Elect shall assist the Residence Council Head during Room Draw.
- 11) The Head of Residence Council shall be a voting member of the Assembly.
- 12) One of the primary functions of the Head of Residence Council is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection J: The Head of the Student Curriculum Committee

- 1) The office of the Head of the Student Curriculum Committee may be held by two people.
- 2) The Head of the Student Curriculum Committee shall call and preside at meetings of the Student Curriculum Committee.
- 3) The Head of the Student Curriculum Committee shall serve on the Student-Faculty Undergraduate Curriculum Committee.
- 4) The Head of the Student Curriculum Committee shall be responsible for the recruiting of proctors for self-scheduled final examinations.
- 5) The Head of the Student Curriculum Committee shall be a liaison between the Student-Faculty Curriculum Committee, the Student Curriculum Committee, and the Assembly.
- 6) The Head of the Student Curriculum Committee may establish and appoint the members of such subcommittees of the Student Curriculum Committee as the student considers necessary and shall be responsible for the functioning of these committees.
- 7) The Head of the Student Curriculum Committee shall be a voting member of the Representative Council.
- 8) One of the primary functions of the Head of the Student Curriculum Committee is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection K: The Traditions Mistress(es)

- 1) The office of Traditions Mistress(es) may be held by two people.
- 2) The Traditions Mistress(es) shall organize, execute, and perpetuate all traditions of Bryn Mawr College.
- 3) The Traditions Mistress shall call and preside at meetings of the Traditions Committee.
- 4) The Traditions Mistress(es) shall be responsible for the administration of the election of the Freshman Class Songs Mistress during Customs Week each year.
- 5) The Traditions Mistress(es) may petition the Association as defined in Article XI, Section I, if interest has been expressed to discontinue, modify, or create a tradition.
- 6) The Traditions Mistress-Elect shall serve as an apprentice to the current Head of the Traditions Committee until the Mistress-Elect takes office on the May Day following election.
- 7) The Traditions Mistress-Elect shall assist the current Traditions Mistress(es) in the organization and execution of the May Day Celebration.
- 8) The Tradition Mistress(es) shall be a voting member of the Representative Council.
- 9) One of the primary functions of the Traditions Mistress(es) Representative is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.
- 10) In the year after serving as Traditions Mistress(es), the outgoing Traditions Mistress(es) (herein referred to as the Traditions Mom[s]) shall serve as the (Co-)Head(s) of the Hell Week Committee. Their duties will include meeting with the current Traditions Mistress(es) and the Staff Adviser to Traditions to determine the goals of the Hell Week Committee, scheduling meetings, and setting agendas for meetings. The Traditions Mom(s) are not the final arbiters in Hell Week Committee decisions but are rather advisers to the current Traditions Mistress(es) and members of the Committee.

Subsection L: The Representatives to the Board of Trustees

- 1) Each office of Representative to the Board of Trustees may be held by only one person at any one time.
- 2) The Representatives shall serve two-year terms. One representative shall be elected each year to provide for a total of two representatives at all times.
- 3) The Representatives to the Board of Trustees shall be the liaison between the Board of Trustees and its committees, the Association, and the Assembly.

- 4) The Representatives to the Board of Trustees shall be voting members of the Representative Council.
- 5) One of the primary functions of the Representatives to the Board of Trustees is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection M: The Representative to the Faculty

- 1) The office of Representative to the Faculty may be held by two people.
- 2) The Representative to the Faculty shall be responsible for representation of the Association at each meeting of the Faculty.
- 3) The Representative to the Faculty shall be responsible for communication between the Faculty and its committees and the Assembly.
- 4) The Representative to faculty shall be a voting member of the Representative Council.
- 5) One of the primary functions of the Representative to the Faculty is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection N: The Head of the Social Committee (SoCo)

- 1) The Head of the Social Committee may be held by two people
- 2) The Social Committee shall organize and facilitate campus-wide programming.
- 3) The two heads shall call and preside over meetings of the committee.
- 4) The Head of the Social Committee shall act as a liaison between the Assembly and organizations funded by SGA and shall provide information about such organizations to the SGA Association in the form of a booklet to be distributed to all members of the Association.
- 5) The Head of the Social Committee shall be voting members of the Representative Council.
- 6) The Head of the Social Committee shall serve on the Alcohol and Party Review Board.
- 7) One of the primary functions of the Head of the Social Committee is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection O: The Head of the Committee on Public Safety (COPS)

- 1) The office of Head of the Committee on Public Safety may be held by two people.
- 2) The Head of the Committee on Public Safety shall call and preside at regular meetings of the Committee on Public Safety.
- 3) The Head of the Committee on Public Safety is responsible for meeting regularly with the Administrative Head of Public Safety.
- 4) The Head of the Committee on Public Safety shall be the liaison between the Administrative Head of Public Safety, the Committee on Public Safety, and the Assembly.
- 5) The Head of the Committee on Public Safety shall serve on the Residence Council.
- 6) The Head of the Committee on Public Safety shall, at the discretion of the office-holder, serve as a liaison between the Assembly and the Department of Transportation.
- 7) The Head of the Committee on Public Safety (COPS) shall be a voting member of the Representative Council.
- 8) The Head of the Committee on Public Safety shall serve on the Alcohol and Party Review Board.
- 9) One of the primary functions of the Head of the Committee on Public Safety is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection P: The Athletic Association Representative

- 1) The Athletic Association Representative shall be held by only one person at any one time.

- 2) The Athletic Association Representative shall serve as liaison between the Assembly and the Department of Physical Education and the Athletic Association.
- 3) The Athletic Association Representative shall be a voting member of the Representative Council.
- 4) One of the primary functions of the Athletic Association Representative is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection Q: The Civic Engagement Representative.

- 1) The Civic Engagement Representative shall be held by only one person at any one time.
- 2) The Civic Engagement Representative shall attend meetings of the CEO and serve as a liaison between CEO and the Assembly.
- 3) The Civic Engagement Representative may sit in on SFC budgeting, with the capacity to be involved in the transportation aspect of budgeting for Community Service and Activism groups as an informant, not as a decision-maker. This will allow for a seamless budgeting process for all student activities
- 4) One of the primary functions of the Civic Engagement Representative is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short term goals.

Subsection R: The Office of Intercultural Affairs Representative.

- 1) The Office of Intercultural Affairs Representative shall be held by only one person at any one time.
- 2) The Office of Intercultural Affairs Representative should serve as a liaison between the Office of Intercultural Affairs and the Assembly.
- 3) One of the primary functions of the Office of Intercultural Affairs Representative is to vote in the Representative Council meetings and to participate in achieving Representative Council's long and short-term goals.
- 4) In order to accurately represent the Office of Intercultural Affairs, the representative must spend at least one hour every two weeks in conversation with the full time and/or student staff of the Office of Intercultural Affairs.

Section II: Authority

Subsection A: The Representative Council may make recommendations to the Faculty, Administration, and Area Directors on behalf of the Association.

Subsection B: The Representative Council, at their own initiative, may establish short and long term goals for the Association.

Subsection C: The Representatives Council may register a vote of confidence for a committee's change in Bylaws, a committee's recommendation to the Administration, or other matters brought to the Representatives Council deemed prudent. The Representatives Council may, by a two thirds vote, change its Bylaws.

Subsection D: The Representative Council shall establish new committees by vote.

Subsection E: A meeting of the entire Association may be called by a vote of the Representative Council.

Subsection F: A meeting of the Representative Council may be called by a vote of the Representative Council, the President of SGA or by petition signed by 10% of the members of the Association.

Section III: Meeting and Voting Procedure

Subsection A: The Representative Council shall hold open meetings once a week to discuss campus concerns. Issues for the meeting may be referred by members of the Association and Representative Council.

Subsection B: All meetings of the Representative Council shall be publicly announced and the agenda posted three days in advance.

Subsection C: Minutes of each Representative Council meeting shall be distributed to the Association each week in accordance with the Bylaws.

Subsection D: At the beginning of each semester, the Representative Council shall vote on an established meeting procedure to be followed for the duration of the term of the Executive Board.

Subsection E: A quorum shall be required for any vote and shall consist of two-thirds of the voting members of the Representatives Council.

Subsection F: All members of the Representatives Council, except the Executive Board, shall have one vote.

Subsection G: The President shall vote in case of a tie.

Subsection H: An absentee vote on a specific previously announced question may be submitted in writing to the Secretary of SGA prior to the meeting at which the vote is to be taken, on the condition that significant changes in the question have not been made. Otherwise, the absentee vote shall not be counted in the final tally. Neither a proxy nor an absentee vote shall be counted as a presence.

Subsection I: All voting shall be by simple majority unless otherwise specified.

Subsection J: A two-thirds vote shall require that two-thirds of those present vote and that two-thirds of those voting agree.

Subsection K: The Representative Council shall approve, by two-thirds vote, any change in Common Treasury Dues.

Subsection L: The Representative Council shall approve, by two-thirds vote, the Bryn Mawr and Bi-College budgets at the beginning of each semester.

Subsection M: A decision by consensus may be requested by two-thirds of all members present.

Subsection N: Voting may be done by hand or written ballot at the discretion of the President.

Subsection O: A roll call vote may be requested by any single identified member of the Assembly and the results shall be placed in the minutes.

Subsection P: The Representative Council may vote on proposals brought before it by any source. The proposals may be referred to the appropriate committee.

Subsection Q: The Voting Options shall be:

In favor of the Motion

Against the Motion

Abstain, which shall be included in the count for quorum but shall count neither for nor against the Motion.

Subsection R: No Vote

As a member of the Association one has the right not to vote, which shall count against quorum.

ARTICLE V THE HONOR BOARD

Section I: Composition and Purpose

Subsection A: The Student members of the Academic Honor Board shall consist of eight undergraduates elected by the entire Association each year in February. As specified in Article X one shall serve as Head for a one-year term, one freshman will be elected to a two-year position, one freshman will be elected to a one-year position, one sophomore will be elected to a two-year position, and two juniors will be elected to one-year positions. In the normal course of events, six positions will be open each year. All elected student representatives to the Honor Board take office immediately after the election. The members of the existing board shall serve until a quorum of the succeeding board is elected. That quorum, for both academic and social hearings, is defined as five of the eight permanent student members. Each permanent member must be a candidate for the Bryn Mawr A.B. degree.

Subsection B: The Faculty members of the Academic Honor Board shall be the Dean of the Undergraduate College and three members of the Faculty chosen by the Faculty.

Subsection C: The members of the Social Honor Board shall be the eight permanent members of the Academic Honor Board and four rotating members, one from each class, who shall be chosen at random from among the members of the Association whenever a case arises. A Deans' Panel consists of two deans, one other administrator or appropriate faculty or staff member, two Honor Board members, and a random community member from the class of the student involved. Dean's Panels will be conducted in the same manner as Social Hearings but with no appeals process.

Subsection D: Any of the four rotating members of the Social Honor Board may be disqualified at the request of a student involved in a case, and shall then be replaced by another member of the Association who shall likewise have been selected at random. A maximum of ten people may be drawn from each class and disqualified in this manner.

Subsection E: Any of the permanent members of the Honor Board may be disqualified at the request of a student involved in an Academic or Social Honor Board Case. In the event that the Head is disqualified, the Head shall appoint the most senior permanent member of the Honor Board to act as Head. No more than three permanent members of the Honor Board may be disqualified for an Academic or Social Hearing.

Subsection F: Any of the permanent members of the Honor Board may choose to disqualify themselves from the hearing so long as quorum is maintained.

Subsection G: The eight permanent student members of the Honor Board shall be responsible for periodically meeting to assess the Honor Code and to provide for adequate familiarity with the Honor Code among members of the Association. They shall also make certain that prospective freshmen are informed about the Honor Code in the College Calendar and in Admissions materials, and that the Customs Week program includes Board-conducted seminars on life in the community under the Honor Code.

Subsection H: The Honor Board shall hold regularly scheduled sessions, open to all members of the community, in which members of the Association may ask questions concerning non-confidential issues and discuss issues regarding the Honor Code and the community.

Subsection I: The Honor Board head shall direct the revision and distribution of the Honor Code rules for taking self-scheduled exams during exam period.

Subsection J: In the event that a social situation involves too many legal issues, a Deans' Panel may be convened at the discretion of the Honor Board Head and the Dean of the Undergraduate College. A Deans' Panel consists of two deans, one other administrator or appropriate faculty or staff member, two Honor Board members, and a random community member from the class of the student involved, who will be selected according to the same procedure as in a Social Honor Board Hearing. Deans' Panel will be conducted in the same manner as Social Hearings but with no appeals process.

Section II: Authority

See Honor Code.

ARTICLE VI COMMITTEES, BOARDS, NON-VOTING ASSEMBLY MEMBERS, AND COUNCILS

Section I: General Procedures of Committees, Boards, and Councils

Subsection A: All committees, boards, non-voting assembly members, and councils other than the Honor Board shall derive their authority from the Association through the Representatives Council.

Subsection B: Any committee, board, non-voting member, or council may form its own by-laws to be subordinate and compatible with this document. All committees operating under by-laws shall submit them to the Executive Board. Any changes to those by-laws shall be approved by a two-thirds vote of the Representative Council.

Subsection C: All committee heads shall report to the Representative Council when called upon to do so and/or once a semester.

Subsection D: All committee, board, and council meetings shall be open except as specified below in Article V, Section I, Subsection E, unless otherwise specified in this document.

Subsection E: Any committee, board, or council meeting may be designated closed by a two-thirds vote of the members of the committee, board, non-voting member or council.

Subsection F: All committees, boards, and councils shall be responsible for providing information to and receiving suggestions from the community in so far as the subject matter falls within their jurisdiction as stated in this document.

Section II: The Appointments Committee

Subsection A: The Appointments Committee shall consist of the Vice-President of SGA and four members of the Association who are not members of the Assembly to be elected conjointly with the Executive Board in accordance with the elections bylaws.

Subsection B: The Vice-President shall be responsible for the Committee's report to the Representative Council and for the Committee's agenda.

Subsection C: The Appointments Committee shall make all Association appointments in accordance with their Bylaws and promptly inform the Representative Council of recent appointments.

Subsection D: The decision of the Appointments Committee may be recalled through either of the following methods:

1. The Association may submit a petition containing the signatures of one-third of the Association stating their opposition to the Committee's decision.
2. The Representative Council may recall the appointment by a two-thirds vote.

Subsection E: If an appointment is recalled, the Committee must re-appoint the position.

Subsection F: The Committee works by consensus, and, in extenuating circumstances, one and only one member may step out of the vote. If a decision cannot be reached by the Committee, the appointment shall go before the Representative Council to be decided by a simple majority vote.

Subsection G: All proceedings and material of the Committee are confidential. Records will be kept for a period of five years.

Subsection H: Should an Appointments Committee member be unable to fulfill the obligations of the committee, and the committee does not have the requisite number of members to run a round of appointments, then the Vice President may ask the Honor Board Head to sit in on the round.

Subsection I: During the appointment of the Customs Head and Customs Committee, the Dean directly in charge of the handling of Customs Week may sit in on the appointment of the above mentioned positions.

Subsection J: The Committees will be appointed on the basis of expressed needs of the community members, the SGA voting Assembly, and other College entities (Dean's office, Admissions etc.).

Section III: The Student Finance Committee

Subsection A: The Student Finance Committee shall consist of six members of the Association, to be appointed by the Appointments Committee with the advice and consent of the Treasurer and approval of the Representative Council. At the time of the appointment, the Student Finance Committee shall be composed of at least one member of every class.

Subsection B: The Student Finance Committee shall prepare the budget(s) for the expenditure of Common Treasury Dues in accordance with their Bylaws. The budget(s) shall be approved by a two-thirds vote of the Representative Council.

Section IV: The Residence Council

Subsection A: The office of Dorm President may be held by two people.

Subsection B: Dorm Presidents shall oversee the implementation of the Honor System at the dorm level as specified in that document.

Subsection C: The Dorm Presidents may call and shall preside over dorm meetings. They must call meetings in their dorms at least two times each semester. It is the responsibility of the Dorm President to make sure the Dorm Officers (especially the SGA representative) give regular reports at these meetings. The dorm Presidents shall also oversee party forms.

Subsection D: The Dorm Presidents may call and shall preside over dorm steering committee meetings comprised of all Dorm Officers including Hall Advisers.

Subsection E: The Dorm Presidents shall be eligible for the Bryn Mawr A.B. degree and shall be residents of their respective halls. Customs people and Hall Advisers shall not be eligible for the position of Dorm President, as these positions interfere with the President's ability to mediate. They shall be elected by their respective halls each spring for a term of one year beginning in the fall and/or until their successors take office.

Subsection F: The Residence Council shall consist of the Head of the Residence Council, and the Dorm Presidents

Subsection G: The Residence Council shall deal with all residential aspects of the community.

Subsection H: The Residence Council is responsible for overseeing the Alcohol Policy and Party Policy. Members shall come from among the Dorm Presidents, as decided by its members at the beginning of each semester.

Subsection I: The Residence Council shall establish standing committees to consider and act on the following matters concerning:

1. Buildings and Grounds
2. Special Case Procedure for Room Changes
3. Room Draw

Subsection J: Three Dorm Presidents, specifically the President(s) of Rhoads, President(s) of Radnor, and one other to be elected by the members of the Residents Council, shall serve on The Alcohol and Party Review Board.

Subsection K: Dorm Presidents shall coordinate social activities inside and among the dorms.

Subsection L: Dorm Presidents shall distribute of the Dorm Discretionary Funds in cooperation with the Student Finance Committee.

Section V: The Student Curriculum Committee

Subsection A: The Student Curriculum Committee shall consist of the Head of Student Curriculum Committee and no more than two members elected from each residence hall.

Subsection B: The Student Curriculum Committee shall designate three students to serve on the Student-Faculty Curriculum Committee.

Subsection C: The Student Curriculum Committee shall consider and take action on all problems relating to curriculum.

Subsection D: The Student Curriculum Committee in conjunction with the Honor Board shall be responsible for organization of the proctoring system during final exams. The Student Curriculum Committee shall be responsible for the recruiting of proctors for self-scheduled final examinations, and the Honor Board shall be responsible for revising and distributing the Honor Code rules for taking proctored exams during exam period.

Section VI: The Elections Board

Subsection A: The Elections Board shall be responsible for supervising publicity for all elected offices at the time of elections.

Subsection B: The Elections Board shall organize and run the Candidates' Forum before each set of elections.

Subsection C: The Elections Board shall be headed by the Head of the Elections Board.

Subsection D: The Elections Board shall be comprised of five members, one of which will be the Office of Intercultural Affairs Representative, and the other four appointed by the Appointments Committee.

Section VII: The Committee on Public Safety

Subsection A: The Committee on Public Safety shall consist of no more than two Public Safety Representatives from each undergraduate hall.

Subsection B: The Committee on Public Safety shall be responsible for communicating information about breaches of public safety, public safety precautions and any other pertinent information about public safety to the Students in their respective hall.

Section VIII: The Plenary Committee

Subsection A: The Plenary Committee shall be comprised of up to two Plenary Committee Heads, one member of the Honor Board, a maximum of two members of the Representative Council and a maximum of two members of the Association, for a maximum total of six committee members. The President of SGA may participate in the Plenary Committee in an advisory capacity.

Subsection B: The Plenary Committee Head(s) and Association members shall be appointed by the Appointments Committee. The Representative Council members shall be decided upon by a plurality vote of the Assembly. The Plenary Committee shall be appointed no later than three months before the date set for Plenary.

Subsection C: The Plenary Committee shall organize and conduct Plenary as stated in Article I, Section II, Subsections C-F and Robert's Rules of Order, Newly Revised.

Subsection D: The Plenary Committee shall review all resolutions and advise all resolution submitters on constitutional issues.

Subsection E: The Constitution and its Bylaws shall be reviewed by the Plenary Committee every year unless waived by a majority vote of the Assembly.

Subsection F: Toward the end of the academic year, the Plenary Committee shall review the progress and success of that year's Plenary. They shall make recommendations to Representative Council for the following year.

Section IX: The Alcohol Concerns Review Board

Subsection A: The Alcohol Concerns Review Board shall be responsible for reviewing and updating the Alcohol and Party policies, Party Notification Forms and other relevant documentations. Furthermore, the Board shall be responsible for reviewing and approving all Party Notifications Forms and submissions to the Party Fund. The Alcohol Concerns Review Board shall thereby be responsible for reviewing possible infractions of the Alcohol and Party Policy, with regard to guidelines surrounding such policies, and offer resolutions based on evidence found in written statements, Party Notification Forms and other relevant documents. All possible infractions of a behavior type will be reported to the Social Honor Board.

Subsection B: The Alcohol Concerns Review Board shall consist of the Head(s) of the Social Committee, Haverford College Representative(s), Head(s) of the Committee on Public Safety, two members of the Honor Board, and three members of the Residence Council including the Dorm President(s) of Rhoads, the Dorm President(s) of Radnor, and one additional member to be chosen each term.

Subsection C: The Alcohol Concerns Review Board shall be presided over by the Head of the Social Committee.

Subsection D: Quorum for a review session or hearing of the Alcohol Concerns Review Board shall be five people.

Subsection E: The Alcohol Concerns Review Board shall work by consensus.

Subsection F: All proceedings and material of the Alcohol and Party Review Board shall be confidential. However, the Alcohol Concerns Review Board shall publish a statistical annual report at the end of the year to be distributed campus-wide. This will include the number of review and hearing sessions held that year, number of Party Notification Forms signed and not signed prior to the party, amount of damage, resolutions etc.

Subsection G: The Alcohol Concerns Review Board shall meet at the beginning of the year with the Dean of the Undergraduate Students to review and amend the Party Notification Form and College policies on alcohol and parties. The Alcohol Concerns Review Board shall meet with the Dean of Undergraduate Students and/or the College in subsequent meetings as deemed appropriate by any party involved.

ARTICLE VII DORM GOVERNMENT

Section I: Dorm Elections

Subsection A: The Dorm Officers shall be residents of, and elected by their respective dorms.

Subsection B: Each spring, the following positions shall be elected for a term of two semesters: Sophomore Dorm Representative(s). They shall be elected at Room Draw and begin in the fall.

Subsection C: The following positions: Dorm Presidents, Recycling Representatives, Committee on Public Safety Representative. Representative shall be elected at the first dorm meeting for a term of two semesters beginning immediately.

Section II: The Dorm Officers

Subsection A: The office of Dorm President may be held by two people.

Subsection B: The Dorm President(s) shall represent their hall on Residence Council.

Subsection C: The Dorm President shall act as a liaison between Residence Council and the dorm.

Subsection D: The office of Recycling Representative may be held by two people.

Subsection E: Recycling Representatives shall comprise the Recycling Committee, which shall be presided over by the Recycling Committee Head, to be appointed by the Appointments Committee.

Subsection F: Recycling Representatives shall oversee recycling in the dorms and other activities the committee undertakes.

Subsection G: The Curriculum Committee Representatives shall serve on the Student Curriculum Committee and any sub-committee thereof.

Subsection H: The Curriculum Committee Representatives shall act as a liaison between the Curriculum Committee and the Dorm.

Subsection I: The office of Public Safety Representative may be held by no more than two people at any one time.

Subsection J: The Public Safety Representative shall serve on the Student Public Safety Council.

Subsection K: The Public Safety Representative shall serve as a liaison between the hall and the Committee on Public Safety.

Subsection L: The office of Sophomore Dorm Representative may be held by one, two, or three people.

Subsection M: The Sophomore Dorm Representative shall organize and direct all Traditions for the Dorm.

Subsection N: The Sophomore Dorm Representative shall serve on the Traditions Committee.

Subsection O: The office of Freshman Dorm Representative may be held by three people.

Subsection P: The Freshman Dorm Representative shall act as the Red Cross Bloodmobile liaison and shall serve as a standing member of the Bloodmobile Coordinating Committee.

Subsection Q: The responsibilities of the Freshman Dorm Representative are general publicity within the dorm, participation in on-campus canvassing, and remain "on-call" for desk duty during Bryn Mawr College Bloodmobile hours. If the position of Freshman Dorm Representative is held by more than one person, the assignment of the aforementioned duties is to be left to the discretion of the Dorm President.

Subsection R: The office of Social Representative may be held by one or two people.

Subsection S: The Social Representative shall work with and help the Dorm Presidents in planning, organizing, and directing social activities for the dorm.

Subsection T: The Dorm President(s) will attend and be a voting member of the SGA Assembly.

ARTICLE VIII ELECTIONS

Section I: Election Policy

Subsection A: Unless otherwise specified, all officers of the Association shall be elected according to the Bylaws of the Elections Board.

Subsection B: Any violation of the following elections procedures should be considered grounds for invalidation of any election at the discretion of the Head(s) of the Elections Board. An election can also be invalidated if the Head of the Honor Board and the President of the

Self-Governance Association together determine that the election has not been conducted in the spirit of the Honor Code.

Subsection C: Appeals concerning elections will be heard by the Honor Board.

Subsection D: Class Presidents, Dorm Presidents, Residential Representatives, Off-Campus Representatives, Haverford Representatives and McBride Representatives shall be elected by their specific constituencies as specified in this document and under the direction of the Elections Board. All other positions shall be filled in general elections in accordance with the following guidelines.

Subsection E: Any member desiring to resign from the SGA Assembly shall submit a written resignation, no less than two weeks prior to official resignation, to the Secretary of SGA who shall present it to the Assembly for action.

Section II: Eligibility

Subsection A: To be eligible to run for a position a candidate must be a current member of the Association and a candidate for a Bryn Mawr A.B. degree or a non-matriculated McBride.

Subsection B: To be eligible to run for a position a candidate must meet the specifications of the office for which the student is running.

Section III: General Elections

Subsection A: Elections shall be held the Monday and Tuesday following publication of statements of intent, to allow for run-off elections as specified in Article VIII, Section IV, Subsection C.

Subsection B: A majority of fifty percent plus one vote (50% + 1) of the ballots cast shall be necessary for election to an office, with the exception of the office of Member-At-Large and the Appointments Committee.

Subsection C: If no candidate receives a majority of 50% + 1 vote of the ballots cast, a run-off election shall be held within forty-eight hours between the two candidates receiving the greatest number of votes. The write-in option will not be allowed on the run-off election ballot. All candidates shall be notified.

Subsection D: In the event of a tie in an election, a second election shall be held within forty-eight hours between the two candidates. Write-ins will not be allowed on the run-off election ballot. Both candidates shall be notified.

Subsection E: In an unopposed race, if no candidate receives 50% + 1 of the ballots cast, a run-off election will be held within forty-eight hours between the previously unopposed candidate and the write-in candidate receiving the largest number of votes, provided s/he accepts the nomination. Write-ins will not be allowed on the run-off election ballot. Adequate publicity of the proceedings shall be the responsibility of the Head of the Elections Board.

Subsection F: In the event the write-in candidate receiving the greatest number of votes does not wish to participate in the run-off election or no write-in candidate is offered, the unopposed candidate shall take office for the term of one semester. A special election shall be held within the first three weeks of the next semester for that office.

Subsection G: All election results shall be publicized by the Head of the Elections Board as soon as the results have been tabulated by the Elections Board and after all candidates have been contacted.

Section IV: Special Elections

Subsection A: In a Member-at-Large election, if the number of candidates exceeds the number of open positions, voters are allowed to vote only for the number of positions to be filled.

Subsection B: The Traditions Head shall administer the election of the Freshman Songs mistress during Customs Week each year.

Subsection C: With the exception of the office of President of SGA (see Article III, Section I, Subsection C), all vacancies shall be filled through a special election which shall take place no later than two weeks after the vacancy occurs, under the direction of the Elections Board.

Subsection D: In case of a special election to fill a vacancy, an individual who already holds an office in the Assembly may run in the election and still retain the previously-held office.

Subsection E: In the event a new office of the Assembly is created, a special election may be held under the direction of Elections Board to fill that office.

Subsection F: All other special elections shall be held under the direction of the Elections Board.

Section V: Terms Used in a Vote

Subsection A: An abstention does not figure into the percentage count of votes.

Subsection B: Write-ins shall be a valid means of registering preferences. A write-in candidate must fulfill the eligibility requirements as specified above in Article VIII, Section II. If a write-in candidate does not fulfill the eligibility requirements, the vote for the candidate shall be considered an abstention. Before a write-in candidate can be declared a participant in a run-off election, or the winner of an election, the student shall be notified by the Head of the Elections Board and must accept the nomination. A write-in vote figures in the percentage count of the vote.

Subsection C: No-votes shall be a valid means of registering preferences only in an election to an office for which a candidate runs unopposed. A no-vote is a vote against the unopposed candidate and figures in the percentage count of the vote.

Subsection D: It is the responsibility of the voter to make arrangements to cast an absentee ballot, e.g. by proxy or notifying the Head of the Elections Board. An absentee ballot must be returned on the same day as the election or at the discretion of the Head of the Elections Board. An absentee ballot will be counted in the percentage of the vote.

ARTICLE IX RIGHT TO PETITION AND IMPEACHMENT

Section I: Right to Petition

Members of the Association have the right to present a petition signed by one-third of the members of the Association to the Secretary of SGA in order to

1. Convene a meeting of the Association
2. Convene a special meeting of the Assembly
3. Convene a special meeting of any committee or body of officers
4. Request any matter of concern be referred to a vote of the Association
5. Address matters involving SGA Common Treasury Dues

Section II: Removal from Office

Subsection A: Grounds for removal from office include embezzlement, fraud, malfeasance in office, neglect of duty, actions in violation of the Constitution, and actions in violation of the Honor Code. Malfeasance in office includes misrepresentation of any portion of the student body and violations against the Honor Code.

Subsection B: All charges which could result in removal from office shall be referred to the Honor Board and be subject to the Honor Board's rules and procedures. Honor Board can refer social cases that affect the greater community to the student body for a majority vote.

Subsection C: Removal from office can also be accomplished by a two-thirds vote of the Officer's constituency, providing that two-thirds of the constituency votes.

ARTICLE X BYLAWS OF THE ASSEMBLY

Section I: Authority

Subsection A: Any matter not specified in, and not in violation of the Constitution shall be determined at the discretion of the Assembly in their Bylaws.

Subsection B: The Assembly shall compose, revise or reaffirm their Bylaws at the beginning of each academic year

Subsection C: Bylaws shall be approved by a two-thirds vote of the Assembly, providing two-thirds of the members vote.

THE BRYN MAWR COLLEGE HONOR CODE (AS OF FALL '10)

<http://honorcode.blogs.brynmawr.edu>

Whereas, we, the members of the Undergraduate College of Bryn Mawr College, demonstrate our interest in each individual's capacity for personal integrity and our belief in the principles of self-governance by affirming our student community on a system of academic and social honor;

Whereas, this system depends for its success on continuing support from every member of the Association, from those attending classes at Bryn Mawr, and those visiting our community;

Whereas, this demands that each student live with integrity and discretion in her/his own life and with respect and concern for others within the larger cooperative community; therefore be it

Resolved, that we, the members of the Self Governance Association of the Undergraduate College of Bryn Mawr College, do hereby adopt this Honor Code:

We, the members of the Undergraduate College of Bryn Mawr, have come together in this community in order to create an environment in which each member is able to realize their full potential — a potential which is realized through intellectual and social growth. Such an environment is possible in a community that values respect and concern for individuals and with this respect and concern, a commitment to communication. We have founded our community on the honor and integrity of its members. We trust that each student will be guided by the values of this community. Such trust is essential to maintaining the reciprocity on which our community is based.

Our intellectual and social development requires freedom born from trust. For growth requires more than blind adherence to a code of conduct, it requires reflection — reflection upon our actions and how our actions affect those with whom we share the community. Such reflection is only possible when one's judgment is trusted.

Growth also requires that we take responsibility for our judgments, actions, and also for our student community. At the heart of growth is the process of learning. Learning is dependent upon an exchange of ideas, a dialogue that can only occur when there is mutual trust, respect, and concern. These qualities are natural in a community where the members are aware of their interrelation and interdependence. Through the community we are able to create an atmosphere for growth and learning as the maintenance of the community has the identical requirement for success as does the process of learning-dialogue.

The quest for the realization of potential that has spawned this community has an intellectual component that extends to a mastery of academic subjects. Fundamental to intellectual development is a social one in which the members of this community reflect upon citizenship and what it means to belong to this community, or any community. The environment for learning that we have endeavored to create rests upon our sense of responsibility to the community, our peers within the community, and to ourselves. Basic to this learning process and the growth of this community and her members are a respect for and value of each member as an individual and also for the wealth of diverse experiences and backgrounds each of us brings to our community.

Although we entered into a community that existed before our arrival, we recreate the community through our participation. Our continued commitment not only to our own development, but to that of our sisters and brothers, results in the enrichment of our atmosphere, the strengthening of our foundation, and the constant reaffirmation of our community. Although our community is based on mutual respect and trust, tensions often arise between interests of individuals and community needs. Because of the diverse experiences and backgrounds of the members of this community, conflicts centering on differences among individuals develop. We recognize that acts of discrimination and harassment, including, but not limited to, acts of racism, homophobia, classism, ableism, and discrimination against religious and political minorities are devoid of respect and therefore, by definition, violate this Code.

Our student community does not stand alone — it is part of the larger Bryn Mawr community. The web of inter-dependence that characterizes our community includes all students taking courses at Bryn Mawr and extends to faculty, administration, and staff. While the jurisdiction of a student Honor Board does not extend beyond the undergraduate student community, this community is enriched when the principles that govern student interactions form the basis for our interactions with all those with whom we share the community.

We recognize that in our interactions with members of our community, problems and conflicts do arise. We have developed procedures by which such problems can be resolved — procedures which are based on the principles of self-governance and the need for communication. Basic to these procedures is a dialogue between the parties involved in the conflict. If such a dialogue does not result in the resolution of a problem, a student Honor Board will assist the parties in arriving at a resolution of the situation.

I. THE HONOR BOARD

A. The Honor Board is responsible for the administration and facilitation of the Honor Code. This includes an orientation for new students each fall, open meetings where the student body can discuss non-confidential matters relating to the Honor Code, and the periodic review of the Honor Code itself.

B. Composition of the Board

1. The Academic Honor Board consists of the Dean of the Undergraduate College, three members of the Faculty of Arts and Sciences, and eight students from the Undergraduate College: three students from the senior class (at the beginning of the fall semester), two students from the junior class (at the beginning of the fall semester), two students from the sophomore class (at the beginning of the fall semester), and one student elected as Head of the Honor Board by members of the Association.
2. The Social Honor Board consists of four permanent members who sit on the Academic Honor Board and four rotating members (one from each class) selected at random from the Association.
3. There are three specialty appointments on the Board: the Senior Counsel, the Secretary, and the Mediation Program Liaison. The Senior Counsel serves as the support person for the confronted party in that the Senior Counsel makes clear the procedure of the hearing to the confronted party. The Secretary takes minutes at meetings, writes abstracts, and takes care of the Honor Board budget. The Mediation Program Liaison works closely with the mediation intake coordinators to schedule mediation and to organize the mediation program. Since it is important for both the Senior Counsel and the Secretary to have an understanding from the experience of the hearing procedure, the Honor Board Head, in consultation with the Honor Board, shall appoint elected members of the Board to these positions based on the length of term and/or total time served on the Board. The Mediation Program Liaison shall likewise be appointed with regard to experience with the Mediation Program.

C. The jurisdiction of the Honor Board extends to all members of the Undergraduate College. The Board has the authority to justify any sanction up to failure of an examination or paper, failure of a course, exclusion from a residence hall, exclusion from campus housing or expulsion from the College.

II. PROCEDURES

A. Academic Cases

1. Confrontation
 - a. If a student or another member of the community (including members of the faculty) suspects that the actions of another student are not consistent with the academic aspects of the Honor Code, she or he should talk in person with the student who committed the alleged violation to determine whether or not a potential violation has occurred. If the confronting party is satisfied that no violation has occurred, no further action is needed. If, after the conversation, the confronting party still believes

that a violation may have occurred, the confronting party should ask the confronted student to report herself/himself to the Honor Board (preferably, in writing). This process of confrontation should be conducted in a completely confidential manner.

- b. The confronted student is obligated to contact the Head of the Honor Board within 48 hours to report that an infraction may have occurred. If the confronting party has not heard from the Head of the Honor Board within 48 hours, s/he should report the possible infraction and the student's name to the Head. This should be done in writing, if possible.
- c. Both the confronting and confronted parties must write separate statements explaining the circumstances as they perceive them. In ordinary circumstances the statements should be submitted to the Honor Board within 72 hours after the confronted student and the Honor Board have made contact.
- d. The Honor Board Head and the Dean of the Undergraduate College will read both statements to determine if a hearing is warranted. If it is unclear whether a matter should be addressed by the Academic or Social Honor Board, the Head of the Honor Board in conjunction with the Dean of the Undergraduate College shall decide to whom the matter will be referred.

2. Hearing Procedures

- a. If the confronting party is a student, she or he may be represented during the hearing by the professor involved. The confronting student, however, may be asked to write a statement for the hearing.
- b. The Senior Counsel and/or the Head talk to the persons involved prior to each hearing. At the hearing, the statements previously submitted to the Honor Board will be read by Board members before the arrival of the confronting and confronted parties. Both parties (confronting and confronted) may read all written statements.
- c. In the hearing, the confronted student has the option to be present for all testimony given. The student's dean is present during the entire hearing, but does not have a vote in the final decision. The hearing is conducted in an informal manner. As soon as the hearing is over, the student is informed of the decision of the Board by the Honor Board Head and the Dean of the Undergraduate College. The Dean of the Undergraduate College informs the professor of the confronting party.
- d. When the Head of the Honor Board deems it necessary, the Honor Board may call expert witnesses to testify about the materials in question. To ensure impartiality, this witness may not currently be the student's professor.
- e. A hearing is kept completely confidential. However, records of all academic cases are kept. Each record includes all written statements, the minutes and the Honor Board's final decision in the case. Only the Dean of the Undergraduate College has access to the Honor Board Records. They may be consulted by the student's dean if the student asks for a letter of recommendation or in periodic reviews of procedure by the current Board.
- f. Once a month, at the first meeting of the month of the Assembly of the Self Governance Association the Head of the Honor Board will make a short, anonymous report of the hearing to the Assembly to be inserted in the minutes. The format should follow as seen below:

A student was found (guilty/innocent) of (insert broad description of the infraction, i.e. plagiarism or forgery) this week. The board came to the consensus that (insert summary of the course of action to be taken). A more complete description of the case, in the form of an anonymous abstract, will be released at a later date as specified by the Honor Code.

After at least two semesters, but within four semesters, an anonymous synopsis of the case is published for the benefit of the community.

- g. Appeals of decisions of the Academic Honor Board may be made to the President of the College within one week of the conclusion of the hearing. Appeals may only be made in cases where the procedure followed is questionable. The appeal must be presented in writing. The President will review all materials from the hearing, and the decision of the Honor Board in respect to the complaint of the confronted student. The President will not hear new evidence. The President may uphold any decision of the Honor Board, reverse that decision, or call for a new hearing. Decisions involving separation and exclusion are automatically appealed.

B. Social Cases

1. Confrontation

- a. If a student is offended by the actions of another student, either personally or because the student believes them to be detrimental to the community, the student must confront the student directly as the first step toward conflict resolution. This conversation must take place in person unless the option is not available (i.e. the student is abroad). Confrontation is not a hostile action. The two students should engage in a constructive discussion to try and reach a common understanding. This does not imply an agreement but an “exchange of values” or “expression of concerns” which results in a viable solution for both parties. An Honor Board member may act on behalf of another student if this process would place the student involved in physical danger. In the case of an Honor Board member assisting in the confrontation, a clear line of communication must be maintained between the students involved in the confrontation.
- b. In conflicts where a third party may be helpful, the following resources are available:
 - i. The Hall Adviser’s role is that of advising the students on how to use the Honor Code. Hall advisers may, if asked by one of the conflicting parties, help facilitate, but not mediate, the resolution of prolonged disputes. They are a part of the support network during repeated attempts at confrontation; they may give advice to both sides.
 - ii. If the problem remains unsolved, a formal mediation may be desired. Mediation is a process by which a trained, neutral third party assists the parties in a conflict to arrive at a resolution through facilitating communication. The Mediation Program, along with Facilitated Dialogue, can be utilized to foster communication and help solve prolonged disputes with complete confidentiality. Contact information for both resources can be found in the student handbook and on the College’s Web site.
 - iii. Customs people, because it is necessary that they maintain good relations with both sides of a dispute, are asked not to participate in mediation or confrontation between freshmen in their halls. They may refer conflicting parties to the appropriate resources.
 - iv. Honor Board representatives, assigned by dorm, are available to address concerns regarding the Honor Code and confrontation.
- c. Confidentiality is vital to the success of the Social Honor Code; knowledge of the problem must be confined to as limited a group of people as possible (ie: the persons involved, HA’s, mediators, counselors, 1-2 confidants, etc.).
- d. If the issue cannot be resolved, the Head of the Honor Board should be contacted.
- e. Both the confronting and confronted parties must write separate statements explaining the circumstances as they perceive them. In ordinary circumstances, the statements should be submitted to the Honor Board within 72 hours after the confronted student and the Honor Board have made contact.
- f. The Head of the Honor Board, along with the Senior Counsel and with one other Board member, will collect written statements and determine if a hearing is warranted and which witnesses will be heard.

2. Hearing Procedure

- a. The Honor Board Head informs the confronted student of her or his option to seek advice from the Senior Counsel.

- b. The Senior Counsel and/or the Head talk to the parties involved prior to each hearing. At the hearing, the statements previously submitted to the Honor Board will be read by Board members before the arrival of the confronting and confronted parties.
- c. In the hearing, the confronted student has the option to be present for all testimony given and, in the event that the confronted student decides to speak, speaks last. The hearing is conducted in an informal manner. As soon as the hearing is over, the student is informed of the decision of the Board by the Head and Senior Counsel.
- d. Social hearings are confidential. However, minutes of all social cases are kept. Each record includes all written statements, the minutes and the Honor Board's final decision in the case.
- e. Once a month, at the first meeting of the month of the Assembly of the Self Governance Association, the Head of the Honor Board will make a short, anonymous report of the hearing to the Assembly to be inserted in the minutes. The format should follow as seen below:

A student was found (guilty/innocent) of (insert broad description of the infraction) this week. The board came to the consensus that (insert summary of the course of action to be taken). A more complete description of the case, in the form of an anonymous abstract will be released at a later date as specified by the Honor Code.

After at least one semester, and no more than four semesters, an anonymous synopsis of the case is published for the benefit of the community.

3. Appeal

- a. Appeals of decisions of the Social Honor Board must be directed to the President of the Self Governance Association (herein, SGA), in writing, within one week of the conclusion of the hearing unless the confronted student is a current member of the SGA assembly. Appeals may only be made in cases where the procedure followed is questionable; decisions involving separation and exclusion are automatically appealed. The President of the SGA will appoint two members of the SGA Assembly to an Appeal Committee. The student bringing the appeal selects one member of the SGA Assembly to serve on the Appeal Committee. Those three choose two more members from the SGA assembly; the five elect a chairperson. The Appeal Committee invites the Head of the Honor Board to respond in writing to the complaint and reviews this and all other written materials. It may interview the student bringing the appeal and the Head of the Honor Board. The Appeal Committee may uphold the Honor Board's decision, reverse the decision, or order a new hearing. It reports in writing to the President of the SGA. The Appeal Committee must complete its work in one sitting.
- b. Final appeal may be directed in writing to the President of the College and the President of the SGA within three days of receipt of the decision of the Appeal Committee. The Presidents will review all materials from the hearing and the appeal. They may uphold the decision of the Appeal Committee, reverse it, or order a new hearing.
- c. If the confronted student is a current member of the SGA assembly, appeals must be directed to the President of the College, in writing, within one week of the conclusion of the hearing. Appeals may only be made in cases where the procedure followed is questionable. The President will review all materials from the hearing, and the decision of the Honor Board in respect to the complaint of the appealing student. The President will not hear new evidence. The President may uphold any decision of the Honor Board, reverse that decision, or call for a new hearing. Decisions involving separation and exclusion are automatically appealed.

III. DEAN'S PANEL

- A. Matters that are beyond the ability of the Honor Board to resolve, including criminal matters, shall be brought before a Dean's Panel. In determining whether a Dean's Panel is indicated, the Dean of the Undergraduate College shall consult with the Head of the Honor Board.
- B. Procedures for the conduct of a Dean's Panel are found in the Student Handbook.

IV. POLICIES

A. Academic Resolutions

These resolutions are to preserve and ensure the integrity of the College and of the individuals within it. Each student is responsible for the integrity of her own academic work. Thus, it is important that each student read and understand these academic resolutions, as each student will be held responsible for them.

1. Examinations and Quizzes

- a. Students are not to reveal the form, content, or degree of difficulty of any examination or quiz. Discretion should be used in discussing the examination and in disposing of the examination.
- b. Examinations at the end of each semester will be conducted without proctors in the examination rooms. However, one or more student proctors will remain in each building to be called in case of emergency and to maintain quiet.
- c. There should be no talking in the examination rooms. A student may leave an examination but should not create a disturbance. On completion of examinations, students are requested to leave the building promptly and quietly. Examinations will be written in blue books or on other paper provided by the College. Students are urged to occupy alternate seats where space permits. Students should not bring books and papers into the examination room unless told to do so by the instructor.
- d. In a scheduled examination, the instructor or the instructor's representative may stay in an examination room for about fifteen minutes at the beginning of an examination to answer questions, and may return at the close of the examination to collect papers. Students, upon completing, shall leave all blue books on the instructor's desk or as otherwise instructed.
- e. Quizzes will be conducted in the same manner except that the instructor may remain in the room. Quizzes will ordinarily begin at ten past the hour, and students are responsible for observing time limits.
- f. In self-scheduled examinations, students must stop writing at the time specified by the instructor. Both the self-scheduled examination questions and the 'blue books' will be returned to the proctor in the building after the students complete them. The same standard of integrity is expected of students in cases of take-home or open book examinations, or any type of examination. The time allowed for a take-home examination or quiz is considered to run from the time the student opens the examination through the time limit specified by the instructor. A student may not use course materials, or seek any other outside help, unless specifically instructed to do so.

2. Other Academic Work

- a. In reports and other written work, sources of information and of ideas and opinions not the student's own must be clearly indicated; the source of direct quotations must be acknowledged. Failure to do so constitutes plagiarism.
- b. In laboratory work, each student, unless otherwise directed, is expected to make all the necessary measurements, drawings, etc., independently, from her/his own observations of the material provided. All records, including numerical data for working out results, are to be used by the student independently and as initially recorded.
- c. Collaboration among students in the preparation of work may take place as approved by the instructor.
- d. Permission must be obtained in advance from all professors concerned if a paper is to be submitted for credit in more than one course. If the paper has been used in a previous course or another school, the current professor should be made aware of the fact.
- e. Any student who is uncertain about the application of the preceding rules to any particular assignment should ask the instructor for more explicit directions.

3. Library — Use of library resources is subject to the Honor Code, as well as normal library regulations. It is the responsibility of the students to acquaint themselves with the regulations regarding the use of library materials, especially those materials on reserve. If a student fails to return a library book on time, despite requests from the librarian, it will be considered an infraction of the Academic Honor Code, and will be dealt with accordingly.
4. Faculty — Members of the faculty are not under the jurisdiction of the Honor Code but may participate in confrontation. Complaints about a faculty member should first be made to the professor and then to the Dean of the Undergraduate College.

B. Social Resolutions of the Honor Code

The Social Honor Code attempts to reconcile the often conflicting demands of community and personal responsibility to create an atmosphere in which individuals interact effectively. Only policies approved by the vote of the Self-Governance Association fall under the jurisdiction of the Honor Board. The social resolutions represent guidelines for conduct in areas where a need for community agreement on behavior exists, and may at times restrict the maximum freedom of each individual. Confrontation is appropriate whenever a student feels that their rights have been infringed upon. The following resolutions do not exhaust all situations in which confrontation may be appropriate.

1. Confidentiality — The right of each student to privacy shall be preserved except in cases of dire emergency. When answering phones, no information concerning any student may be released without an express directive from the student. This same concern should be considered when replying to written or verbal requests for information about another member of the Association or the larger community.
2. Guests — Every guest on the campus is bound by the Honor Code regulations while staying on the campus; future visits by guests who have violated these regulations may be restricted. Each student is responsible for seeing that her/his guests are acquainted with the resolutions of the Association. The student will not be penalized for a guest's failure to comply with the resolutions if the guest has been informed of them. This statement refers only to the student Social Honor Code procedures. The student and their guest may be subject to College administrative procedures and penalty. Guests may be received in students' rooms at any hour. For the security of the halls, any stranger should be escorted to the public rooms, to the room of the person being visited, or out of the hall. Men's use of bathrooms shall be determined by each corridor in any women's hall. It is a College rule that guests may stay in halls for short visits only. Violations may be reported to the Dean of the Undergraduate College.
3. Dormitory Life — Decisions pertaining to the specific door-keeping practices, smoking areas, and quiet hours of each dormitory will be determined at the first dorm meeting of each academic year.
4. Policies on Alcohol and Drugs — The College's policies on alcohol and drugs are also included in this Honor Code.

V. OTHER INSTITUTIONS

- A. If a Bryn Mawr student is in violation of the honor system of another institution, including those with which Bryn Mawr has cooperative agreements (except Haverford, with whom there is a special agreement), that violation will be adjudicated at that institution. The student should report the case to the Bryn Mawr Honor Board, but ordinarily no action will be taken at Bryn Mawr.
- B. Special Agreement with Haverford College
(College A may be either Bryn Mawr or Haverford College, depending on where the case originates.)

1. When College A concludes a hearing of a case involving a student from College B with a recommendation for action which requires enforcement by College B, the student will have five days to appeal to the President of College A, using College A's appeal procedures. If, after the appeal period, there remain some results which must be enforced by College B, that recommendation is forwarded by the appropriate person in College A to the appropriate person in College B (i.e. when an appeal was heard, by the President of College A to the Dean of College B; when there was no appeal, by the Dean of College A to the Dean of College B).
2. At College B, an inquiry will be made by the dean and the student head of Honor Board or Council. It is understood that this should not constitute a second hearing of the case, but all materials from the hearing should be available to the inquiry, which may also call upon anyone involved for further questioning. The inquiry will not affect the resolution of the case in those areas where enforcement is within the authority of College A, but will only decide whether the recommendation for action referred to College B will be accepted, modified, or rejected. The student has five days to appeal the results of the inquiry to the President of College B, whose decision is final.
3. Students should be familiar with both the Bryn Mawr and the Haverford Honor Codes, as one is expected to adhere to the Code of the campus one is on. There are several significant differences between the Colleges' Honor Codes of which each student should be aware.

DEAN'S PANEL

A Dean's Panel is conducted in the spirit of the values affirmed in the Bryn Mawr Honor Code: a belief in the integrity of each individual, a concern for others, and a commitment to dialogue. A Panel may be convened to investigate and resolve certain concerns about a student's behavior raised by students, faculty or professional staff. All members of the community should realize that being called before a Dean's Panel in no way implies a presumption of guilt.

a. Purpose

In general, a Dean's Panel will be convened to deal with (a) disciplinary issues inappropriate to the Honor Board; (b) circumstances in which the physical well-being or safety of undergraduate students is in jeopardy; or (c) circumstances in which College resources, policies or property have been abused. In determining whether or not a Dean's Panel is appropriate, the Dean will consult with the head of the Honor Board and such members of the professional staff of the College as circumstances indicate. The Panel should be convened in a timely manner, soon after a concern about a student's behavior has become known. Should an event which requires a Dean's Panel take place over the summer, it may be necessary to schedule the Panel at the start of the following term.

b. Composition of the Dean's Panel

The Dean's Panel shall be appointed by the Dean and composed of at least three members. Generally the panel will include three members of the Dean's staff and/or other College administrators as well as two undergraduate members of the Honor Board. If the Dean believes that particular circumstances make the inclusion of student representatives inappropriate, she will consult the head of the Honor Board and decide with her whether student representation may be waived. If the Dean is to be a member of the panel, she will be the chair. Otherwise, she will appoint one of the Associate or Assistant Deans as chair.

c. Notification

Each student being brought before a Dean's Panel will be notified by letter or email from the chair that a Dean's Panel is being convened. This letter will specify the behavior or issue which has given rise to the concern and direct the student to schedule a meeting prior to the hearing with the chair or her designate. This meeting shall be for the purpose of (a) reviewing the Dean's Panel procedures for the student; (b) obtaining from the student the name of a support person from the Bryn Mawr community to be present at the hearing; and (c) obtaining from the student the names of people that she would like the Dean's Panel to consider including in the slate of witnesses.

d. Scheduling

The hearing will be convened as soon as practicable after the student's initial meeting with the chair or her designate. In the event that the student does not schedule such a meeting, the Dean's Panel process will be obliged to go forward without her. Any student notified of a Dean's Panel hearing is required to appear when instructed. The Dean's Panel will make reasonable efforts to take into consideration the scheduling preferences of any student being brought before it; however, if these preferences cannot reasonably be honored, the student or students will nevertheless be expected to appear for the hearing. Should a student fail to appear, the Panel will be convened as announced and proceed without her, and she will be bound by any of its resolutions.

e. Fact-Finding Procedures

1. The members of the Panel will determine whether or not to solicit a written statement from any student brought before it.
2. The members of the Panel will determine a slate of witnesses who will ordinarily be members of the Bryn Mawr College community. In general, the Panel will obtain statements from witnesses either through submission of written statements in advance of the Panel or through fact-finding interviews at the Panel itself.
3. Any student brought before the Panel will have access to any written statements submitted by witnesses. Any student called before the Panel has the right to be present, with her support person if she desires, during any fact-finding presentation which takes place at the hearing.
4. Witnesses will be interviewed individually at the hearing. The members of the Dean's Panel will first question each witness. The student brought before the panel will then also have the opportunity to question each witness, but if she asks a question that appears harassing, intimidating or irrelevant, the Chair will disallow the question. If the student persists in such questions, the Chair may judge that she has forfeited any right to question the witness. Ordinarily, the witness will not question the student brought before the Panel, but she may suggest to the Panel questions that should be addressed to the student.
5. The student brought before the Panel will be questioned after all other witnesses (if any) have appeared.
6. The support person of any student called before a Dean's Panel will not ordinarily be allowed to address the Panel or to serve as a witness.
7. If the Panel chooses to interview witnesses in private, separate from the hearing, the student brought before the Panel will have the opportunity to submit questions to the Dean's Panel members, who will, in turn, ask these questions of the witness. A summary statement of the private interview will be given to the student at the hearing.

f. Dean's Panel Deliberations

After taking statements and gathering information, the Panel will meet in private to deliberate and formulate its resolutions. A student brought before the Panel will be informed of the Dean's Panel's resolutions orally at the first opportunity. In addition, soon after the Panel's deliberations, the chair will send the student a formal letter setting forth the Panel's resolutions. When the College is in session, and if the student is enrolled in classes, the letter will be sent to the student's campus mailbox; otherwise, it will be sent by first class mail to the mailing address most recently provided in writing by the student. The Panel will determine which others should also be informed of the resolutions.

g. Finality of the Decision

The resolution of the Dean's Panel is final and binding on the student brought before the Panel unless (1) the student submits a valid written appeal to the President within ten days after having received the formal letter setting forth the Panel's resolutions; or (2) the Panel's resolution was that the student brought before the Panel is to be separated or excluded from the College, in which case the Panel itself shall automatically submit the matter to the President of the College for review. The decision of the President on appeal is final and binding.

h. Valid Grounds for Appeal; Scope of Decision on Appeal

A student's appeal may be made only (a) on procedural grounds, which the student shall specifically identify in her appeal; or (b) when relevant new evidence not reasonably available at the time of the hearing becomes known to the student who had been called before the Panel. The student's appeal shall identify the new evidence and its relevancy as well as explain when it became available. In making a decision on a student's written appeal, the President will review all materials from the hearing, the Dean's Panel's resolution, and the written appeal submitted by the student. The President may uphold the Panel's determination, reverse its determination, or require a new Dean's Panel hearing.

i. Record

There will be no record of an appearance before a Dean's Panel in a student's file unless the Panel creates such a record as part of its resolutions. The materials from the hearing before the Dean's Panel and the Dean's Panel resolutions will be kept separately and confidentially by the Dean. Ordinarily, summary of the resolutions of a Dean's Panel will be made available to the community in the semester following the investigation.

j. Confidentiality

All witnesses and all parties to the Dean's Panel proceedings are required to keep all proceedings strictly confidential.

3. STUDENT RESOURCES

BRYN MAWR 411

Everyday Matters	
I'm having an issue with my roommate or someone else in my dorm.	Your hall adviser and/or customs people can offer immediate advice. You might also consult the Director or Assistant Director of Residential Life, your dean, or a counselor at the Counseling Center.
I'm worried about one of my friends.	If you aren't ready yet to talk directly with your friend, try talking with your hall adviser, a customs person, your dean, or a counselor.
I've forgotten my password.	Contact the Help Desk on the first floor of Canaday Library or visit http://www.brynmawr.edu/computing/ . If you haven't already done so, set up password reset questions that let you reset your password yourself any time, any place. Visit password.brynmawr.edu .
Something in my room is broken and needs repair.	Call Facilities at x7930.
I lost my OneCard.	Contact the OneCard Office in the Ward Building at x7930. If it is after-hours, call Public Safety at x7911.
I want to throw a party.	Talk with your dorm president and contact the Director of Student Activities, who can advise you about party host training.
I want to go off-campus.	Consult your copy of "Get Out Of the Library!" and talk to your HA or customs people for advice. Contact the Civic Engagement Office if you are interested in volunteer opportunities in the community.
I've got a cold.	The Health Center provides a "do-it-yourself" cold care center if you need some over-the-counter medicine.
My dorm bathroom is flooded and the facilities office is closed.	Call Public Safety at x7911.
I'm really sick.	Go to the Health Center. Don't hesitate to call Public Safety (x7911) if you aren't well enough to go on your own.

I want to invite a professor to lunch in the dining hall.	Request a faculty meal pass at the Dean's Office (second floor of Taylor Hall).
I need to reserve a room for a meeting or party.	If the room is in your dorm, contact your dorm president. If it's not in a dorm, use the online room reservation system at http://www.brynmawr.edu/conferences/reservespace/index.htm . You can also contact the Conferences and Events Office in the Campus Center.
I lost something.	Check the Lost & Found at Public Safety and post a message on BMC Chatter (forums.brynmawr.edu). This forum is open to everyone with a BMC email address and is visible to everyone who visits the Student Gateway page. Students also use it to arrange shared rides, to sell books, or just to comment on current issues.
I need to get something notarized.	Go to the College Counsel's office on the third floor of Taylor Hall.
I need passport/visa photos.	Go to the drug stores in town or to the Bryn Mawr Post Office. If you are an international student, ask the Office of International Programs for advice on passport photo providers in the area.
I need to fax something.	Go to the Dean's Office on the second floor of Taylor Hall.
Academic Matters — For all academic matters, consult the Dean's Office Web site at: http://www.brynmawr.edu/deans/ .	
I want to take a course credit/no credit.	Consult your dean. Go to the Registrar's Office to sign the Cr/NC book. You have until the end of the 6th week of classes to sign up for this option. (Note that quarter courses have an earlier deadline; see the calendar for details.)
I have a question about my grade.	Consult your professor or talk with your dean if you're not sure how to proceed.
I want to study abroad.	Attend the required information sessions at the beginning of your sophomore year. Consult your dean, your major adviser, and the Director of International Programs.
I need a tutor.	First talk with your professor about your difficulty with the material. If you still think you need a tutor, consult your dean for a referral to the appropriate academic support service, which could include tutoring.
I can't seem to get all my work done on time.	If it is a one-time problem with a particular assignment, talk with the professor whose work you are having trouble completing to request an extension. If you often experience this problem with your assignments, talk with a peer mentor and your dean for a referral to the appropriate academic support service.
I'm having a problem writing a paper/my thesis.	Talk with your professor to get some help with the paper or thesis. Consult the Writing Center. Talk with your dean.
I need an accommodation due to a disability.	Consult the Coordinator of Access Services. You might also talk with your dean.
I want to take a course at Swarthmore.	See Swarthmore registration information on the BMC Registrar's Web site. Consult your dean to obtain approval.
I want to take a course at Penn.	See Penn Registration information on the BMC Registrar's Web site. Consult your dean to obtain approval.
I need an extension during the term.	Ask your professor for an extension before the due date. If you are having trouble completing the work for more than one class, you should talk with your dean as well.
I need an extension after the last day of classes.	Contact your professor and your dean. Extensions into the exam period require permission from both of them.

I'd like to take a summer course.	Consult your dean. See the Dean's Office Web site for the policies and procedures about transferring credits.
I want to apply for a external fellowship.	Consult the dean in charge of fellowships. Consult the Fellowships page on the Dean's Office Web site.
I would like to take a Praxis class.	Consult the Praxis Office. Obtain a faculty sponsor. See http://www.brynmawr.edu/ceo/programs/praxis/ for details.
I think I may have violated the Honor Code.	Contact the head of the Honor Board and your dean.
I think a professor has treated me unfairly.	Try talking with your professor. If you feel uncomfortable doing this, consult your dean.
I need to order academic transcripts.	See the information on the Registrar's Web site.
Career Concerns	
I want to go to medical school.	Consult the Health Professions Adviser as well as your dean.
I'd like to be a teacher.	Consult an adviser in the Education program and your dean.
I want to go to law school.	Consult the Pre-law adviser at the Career Development Office (CDO) and your dean.
I want to apply for graduate school.	Consult professors whom you know well and your dean. Consult the CDO for information about GRE exams.
I'm interested in studying engineering.	Consult professors in the Physics department and your dean.
I need a part-time or summer job.	Make an appointment at the CDO for help with your job search and your résumé.
I'm having a problem with my on-campus job.	Talk with your supervisor. If that doesn't resolve matters, consult your dean.
I'd like to get an internship this summer.	Consult the Dean's Office Web site, the Coordinator of Summer Programs and the CDO.
I need a job when I graduate.	Consult the CDO and make use of the alumnae network.
Personal Matters	
I'm homesick.	It's important to develop a network of support. Try talking to your HA, your customs people, or your dean. Consider talking with a counselor.
I'm being sexually harassed.	Consult Public Safety, your dean, or the College's Title IX Coordinator. Consider talking with a counselor.
I'm being harassed.	Contact Public Safety, your dean, or your HA. Consider talking with a counselor.
I want to talk to someone about my sexual orientation.	A safe and confidential place to discuss sexuality is the Health Center and the Counseling Service. You can also confide in your dean who can refer you to other sources of support.
I've been sexually assaulted.	Go to the Health Center or Bryn Mawr Hospital to receive confidential medical attention. Talk with a counselor for confidential emotional support. To report the assault to ensure an investigation takes place, contact Public Safety, your dean, the Police or your HA. Talking to Public Safety does not mean you have to talk with the police.
I just need someone to talk to.	Talk with a customs person, your HA, a peer mentor, or your dean. Consider talking with a religious adviser or a counselor.
I think I might be pregnant.	Seek support and medical attention at the Health Center. Talk with a counselor or your dean.
My family's financial situation has changed, and my parents are worried about paying for college.	Make an appointment with someone in the Financial Aid Office to discuss your concerns.

I'm thinking about suicide.	Please seek immediate help from the Health Center or the Counseling Center at x7360 or from Public Safety at 911 from any campus phone. If calling from a cell phone or off-campus phone, call 610-526-7911. Reach out to someone you trust and let him/her know that you are struggling. Talk with your friends, your HA, your dean, or family members. Contact the Suicide Hotline (610) 279-6100.
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DEAN'S OFFICE

Taylor Hall, second floor, x5375

Monday through Friday, 9 a.m. to 5 p.m.

<http://www.brynmawr.edu/deans/>

Your dean can be a valuable source of advice on academic and non-academic matters as you navigate the transition from high school to college and beyond. Whether you want to talk about choosing courses or deciding on your major, roommate issues or homesickness, your dean can help you consider your options, find the support you need, and develop a plan that works for you. You will at times need to see your dean for official permission or approval on various academic matters. But beyond this, he or she should be among the first people you consult if you have questions about any aspect of life at Bryn Mawr. While it is your responsibility to familiarize yourself with the rules and procedures that shape your experience at Bryn Mawr, your dean can help you understand this information and manage your concerns more effectively.

The name of your dean is displayed on your Student Center page in Virtual Bryn Mawr. If you cannot access Virtual Bryn Mawr and need to know who your dean is, call the Dean's Office (x5375).

OFFICE OF INTERCULTURAL AFFAIRS/MULTICULTURAL CENTER

Multicultural Center, 229 Roberts Road (Cambrian Row), x6592

<http://www.brynmawr.edu/intercultural>

The Office of Intercultural Affairs implements programs and activities that address issues of diversity, power and privilege, including but not limited to race, ethnicity, country of origin, class, gender, sexual orientation, religious affiliation and disability, with a goal of improving the campus climate and enhancing community life at Bryn Mawr.

Through this office, the staff develops and coordinates orientation and training programs, organizes key campus cultural events, guides student affinity groups, coordinates College programs to mentor and support students from underrepresented groups, supervises the Community Diversity Assistants and provides informal advising to all students interested in issues of social justice and multiculturalism. The Office of Intercultural Affairs also manages Bryn Mawr's Multicultural Center.

OFFICE OF INTERNATIONAL PROGRAMS

Canwyll House West, x7390

<http://www.brynmawr.edu/oip/>

The Office of International Programs supports international students on our campus and undergraduate students who are planning to study abroad. It assists international students with questions about U.S government regulations that apply to international students' immigration status during their study at the College and offers advice about academic, social, personal and cross-cultural adjustment. With over sixty approved study abroad programs in various parts of the world, OIP helps students identify, enroll and participate in academically challenging programs at overseas institutions. The office runs the annual International Student Orientation program (ISO) for all new international students before the academic year begins as well as pre-departure and re-entry programs for study abroad students. For further information, consult the Web site.

ACCESS SERVICES

Canwyll House, x7351

http://www.brynmawr.edu/access_services

Bryn Mawr College welcomes students with disabilities to the campus community. Access Services provides individualized support and reasonable accommodations for eligible students with documented learning, physical, or psychological disabilities. If you think you may need academic adjustments in the classroom or access in the residence halls or other campus facilities, please contact the Coordinator of Access Services as early as possible. For additional information about Access Services, including the eligibility criteria, documentation requirements, and procedures for requesting accommodations, please visit the Web site.

THE BODY IMAGE COUNCIL

<http://www.brynmawr.edu/bodyimage>

The Bryn Mawr College Body Image Council (BIC) supports the development of healthy body images and attitudes among all members of the College community. BIC recognizes Bryn Mawr's commitment to maintaining a diverse multicultural community. We acknowledge that students differ in how they define ideal body image. Our diverse perspectives are influenced by our ethnic, cultural and socioeconomic background. The Council plans activities that offer information about the range of care, support and referral services available in our College community and promotes open dialogue on all aspects of body image. The Council sponsors a weekly body-image support group that is open to the Bi-College community.

THE HEALTH CENTER AND COUNSELING SERVICE

Health Center, x7360

<http://www.brynmawr.edu/healthcenter>

<http://www.brynmawr.edu/healthcenter/counseling>

The Health Center provides a full array of primary care services as well as counseling for students. The Center is open 9 a.m. to 10 p.m. Monday – Friday and 9 a.m. to 3 p.m., Saturday and Sunday. When the Health Center is closed, students should contact Public Safety for emergencies at 610-526-7911.

Students can access an on-call counselor 24 hours a day/7 days a week for emergencies when school is in session. In the event of a crisis, dial 610-526-7360 Monday - Friday 9 a.m. – 10 p.m. and Saturday and Sunday 9 a.m. – 3 p.m.; at all other times, dial 610-526-7778 to speak with a counselor.

For more detailed information on Health Center services, see page 128.

RELIGIOUS ADVISERS

Office of Intercultural Affairs, Multicultural Center, x6586

As a nondenominational institution, Bryn Mawr does not employ or endorse any religious advisers or representatives. However, we recognize that religion is a significant aspect of many students' lives and that the free exercise of religion, as well as the vigorous discussion of religious ideas, is important to the quality of student life on campus. We therefore extend hospitality and assistance to contact people from local religious organizations and to student religious groups. Religious advisers work with students to coordinate activities exploring spirituality, ethnicity, culture and social justice. The advisers are available for counseling and work with student groups to organize services, study religious texts, and plan community-service projects.

THE WRITING CENTER

Canaday Library, x5656

<http://www.brynmawr.edu/writingcenter>

The Writing Center offers free, individual tutorials conducted by peer writing consultants trained to respond to student writing. Students come to the Center for feedback and advice about many kinds of writing: Balch Seminar essays, research papers, senior theses, and applications for graduate school, jobs or fellowships. All writers, experienced and inexperienced, can benefit from constructive conversation about their work with trained readers.

Visit the Writing Center Web site for information including hours of operation and services. Walk-ins are welcome on a first-come, first-served basis, but appointments are recommended and can be made by phone.

CAREER DEVELOPMENT OFFICE

Campus Center, second floor, x5174

Monday through Friday, 9 a.m. to 5 p.m.

<http://www.brynmawr.edu/cdo>

The Career Development Office offers career counseling, help with graduate/professional school applications and advice about searching for internships and permanent jobs. No matter what career interests you, a career counselor can meet with you. The CDO offers everything from a comprehensive recruiting program for the full-time permanent job search to information about summer and local part-time jobs. We encourage you to register on OCEAN (Online Career Exploration And Network), which is linked from our home page. Keep your OCEAN profile current so that we can inform you of related opportunities and programs through our target email announcements. We look forward to working with you from your first year through graduation and beyond.

PRE-LAW ADVISING

Career Development Office, x5174

<http://www.haverford.edu/cdo/opportunities/gradschool/prelaw.html>

The pre-law adviser provides aspiring attorneys with advice about preparing for and applying to law school, information on registering for entrance examinations (LSATs), and a credentials file for letters of recommendation. Students considering a career in the law should take advantage of events sponsored by the Career Development Office, the Dean's Office and the Pre-Law Club. Submit your name to the Career Development Office to receive notices for all pre-law activities or contact Jennifer Beale (jbeale@brynmawr.edu) to receive notices for all pre-law activities.

HEALTH PROFESSIONS ADVISING

Canwyll House, x7350

<http://www.brynmawr.edu/healthpro>

The Office of Health Professions Advising provides information and assistance to students and alumnae who are interested in careers in the health professions. We offer guidance in choosing courses, getting clinical volunteer experience, and applying to professional schools. Students who wish to receive announcements about medically-related workshops, lectures and internships should join the pre-health listserv by accessing the subscription form at the Web page: <http://mailman.brynmawr.edu/>.

Bryn Mawr's Postbaccalaureate Premedical Program is designed for women and men, including alumnae/i of Bryn Mawr and Haverford Colleges, who did not fulfill the premedical requirements as undergraduates, but who now want to apply to schools of medicine, dentistry, or veterinary medicine. Admission to this program is highly selective.

EDUCATION PROGRAM AND SECONDARY TEACHER CERTIFICATION

Bettws-y-Coed, x5376

<http://www.brynmawr.edu/education>

Students may choose among the following options available through the Bryn Mawr/Haverford Education Program: (1) take courses that are open to all; (2) pursue a minor in educational studies; (3) pursue a minor in education leading to certification to teach at the secondary (grades 7-12) level as part of the four-year undergraduate program; (4) complete a secondary teacher education program after they graduate; (5) complete elementary certification through the Swarthmore and Eastern Colleges' elementary education certification program; (6) sub-matriculate as juniors or seniors into the University of Pennsylvania, Graduate School of Education's elementary or secondary education Master's program; or (7) in a five-year program, complete both the A.B./M.A. program in physics or mathematics (or possibly other departments that offer the AB/MA option) and the secondary teaching certification program. Students interested in any of these options should meet with a program adviser as early as possible.

4. DORM LEADERS

COMMUNITY DIVERSITY ASSISTANTS

Community Diversity Assistants function as a proactive educational advocacy group and engage in ongoing training on diversity-related issues. In concert with Hall Advisors, Residence Council, affinity groups, Office of Intercultural Affairs and community members, CDAs implement programming regarding diversity, tolerance, empathy and privilege. They conduct a variety of educational programs and facilitate discussion of and appreciation for our diverse College community. The goal of the CDA program is to promote a community where diversity is valued through mutual respect and empathy towards one's peers. CDAs are supervised by the Office of Intercultural Affairs and the Office of Residential Life.

CUSTOMS PEOPLE

Customs people are selected students (generally sophomores) who live on the halls with new students. They provide orientation during Customs Week as well as continued guidance throughout the year to assist first-year and transfer students with a successful transition to the College.

DORM PRESIDENTS

Dorm Presidents serve as elected representatives to Residence Council and as representatives to SGA. Residence Council is responsible for addressing residential and campus issues that involve dorm life, including but not limited to maintenance issues, student safety, energy conservation, and fire safety. In addition, Residence Council is responsible for planning the annual Halloween Dorm Trick or Treat and for organizing campus-wide dorm events. Residence Council implements the annual Room Draw process for room selection each spring semester.

HALL ADVISORS

<http://www.brynmawr.edu/residentiallife/has>

Undergraduate Hall Advisors (HAs) work closely with members of their dorm leadership team, particularly Customs people, on behalf of their fellow residents. The HA has special responsibilities to the residents of the area (usually a floor) to which she is assigned. HAs provide information about the College and its services and refer students to resource persons when appropriate. As members of the Residential Life office staff, HAs promote a community atmosphere conducive to learning and personal growth.

PEER MENTORING SERVICES (PMS)

<http://www.brynmawr.edu/pms/>

Mentoring differs from tutoring in that it focuses on the process of learning rather than on the subject content of a particular course. Peer mentors are trained to help their fellow students identify and implement techniques for more effective learning. These techniques include developing strategic study routines, taking notes from lectures and readings, seeking help from the instructor, analyzing a course syllabus as well as texts and working with a study group. Peer Mentoring Services offer workshops and drop-in hours, as well as one-on-one sessions.

5. ESSENTIAL HEALTH INFORMATION

HEALTH CENTER

Open 9 a.m. to 10 p.m. Monday – Friday and 9 a.m. to 3 p.m., Saturday and Sunday. When the Health Center is closed, contact Public Safety for emergencies at 610-526-7911. 610-526-7360

<http://www.brynmawr.edu/healthcenter>

The Health Center provides a full array of primary care services as well as counseling for students. Services include:

- Nurse walk-in hours whenever the Health Center is open.
- Physician walk-in clinic Monday mornings and physician or nurse practitioner same-day appointments Tuesday, Wednesday and Friday afternoons. Call x7360 the day you wish to be seen for available times.

- Nurse practitioner women's-care services by appointment, including routine gynecologic care, contraceptive counseling, education for students concerning sexuality and sexually transmitted diseases, and confidential testing and treatment for sexually transmitted diseases.
- Appointments with physician.
- Allergy shots.
- Pregnancy tests.
- Confidential HIV test.
- Day care for students too sick to be in their dorm but not sick enough for the hospital.
- Self-Care Center, which provides education and treatment for simple ailments.

Physician, Nurse Practitioner and Nursing Services are provided free of charge to students. No student will be denied needed care due to inability to pay; however there are charges for some services including the following:

- Allergy shots
- Contraceptive supplies
- Over-the-counter medications
- Missed appointments and late cancellations
- Counseling after the first six visits
- Drawing fee for laboratory tests
- Co-payment for prescriptions dispensed at the Health Center

Please check the Health Center Web site or call the Health Center for more information or a brochure with a more detailed description of services.

Policy on Confidentiality

The confidentiality of the doctor/patient relationship is respected at all times. No information regarding your health will be released without your permission. Matters of health become practical issues when questions of extensions and absences from class arise. At such times you may want us to inform your dean or the Department of Athletics and Physical Education (if you are enrolled in PE courses) about your health, and you will be asked what information you wish to have shared with whom.

However, in the case of life-threatening emergency, such as accident, severe injury, hospital admission, emergency surgery, statement of suicidal intent or suicide attempt, the College administration and its medical services will intervene on the student's behalf and may at their discretion inform her next of kin. Every effort will be made to include the student in these decisions.

Eligibility

Student health services are available to all matriculated undergraduate students. All students must have a completed physical-exam form on file at the Health Center to receive services.

COUNSELING SERVICES

Health Center, x7360

<http://www.brynmawr.edu/healthcenter/counseling>

The college years are times of accelerated growth, significant challenges and considerable stress. Counseling is available to help students with the variety of concerns that arise during this time. Each year, approximately a third of our student body comes to the Counseling Service to talk to a counselor. You do not have to be in crisis to see a counselor. The Counseling Service provides students with an opportunity to explore their concerns with a professional psychotherapist or psychiatrist in a confidential setting.

Counseling services are available to Bryn Mawr College undergraduate and graduate students during the academic calendar year. Each undergraduate student can receive up to six free sessions. The six free sessions will be used for assessment, treatment planning and possibly appropriate referral. If a student exhausts her six sessions, insurance can be used to pay for future sessions. Students without insurance will be billed for future sessions beyond the sixth. In cases of financial hardship, the fee for counseling may be reduced. No student is **ever** denied service because she cannot afford payment. All graduate and postbaccalaureate students can receive a free initial consultation with a counselor for appropriate referral to community providers.

Students are typically seen within a week of requesting an appointment or immediately if there is a crisis. Appointments are weekly and terminate when the student and counselor deem it to be appropriate. When school is in session students can access an on-call counselor for emergencies during the day through the Health Center when it is open. After hours the students can reach the on-call counseling service by calling 610-526-7778 for problems that cannot wait until the Health Center reopens at 9 a.m.

Support and psycho-educational groups may be offered throughout the year on a variety of issues, depending on student interest. For further information, see the Counseling Center Web site.

DRUG AND ALCOHOL EDUCATION AND COUNSELING SERVICES

Educational Programming: Entering freshmen are required to complete the online alcohol education program, College ALC, during the summer before the start of the freshman year. The online program is the first part of an ongoing discussion about campus norms that continues during the Wellness course which all freshmen are required to take at the start of their first semester. Throughout the academic year, educational programs are offered for students about the physical, emotional and social consequences of alcohol and other drug use for the individual and the College community. The goal of these programs is to empower students with the information they need to make responsible choices and to develop healthy social skills.

Party-host trainings are offered throughout the semester for those who choose to host parties. These trainings review the Bryn Mawr College alcohol and party policies (see pages 135 and 144), the Pennsylvania state laws concerning the distribution and consumption of alcohol (see page 141), and the risks and liabilities of anyone, regardless of age, who serves minors. Also included in the training are low-risk guidelines for drinking, information about how blood-alcohol content affects behavior and judgment, and how to care for an intoxicated person.

Counseling can be arranged through the Health Center by calling 610-526-7360. Confidential individual counseling/information sessions are also available, by appointment, for any student who has questions or concerns about her own use of alcohol or other drugs, or that of a friend. Students can talk to the counselor about someone they care about without revealing the person's identity. Confidentiality is assured unless the situation is life-threatening.

Support groups may be offered throughout the year on a variety of drug and alcohol issues, depending on student interest.

Resource and Referral: A drug and alcohol counselor is available as a resource to students. The Health Center has books and educational videos on addiction and related topics. These materials are available to students for both personal or research purposes. Also, an alcohol self-assessment for women is provided below to help you determine whether you should be concerned about your alcohol use.

- Do you drink when you feel depressed, hoping it will make you feel better?
- Do you need alcohol to feel sexy or to flirt?
- Do you regularly use alcohol to relieve menstrual cramps? To help you sleep? To calm your nerves or handle stress?
- Do you sometimes feel uncomfortable if alcohol is not available?
- Do you sometimes feel guilty about your drinking or worry that your friends/family know how much you drink?
- Do you sometimes forget what happened after a night of drinking?

- Do you do things when you're drinking that you normally wouldn't do?
- Do you feel depressed or irritable after drinking a lot?
- Do you become defensive when someone mentions your drinking?
- Do you avoid eating on a day when you are going out drinking?
- Do you sometimes miss classes or appointments because of drinking or hangovers?
- Do you feel social only when you drink?

If you have answered YES or SOMETIMES to several of these questions, you should call the counselor for further information.

SEXUAL ASSAULT COUNSELING AND CARE

While the College attempts through its programs and policies to prevent sexual assault from occurring, it recognizes that significant numbers of women throughout the nation are sexually assaulted while they are college students. The College is committed to helping any of its students who have experienced sexual assault. Counselors, health center personnel, residential life staff, public safety officers, and deans will support a student as she goes through the recovery process. The College is also committed to investigating all reported cases of sexual assault; assisting a student in lodging charges with local police, if she so desires; holding disciplinary hearings to adjudicate formal accusations; and disciplining any student found to have violated the policy concerning sexual assault.

The College also recognizes that most campus sexual assaults involve people who are acquainted with one another. Coercive or violent acts between people who, because of their membership in the College community, must continue to interact with each other are particularly traumatic to the victim and violate the trust that is essential to the College's mission and sense of community. Therefore, should a sexual assault be reported, the College shall take reasonable action to protect the accusing student from any unnecessary or unwanted contact with the accused.

Options for Students Who Have Been Sexually Assaulted

Any student who is sexually assaulted is strongly encouraged to seek help either from resources available through the College or from outside sources. The following is a short list of options available to students seeking help at Bryn Mawr. More detailed information about each option is provided below.

- You may contact the Bryn Mawr College Health Center (610-526-7360) to receive medical care, speak to a counselor, and/or discuss other options confidentially.
- You may go to Bryn Mawr Hospital to receive a medical examination, which is admissible in court as evidence of an assault.
- You may call Bryn Mawr College Public Safety (x7911, 911 in emergencies) to arrange for transportation to the Health Center or to Bryn Mawr Hospital, and/or to report that a sexual assault has taken place.
- You may call Lower Merion Township Police (610-642-4200) to arrange transportation to Bryn Mawr Hospital, to report a sexual assault or to request emergency medical assistance.

Medical Care: You are strongly encouraged to receive some type of medical care after an assault. Because sexual assault can be physically and emotionally traumatic, you may not know whether or not you have been injured. Medical personnel at the Health Center or the hospital can answer questions you may have about health concerns. A follow-up exam is recommended to retest for pregnancy and sexually transmitted diseases (STDs), and to be sure that no other injuries were sustained during the assault.

The Health Center is able to counsel you on your options for medical care after an assault. An examination done at the Health Center is NOT admissible in court as evidence that an assault has taken place. If you think you may wish to press charges at any time, the Health Center personnel will recommend that you go to Bryn Mawr Hospital, where medical evidence can be preserved for the police.

The Health Center is able to check for internal injuries, test for pregnancy and STDs and provide someone with whom you can talk. The Health Center can also provide information and testing for HIV. (HIV testing at the Health Center is confidential.) The Health Center can provide medication to help prevent STDs. In addition, emergency contraception is available to prevent pregnancy if you go to the Health Center within 72 hours of the assault.

The Health Center will keep all information confidential; the assault will not be reported to the police, Public Safety, parents or other College personnel without your permission. If it is determined that you or another member of the College community is in danger, necessary information will be released to the appropriate administrators without revealing your identity.

The Health Center can assist you in finding any medical or emotional support that you need, including counseling on- or off-campus.

Bryn Mawr Hospital is able to provide medical services that fulfill legal standards of evidence — a “rape-kit” examination. The rape-kit examination preserves medical evidence that can be used in court. Having a rape kit done does not require you to press charges. It merely gathers evidence should you wish to prosecute at some time. It is recommended that you do not shower, bathe, douche or change clothes if you want to preserve evidence. You may want to bring a change of clothes to the hospital in case you are needed by the police.

Bryn Mawr Hospital will test for pregnancy and STDs, offer medication to prevent STDs, and prescribe emergency contraception. The hospital is required to notify the police that a sexual assault may have occurred.

Montgomery County Victim Services (610-277-5200) has crisis-intervention counselors who are able to explain procedures and answer questions you may have. A 24-hour hotline is available for anyone with questions or concerns about sexual assault, or who would like to speak to a crisis counselor.

Legal Aspects: You are not required to report a sexual assault. If you do talk to the police and/or Public Safety, they may be able to take steps to protect others from experiencing sexual assault. In addition, the police can inform you of your legal rights and options should you decide to prosecute. The College is strongly committed to providing medical and emotional support to victims/survivors of sexual assault regardless of whether they decide to take legal action.

Bryn Mawr College Public Safety can provide transportation to the Health Center or to Bryn Mawr Hospital. You may wish to notify Public Safety that a sexual assault has occurred. If you do choose to make a report, the Department and you will then determine whether the assistance and/or intervention of the police is necessary to protect other members of the community and/or to arrest the assailant.

Public Safety will inform the Dean of the College that an assault has occurred. If it is necessary to alert the community at large that an assault has taken place, both the Department of Public Safety and the Dean’s Office will make every effort to protect your privacy. If it is necessary to disclose confidential information (in cases involving legal requirements, requirements of the College policy on sexual assault, or if personal safety is at issue), the College will inform you that this is taking place.

Lower Merion Township Police can provide transportation to Bryn Mawr Hospital and emergency medical care if necessary. If you do decide to report the assault to the police, the College will make every effort to provide a support person if you would like help through the process. Making a police report concerning the assault does not mean that you must prosecute the assailant.

- If you are assaulted or need help in Philadelphia, call Women Organized Against Rape at 215-985-3333.
- If you are assaulted or need help at Haverford or Swarthmore, call Delaware County Women Against Rape at 610-566-4342.

Further Assistance: If you have any questions about the College’s policies and procedures for dealing with a rape or sexual assault, you should consult Bryn Mawr College’s Title IX Coordinator. Complete contact information for the Title IX Coordinator is provided on the Dean’s Office website at http://www.brynmawr.edu/deans/non_acad_support/index.shtml.

6. INFORMATION SERVICES (IS)

Information Services at Bryn Mawr encompasses all library and technology resources.

TECHNOLOGY LABS

- **Computers in Libraries**

Approximately 150 computers and several printers are available for student use in Canaday, Carpenter and Collier libraries. Log in with your College Password. Computers are equipped with MS Office and a variety of academic software.

- **24-Hour Access**

Use your OneCard to enter the A floor of Canaday 24/7. Here you'll find 16 computers, printers, the Canaday Media Lab, and the Lusty Cup café.

- **Quick Access Computers**

Walk up to computers in the Campus Center and elsewhere on campus to check email and browse the web on the go.

- **Canaday Media Lab (CML)**

Visit the Canaday Media Lab on the A floor to use audio, video and image editing equipment.

- **Language Learning Center (LLC)**

Stop into the Language Learning Center on the third floor of Canaday for access to language-based video resources, computers with specialized language and communication software, multimedia equipment, and more.

TECHNOLOGY ASSISTANCE

Help Desk

Location: Canaday Library 1st Floor

Contact: help@brynmawr.edu, 610-526-7440

The Help Desk is your first point of contact for technology related problems and questions.

Call the Help Desk if you:

- Are having trouble with any of your accounts
- Cannot connect to the network
- Need help with your personal computer or advice about safe computing practices
- Think you have a virus or other computer problem
- Want to report a problem or place a request concerning a campus computer, classroom or telephone
- Want to know about available software licenses or purchasing discounts available through the College
- Need advice about buying a new computer or upgrading an old one

TECH BAR

Location: Virtual

Contact: techbar@brynmawr.edu, techbar.blogs.brynmawr.edu

“TECH” stands for Technology Education & Collaborative Help. The TECH Bar’s professional staff and students provide College community members with technology education and consultation by e-mail, on the web, and in-person by appointment.

Visit the TECH Bar online for help with:

- Digital media & video editing
- Visual resources & image editing
- Web editing & blogs
- Blackboard

- Microsoft Office
- Email & Calendar
- And much more!

LIBRARIES & RESEARCH

Bryn Mawr has three libraries. **Canaday** is the main library, primarily for the Humanities and Social Science collections. **Carpenter** houses collections in History of Art and Architecture, Archaeology, Classics and Cities. **Collier** (located in Park) is Bryn Mawr's science library.

Reference

Stop by any library and talk with a Reference Librarian for help with your research. Drop in or email library@brynmawr.edu to make an appointment.

Tri-College Libraries

Bryn Mawr is a part of a library consortium with **Haverford** and **Swarthmore** Colleges. Search for and request library materials through the Tri-College library catalog, *Tripod*.

E-ZBorrow & Interlibrary Loan

Can't find what you want in the Tri-Co? Use **E-ZBorrow** and **Interlibrary Loan** to request library materials from libraries worldwide.

Visual Resources (VR)

Visual Resources, located in **Carpenter**, maintains Bryn Mawr's digital image collections, Tripix and ArtStor. Stop by to use scanners and image editing software, and for help creating and editing digital images.

Collections

Bryn Mawr has a wide variety of historical objects, paintings, and published materials which can be used to assist research. The Collections group also offers exhibitions of collected materials owned by or loaned to the College. Visit the Collections office on the second floor of **Canaday** or email speccoll@brynmawr.edu to make an appointment with a specialist.

SERVICES AVAILABLE TO STUDENTS

Stop by Canaday for more information about any of the following:

- Accounts: email, file storage, etc.
- Borrowing laptops and multimedia equipment
- Wireless network connection
- Campus phone extension (by request)
- Library borrowing
- Research help
- Technology education
- Discounted Computers and Software

BUILDINGS QUICK GUIDE

Canaday

- Library Circulation and Research Assistance
- Help Desk
- Humanities and social science materials
- Computers and printers
- Media Lab (includes one computer with accessibility features including screen reader and magnification hardware)
- 24 hour computers (A floor) – some computers equipped with additional language software
- LLC (3rd Floor)
- Special Collections (2nd Floor), exhibitions throughout the library

Carpenter

- Art History, Archaeology, Cities and Classics Materials
- Computers and printers
- Visual resources

Collier

- Science collections
- Computers and printers

WEB RESOURCES

Password Reset:	http://password.brynmawr.edu
Communication Center (email and calendar):	http://webmail.brynmawr.edu
Blackboard:	http://blackboard.brynmawr.edu
Virtual Bryn Mawr:	http://virtual.brynmawr.edu
TECH Bar Documentation:	http://techbar.blogs.brynmawr.edu
Computing Home Page:	http://www.brynmawr.edu/computing/
Library Home Page:	http://www.brynmawr.edu/library/

7. COMMUNITY POLICIES

BI-COLLEGE ALCOHOL AND DRUG POLICIES

All students are responsible for acting in accordance with the College's Alcohol and Drug Policies, which are distributed to students each year. These policies assert that each student is responsible for conducting herself or himself in ways consistent with federal, state and local laws, for following College party rules and for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct. The College will not contribute to the cost of a legal defense for those who violate drug or alcohol laws and rules. Alcohol or drug policy infractions may result in a Dean's Panel, Honor Board proceeding, or other College or SGA disciplinary action.

The care and concern for other individuals which are embodied in the Social Honor Code should govern a student's response to a violation of the Bi-College alcohol policy. When a student is concerned about another student's alcohol use or its self-destructive potential, she or he may express that concern and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses or physicians on either campus or from a professional off campus. A student with questions about how best to confront or intervene on behalf of another student may seek guidance from a drug and alcohol counselor, counselor or dean. Advice may be sought without revealing the identity of the student needing help, if that seems best.

THE ALCOHOL POLICY

The Alcohol Policy, in conjunction with planned educational activities and support services, is designed to achieve the following goals:

- to remind students of the laws of the Commonwealth of Pennsylvania and of the Social Honor Codes, both of which govern their behavior with respect to alcohol;
- to stress moderation, safety and individual accountability for those who choose to drink;
- to maintain a Bi-College social atmosphere that is free of coercion for those who choose not to drink and a climate in which alcohol is not the focus of parties or other social events;
- to maintain a Bi-College community in which alcohol abuse and its effects are minimal;
- to provide confidential and effective guidance for those with specific needs related to alcohol use and alcoholism; and
- to provide information and education about the effects of alcohol for all students.

All members of the Bi-College community are expected to be familiar with and abide by the principles of the Alcohol Policy.

It is the duty of all students to conduct themselves in a manner consistent with the Honor Codes, in addition to helping others to do the same. With regard to the consumption of alcohol, students are responsible for their own well-being, as well as the well-being of others. Behavior that puts students at mental, physical and/or legal risk cannot be condoned.

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

1. Students who choose to consume, provide or serve alcohol, with an understanding of the responsibilities imposed by Pennsylvania law, should do so with a sense of responsibility and concern for themselves and others. Students also have the responsibility to confront others whose behavior under the influence of alcohol is inconsistent with their welfare and concern for others in the community. When community members lose their ability to reason and control their actions due to excessive alcohol consumption, it is threatening to them, to those around them, and ultimately to the community as a whole. Students are urged to accept responsibility for preventing themselves and others from ever reaching that point.
2. Since the majority of students are under 21, the legal drinking age in the Commonwealth of Pennsylvania, alcoholic beverages are not to be served or consumed at student parties open to and/or advertised in the College, Bi-College, or Tri-College community. Additionally, alcoholic beverages can neither be served nor consumed at open parties held in public spaces. These include:
 - a. At Bryn Mawr: Cambrian Row, the Campus Center, Thomas Hall, Goodhart, Applebee Barn, Schwartz Gymnasium, all corridors, stairwells, landings, basements, attics and courtyards, laundries, all dining halls, Pembroke Dance Studio, classroom buildings, the Computer Center, the Dorothy Vernon Room, Canaday Library, outdoors on College grounds.
 - b. At Haverford: Founders Great Hall and Common Room, the Dining Center, Lunt Party Room, the Old Gymnasium and Alumni Field House, Marshall Auditorium, MacCrate Recital Hall, all corridors, stairwells, roofs and attics, Stokes Auditorium, classroom buildings, Magill Library, outdoors on College grounds. With special permission, parties at which only those 21 years of age and older are served alcohol may be held in public spaces.
3. Students who consume alcohol where it is forbidden under Section 2 of this Policy, and thereby place the hosts, the Colleges, and the students who administer party funds at risk and in jeopardy, should be asked to refrain from violating the Policy by the host or other party guests. In incidents where students feel that a violation of the Alcohol Policy has occurred and where the confronting party and the confronted individual fail to reach a resolution, they

should follow the procedure of the campus on which the incident occurred. At Haverford, disregard for these Alcohol and other Party Policies should be brought to the attention of the joint Student-Administration Alcohol Policy Panel, composed of three members of Student Council, three members of Honor Council, two appointed members at large, and two deans.

This panel will address strictly procedural violations of the Policy. Referrals can be made by the Honor Council. At Bryn Mawr, disregard for these Alcohol and other Party Policies should be dealt with under the procedures outlined in the Social Honor Code.

4. Inebriation shall not be seen as an acceptable or justifiable excuse for disruptive behavior and confrontation for such behavior shall be dealt with as in the realm of each campus's Social Honor Code.
5. When confronting an individual does not or cannot lead to a satisfactory resolution of a problem, the individual whose behavior allegedly violates the Codes and expected conduct of the Colleges, in accordance with the procedures of the Social Honor Codes, shall ultimately be brought to the attention of the Honor Board or Honor Council.
6. The Honor Board/Council will bring a case to the attention of the Office of the Dean of the appropriate College if there is a threat to the lives or safety of individuals or of damage to College or private property resulting from inebriation or a violation of the Alcohol Policy. Flagrant or repeated violations of party guidelines could constitute such a case. Such behavior may result in separation or exclusion of the confronted person(s) from the Colleges.
7. In some cases, the Honor Board/Council or the Office of the Dean will consult counselors who have expertise in alcohol abuse and alcoholism if such expertise is deemed relevant. Such consultation will take place only with the confronted person's knowledge.
8. Coordinators of parties and other social events must abide by the Party Policy of the host campus.
9. It is expected that hosts will inform their guests of the provisions of the Honor Codes, including the Alcohol Policy. Should the provisions of this Policy be violated by non-Bi-College members, their further access to these campuses may be restricted.
10. Faculty and staff members who entertain students should be aware of the responsibilities and risks to the Colleges and to themselves as individual social hosts under the laws of the Commonwealth.
11. Groups sponsoring social events must abide by the host campus' Party Policy. If party guidelines are not followed by guests or hosts, it is the responsibility of students aware of the violation to approach those in violation and seek a resolution.

Services and Referrals

Both Bryn Mawr and Haverford Colleges provide services and referral for individuals who need help with an alcohol-related problem. For confidential assistance, contact:

- Kay Kerr, M.D., Medical Director, Bryn Mawr College Health Services, The Health Center, 610-526-7360
- Reggie Jones, LCSW, Counseling Director, Bryn Mawr College Health Services, The Health Center, 610-526-7360
- Alcoholics Anonymous Information Center, 311 S. Juniper St., Philadelphia, 215-545-4023
- Alcoholics Anonymous Clubhouse, Lancaster Ave., Lower Merion, 610-527-9711

THE DRUG POLICY

The drug policy, in conjunction with planned educational activities and support services, is designed to achieve the following goals:

- to remind students that the Social Honor Codes, the federal laws and the laws of the Commonwealth of Pennsylvania do apply to their behavior with respect to the use of drugs;
- to stress individual accountability for those who choose to use illegal drugs;
- to maintain a Bi-College community where the harmful effects of drug use can be minimized;

- to inform the members of the Bi-College community of the availability of confidential and effective guidance and resources for those with questions and concerns related to drug use, dependence and abuse; and
- to encourage all members of the Bi-College community to become familiar with the physiological, psychological and legal aspects of drug use, dependence and abuse.

All members of the Bi-College community are expected to be familiar with and abide by the principles of the drug policy. This policy stresses prevention and concern; it charges the community with the responsibility for drug education, intervention and heightened awareness of campus resources for dealing with drug problems. It also asks us to consider the relationship between the individual and the community, and the question of responsibility to one's peers. In many cases, choosing not to intervene in another person's abuse of drugs is not a neutral position. By not interfering, we become an "enabler." In claiming to allow abusers their individual freedom of choice, we may in fact be limiting their choices by reinforcing their attitudes and behavior. In summary, we have a responsibility not to withdraw from the community either by abusing drugs or by ignoring the abuse of drugs.

1. The illegal possession, use, sale or distribution of drugs is in violation of the law, and the Colleges will not protect students from prosecution under federal, state or local law.
2. Students have the responsibility to confront and/or intervene on the behalf of individuals whose use of drugs or actions under the influence of drugs presents a danger to themselves and/or to the community at large.
3. The Colleges as educational institutions, being concerned about the harmful effects of the illegal use, possession, sale or distribution of drugs on the individual, and on the integrity, safety and security of this academic community, do not condone the illegal use, possession, sale or distribution of drugs. The administrations of Bryn Mawr and Haverford Colleges reserve the right to act when they have reason to believe that involvement with drugs is having an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. College action may take such forms as education, counseling, referral to outside agencies, separation or exclusion, depending on the situation.

Procedures

A student's response to a violation of the Bi-College drug policy should be governed, first of all, by the care and concern for other individuals which are embodied in the Social Honor Codes. The following guidelines are not meant to cover all situations. They are intended, instead, to remind students of the variety of resources available and to reassure them about the consequences of seeking help.

When a student is concerned about another student's drug use and its self-destructive potential, he or she should express his or her concern and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses or physicians on either campus or from a professional off campus. If confrontation does not seem appropriate or proves ineffective, the concerned individual should turn to the drug and alcohol counselor, a counselor, the counseling director, the medical director or dean for advice on how to intervene and help. Advice may be sought without revealing the identity of the student needing help, if that seems best.

If a student's behavior as a result of drug use has disturbed or harmed other individuals or the community in a more general sense, the behavior itself should be dealt with through the usual Honor Code procedure at either college, beginning with confrontation. If mediation is necessary, the members of the Bryn Mawr Honor Board or the Haverford Honor Council should be consulted. The drug use that may have caused the behavior should not be viewed as an excuse, but as a second problem for which the individual may be encouraged to seek help from a professional counselor. In cases where the Honor Council or Board is asked to intervene, they will deal with the specific behavior that has been brought to them and may recommend that the individual go to a counselor for evaluation and help with any underlying substance abuse. Problems with behavior related to drug use that involve Bryn Mawr graduate students or special students who are not bound by the Social Honor Code should be referred

to the Deans of the Graduate Schools or the Director of Special Academic Programs if they cannot be resolved by the individual concerned.

If an individual's involvement with drugs is such that it, or behavior associated with it, is violent or life-threatening, it should be brought to the attention of a dean or College physician without delay by any member of the community who becomes aware of the situation. Thus, a counselor, peer educator, dean, physician, or Honor Board/Council member who was working with a student on any aspect of his or her involvement with drugs would, as in any other life-threatening situation, feel bound to report the problem to the Dean of the appropriate college when the potential for violence or loss of life requires immediate administrative action.

Some cases, such as the sale or distribution of drugs, may not present immediate danger to life but may have legal implications which are administrative concerns, as well as social consequences which are student concerns. In these situations, joint action by the Dean and the Honor Board/Council may be necessary.

Policy on Drug-Free Schools

The unlawful possession, use or distribution of illicit drugs and alcohol poses a threat to the health and safety of all members of the Bryn Mawr College community and is not permitted.

The sanctions for the unlawful possession, use or distribution of illicit drugs and alcohol are defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. Sections 780-101 to 780-144); Controlled Substances Forfeiture (42 Pa.C.S. Sections 6801-6802); the Pennsylvania Crimes Code (18 Pa. C.S. 6307-6314); the Pennsylvania Motor Vehicle Code (75 Pa. C.S. 1546-1547; 3715, 3731); and the Lower Merion Township Code (Article IV, Section 111-4). These statutes are on file at the reference desk in Canaday Library. A summary of federal law and relevant sanctions is also on file.

The College's policies on disciplinary sanctions for students are stated in this handbook. Policies on sanctions for faculty and staff are stated in the handbooks appropriate to them.

This policy is instituted effective immediately, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. #101-226). No institution will receive federal financial assistance of any kind after October 1, 1990, unless it has certified that it has "adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

The College will conduct a biennial review of its program to determine its effectiveness, implement needed changes, and ensure that it is consistently enforced.

Policy On Drug-Free Schools

The College, as an employer, and students as employees of the College have obligations under the Drug-Free Workplace Act of 1988 (41 U.S.C. Section 701). The College's statement of compliance is reproduced here.

The use of illegal drugs poses a threat to the health and safety of members of the Bryn Mawr College community. Therefore, the illegal use, possession, dispensation, distribution or manufacture of controlled substances (as defined in federal statutes) by any faculty, staff or student employees in the workplace is not permitted.

As a condition of College employment, every employee shall abide by the terms of this policy, and he or she shall notify his or her supervisor of any criminal conviction for a violation occurring in the College workplace no later than five days after such conviction.

Any employee found in violation of these prohibitions and regulations may be required to participate in a drug-abuse assistance or rehabilitation program and shall be subject to disciplinary action, which action might include dismissal. Information regarding such assistance or rehabilitation is available through the Health Center, the campus physician and Crossroads. All of the insurance programs offered to staff, faculty and students through the College provide some form of support to persons in various forms of treatment for substance-abuse problems.

This policy is instituted, effective immediately, to comply with federal laws and regulations. Federal agencies cannot legally award any contract over \$25,000 or any grant monies without certification that the College has implemented a drug-free workplace program.

The College also complies with the Drug-Free Schools and Communities Act of 1989 (P.L. #101-226). Information on federal and state law imposing sanctions for unlawful possession, use or distribution of illicit drugs and alcohol is available at the reference desk of Canaday Library and in the Dean's Office.

Information on counseling, treatment and rehabilitation programs is contained in the College's drug and alcohol policies.

This handbook's statements on policies and procedures relating to alcohol and controlled substances form part of the College's compliance with the Drug-Free Schools and Communities Act.

Health Risks Associated with the use of Illicit Drugs

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics					
Heroin	High	High	Euphoria	Slow and shallow breathing Clammy skin Convulsions Coma Possible death	Yawning
Morphine	High	High	Drowsiness		Loss of appetite
Codeine	Moderate	Moderate	Respiratory depression		Irritability
Hydrocodone	High	High	Constricted pupils Nausea		Tremors
Hydromorphone	High	High			Panic
Oxycodone	High	High			Cramps
Methadone, LAAM	High	High			Nausea
Fentanyl and Analogs	High	High			Runny Nose
Other Narcotics	High-Low	High-Low		Chills and sweating	
					Watery eyes
Depressants					
Chloral Hydrate	Moderate	Moderate	Slurred Speech Disorientation	Shallow respiration Clammy skin Dilated pupils Weak and rapid pulse Coma Possible death	Anxiety
Barbituates	High-Moderate	High-Moderate	Drunken behavior without the odor of alcohol		Insomnia
Benzodiazepines	Low	Low			Tremors
Glutethimide	High	Moderate			Delirium
Other Depressants	Moderate	Moderate			Convulsions
				Possible death	
Stimulants					
Cocaine	Possible	High	Increased alertness	Agitation	Apathy
Amphetamine/ Methamphetamine	Possible	High	Euphoria Increased pulse rate and blood pressure	Increased body temperature Hallucinations	Long periods of sleep Irritability
Methylphenidate	Possible	High	Excitation Insomnia	Convulsions Possible death	Depression Disorientation
Other Stimulants	Possible	High	Loss of appetite		
Cannabis					
Marijuana	Unknown	Moderate	Euphoria Relaxed inhibitions	Fatigue Paranoia	Occasional reports of insomnia
Tetrahydrocannabinol	Unknown	Moderate	Excitation	Possible psychosis	Hyperactivity
Hashish and hashish oil	Unknown	Moderate	Increased appetite Disorientation		Decreased appetite

Hallucinogens					
LSD	None	Unknown	Illusions and hallucinations Altered perception of time and distance	Longer, more intense "trip" episodes Psychosis Possible death	Unknown
Mescaline and Peyote	None	Unknown			
Amphetamine Variants	Unknown	Unknown			
Phencyclidine and Analogs	Unknown	High			
Other Hallucinogens	None	Unknown			

Summary of Pennsylvania Statutes Relating to Unlawful Sale, Possession, Use, Manufacture or Distribution of Illicit Drugs or Alcohol

Statute	Offense	Possible Sanctions
18 Pa. CS 6307	Misrepresentation of age to secure alcohol	\$500 and suspension of operating privileges
18 Pa. CS 6308	Purchase, consumption, possession or transportation of alcohol by a person under 21 years of age	\$500 and suspension of operating privileges
18 Pa. CS 6309	Representing that a minor (under 21) is of age	\$300
18 Pa. CS 6310	Inducement of minors (under 21) to buy alcohol	\$300
18 Pa. CS 6310.1	Selling or furnishing alcohol to a minor (under 21)	\$1,000-2,500
18 Pa. CS 6310.2	Manufacture or sale of false ID card	\$1,000-2,500
18 Pa. CS 6310.3	Possession, carrying or use of false ID card	\$500 and suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6310.4	Violation of 6307, 6308 or 6310.3	Suspension of operating privileges (or ineligibility to obtain a license)
18 Pa. CS 6314	Trafficking drugs to minors (under 18)	Fines from \$5,000-50,000; imprisonment for a minimum of one year, depending on offense
35 PS 780-101 et seq.	Illicit manufacture, sale, delivery, possession of controlled substances	Fines from \$5,000-250,000; imprisonment from 1 to 15 years, depending on offense
42 Pa. CS 6801-2	Illicit manufacture, sale, delivery, possession of controlled substances	Loss of property rights to Commonwealth of all controlled substances, paraphernalia, raw materials, conveyances, money, negotiable instruments and real property acquired in violation of the Controlled Substance, Drug, Device and Cosmetic Act
42 PS 4-491	Possession, sale or transportation of liquor within Pennsylvania unless purchased from a State Store in accordance with Liquor Control Board Regulations	Fines of varying amount
75 Pa. CS 3715	Consumption of alcohol or drugs while driving	Summary offense fine
75 Pa. CS 3731	Driving under the influence of drugs or alcohol	\$300-5,000 and imprisonment from 48 hours to 1 year; suspension or revocation of operating privileges
63 PS 390-8	Procuring drugs by fraud, forgery, alteration of Rx, etc.	Imprisonment for 3 years, \$5,000 fine, or both

Pennsylvania law imposes "social host" liability on persons who furnish alcohol to individuals under 21 years of age. The Pennsylvania Crimes Code defines "furnish" as "to supply, give, or provide to, or allow a minor to possess on the premises or property owned or controlled by the person charged."

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Controlled Substances Act Schedule*	Drug	Quantity	1st Offense	2nd Offense
I and II	Others (law does not include marijuana, hashish, or hash oil)	Any	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million individual, \$5 million not individual	Not more than 30 years If death or serious injury, life Fine \$2 million individual, \$10 million not individual
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol® and some barbituates)	Any	Not more than 5 years Fine not more than \$250,000 individual, \$1 million not individual	Not more than 10 years Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	Not more than 3 years Fine not more than \$250,000 individual, \$1 million not individual	Not more than 6 years Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	Not more than 1 year Fine not more than \$100,000 individual, \$250,000 not individual	Not more than 2 years Fine not more than \$200,000 individual, \$500,000 not individual

Controlled Substances Act Schedule	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years or more than life Fine of not more than \$2 million individual, \$5 million other than individual	Not less than 10 years. Not more than life If death or serious injury, not less than life Fine of not more than \$4 million individual, \$10 million other than individual	10-99g pure or 100-999g mixture	Methamphetamine	100g or more pure or 1kg or more mixture	Not less than 10 years. Not more than life If death or serious injury, not less than 20 years or more than life Fine of not more than \$4 million individual, \$10 million other than individual	Not less than 20 years. Not more than life If death or serious injury, not less than life Fine of not more than \$8 million individual, \$20 million other than individual
			100-999g mixture	Heroin	100-999g mixture		
			500-4,999g mixture	Cocaine	5 kg or more mixture		
			5-49g mixture	Cocaine Base	50g or more mixture		
			10-99g pure or 100-999g mixture	PCP	100g or more pure or 1kg or more mixture		
			1-9g mixture	LSD	10g or more mixture		
			40-399g mixture	Fentanyl	400g or more mixture		
			10-99g mixture	Fentanyl Analogue	100g or more mixture		

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million individual, \$10 million other than individual	Not less than 20 years, not more than life If death or serious injury, not more than life Fine not more than \$8 million individual, \$20 million other than individual
Marijuana	100 kg to 999 kg mixture; or 100-999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million individual, \$5 million other than individual	Not less than 10 years, not more than life If death or serious injury, not more than life Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture; or 50 to 99 plants	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million individual, \$5 million other than individual	Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture	Not more than 5 years	Not more than 10 years
Hashish	10 kg or more	Fine not more than \$250,000 individual, \$1 million other than individual	Fine \$500,000 individual, \$2 million other than individual
Hashish Oil	1 kg or more		

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams,
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams,
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

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

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

SMOKING POLICY

Smoking is prohibited in all College buildings. Smoking is prohibited in all residence halls and at the main entrances to all campus buildings. Smoking is prohibited in all auditoriums, classrooms, conference rooms, offices, laboratories and work areas used by employees in common.

Because of the health hazards associated with environmental tobacco smoke, all members of the College community have a pre-emptive right to a smoke-free environment. Both smokers and nonsmokers are asked to behave with civility toward each other, as is customary at Bryn Mawr. At public events, the sponsor of the event is responsible for enforcing the regulations. Persons violating the regulations will be reminded that they are in violation and requested to stop smoking.

BRYN MAWR COLLEGE PARTY POLICY

Bryn Mawr College is committed to maintaining a social atmosphere that stresses the safety of all students, whether or not they choose to drink.

Moderation, concern for others, and individual accountability should be characteristic of all social activities on campus.

The responsibilities and procedures outlined in the attached Party Policy are in addition to those required by the Social Honor Code, the Bi-College Alcohol Policy, state and federal law. These policies are available in the Student Handbook.

Violations of the Bi-College Alcohol and Drug Policies and/or Bryn Mawr College Party Policy that come to the attention of Public Safety, Residential Life, Student Activities or the Dean's Office will result in an investigation by these departments. They may result in a Dean's Panel, by which sanctions will be issued on a case-by-case basis.

In the event that law enforcement officials confront students for unlawful behavior alleged to have occurred, the College will cooperate fully with their investigation.

Party Definition

A Party is an event, wet (with alcohol) or dry (without alcohol), where 30 or more people gather at one time in a residential dorm space.

Wet parties cannot be held in public spaces.

Public spaces include: The Campus Center, Thomas Hall, Goodhart, Applebee Barn, Cambrian Row, Schwartz Gymnasium, all corridors, stairwells, landings, basements, attics and courtyards, laundries, all dining halls, Pembroke Dance Studio, classroom buildings, the Computer Center, The Dorothy Vernon Room, Canaday Library, and outdoors on College grounds.

To hold a dry party in a public space, you should reserve the space at least two weeks in advance through the Office of Conferences & Events (x7329, e-mail: roomres@brynmawr.edu).

Completion of the Party Form

Any student (i.e., party host) in the College community who wishes to host a social event in a dorm living room or an individual's room with more than 30 people in attendance should read and complete the party notification form in order to help throw a safe and responsible party that abides by the conditions stated in the Bi-College Alcohol and Drug Policies and in the Bryn Mawr Party Policy.

The form is required for both wet and dry parties held in dorm spaces.

Reading and completing this form will help to inform party hosts of their legal liabilities under Pennsylvania state law and allow College officials to help minimize risk to hosts, their guests, and the entire College community.

Party Information Sessions

Any student wishing to act as a host, server, or bouncer at a party must attend a Party Information Session.

Attendance at one session will permit a student to host, serve or bounce parties during the academic year in which the session was attended. Students must be retrained each academic year.

Information sessions will cover the following information: 1) Pennsylvania state and other applicable laws and liability concerning the distribution and consumption of alcohol; 2) The potential for legal liability and potentially the award of damages for party hosts, servers, bouncers, guests, Bryn Mawr College and its agents; 3) tips to ensure safety and respect of residents who live in the dorm where the party will be held.

The schedule of Party Information Sessions will be announced at the beginning of each semester and can be accessed on the Student Activities Web site: <http://www.brynmawr.edu/activities>.

Party Advertisement

Because the majority of students are not 21 years of age, the legal drinking age, mass advertisement for wet parties is not permitted.

Mass advertisement includes signs, fliers, posters, mass e-mails, all campus invitations, and open Facebook invitations.

Dry parties may be advertised using printed and electronic material. A copy of the advertising for dry parties should be attached to the notification form when submitted. Advertising for the party may not begin until the event is approved.

Dry parties cannot be advertised outside of the Tri-College Community.

Party Levels

To help promote the safety of all guests, those wishing to host a party must select a party level.

Party levels were developed, along with defined roles, to make it easier for students to throw a successful party that ensures compliance with the Bryn Mawr College Party Policy, the Bi-Co Alcohol Policy, and federal and state law.

Level 1

- 30-60 guests expected
- 2 hosts and 2 servers must be present at all times
- Batten, Brecon, Denbigh, Haffner, Merion, Pembroke East, Pembroke West, and Radnor living rooms have a capacity of 60 people and can host Level 1 parties.

Level 2

- 61-100 guests expected
- 2 hosts, 2 servers and 3 bouncers must be present at all times
- Erdman, Perry House, Rhoads North, Rhoads South, and Rockefeller living rooms have a capacity of 100 people and can host Level 1 and Level 2 parties.

Level 3

- 101+ guests expected
- Hosts wishing to have a Level 3 party must meet with Student Activities and Public Safety two weeks prior to party to determine needs. Hosts should be aware that an increased level of support may be necessary.
- Guest sign-in required
- Wristbands required for identifying those over 21
- Parties held in multiple dorm lounges within the same dorm at the same time will be considered level 3 parties.

Health and safety concerns in relation to specific parties or events may require additional restrictions.

Alcohol Limits

Party hosts, servers, bouncers and guests should keep in mind the legal drinking age is 21 years old in the United States. Students under 21 must not be served alcohol.

Guests at wet parties must be served no more than 4 drinks at any party.

Common source containers (other than kegs) are not permitted.

Party Host Responsibilities

The following are the responsibilities that party hosts must take on at a party. Please be aware that the only people permitted to act as party hosts at the party are those who are listed on the party form as party hosts.

Before the party:

- Discuss with the dorm president specific dorm policies concerning quiet hours, bathrooms, use of common areas, smoking, etc.
- Discuss the party with Housekeeping in order to determine pre-existing damage to the party space and obtain supplies for the post-party clean-up.
- Obtain signatures of the appropriate dorm president on a party notification form and submit the form to Student Activities by 9 a.m. the Tuesday prior to the event date.
- If party is a wet party, hosts must identify at least one host who is 21 years-old and a 21-year old host must be present at all times during the party if alcohol is to be served.
- Read the Bi-Co Alcohol Policy and statements concerning applicable Pennsylvania state law in the Student Handbook.
- Notify dorm residents that a party will take place by posting signs that include the party's date, time, location, and hosts. Residents should be notified 72 hours in advance and should be able to contact hosts with questions or concerns.
- Purchase food and beverages, including non-alcoholic beverages.

During the party:

- Hosts must make sure that servers and bouncers understand the role they are to play in the party and should check in with them throughout the party.
- Hosts must prominently display a sign stating "You must be 21 years of age to consume alcoholic beverages in the Commonwealth of Pennsylvania."
- All hosts wear the party host button provided by the Student Activities Office.
- Hosts must post the approved party notification form near the entrance.
- Hosts must be sober at all times and should not be drinking during the party.
- One host who is 21 years of age must be present at all times if alcohol is to be served.
- Hosts must provide food and non-alcoholic beverages.
- Must designate a bathroom for party guests and designate areas that are off-limits to guests.
- Hosts must end the party by 2 a.m. Parties must not exceed more than 4 hours in length.

After the party:

- Hosts must clean up immediately and thoroughly. They must not leave the mess overnight.

Server responsibilities

The following are the responsibilities that servers must take on at a party.

- Servers are responsible for setting up, maintaining, and serving from a designated area from which all alcohol will be served. As a server, you are the only person permitted to distribute alcoholic beverages.
- Servers must be clearly identified and should wear the server button provided by the Student Activities Office at all times during the party.
- Servers must be sober at all times and should not be drinking during the party.
- Servers must ensure that no one under the age of 21 is served alcohol.

- Servers must refuse to serve people who are visibly intoxicated and/or seems in danger of hurting themselves or someone else.
- Servers must mark the hand of those they distribute drinks to each time they serve a drink and serve no more than four drinks per party attendee.

Bouncer Responsibilities

The following are the responsibilities that bouncers must take on at a party. Bouncers may switch positions with other bouncers during the party if they wish and should be aware that they may be called upon to perform the following duties at any time during the party:

- Bouncers must be clearly identified and should wear the bouncer button provided by the Student Activities Office at all times during the party.
- Bouncers must check ID's at the door. Bouncers must check to make sure that everyone attending the party is either a tri-co member or a guest of a tri-co member.
- Guests must be signed in at the door (for level 3 parties). A guest is someone other than a tri-co student.
- Bouncers must keep track of the party space capacity with a counter (provided by the Student Activities Office). Bouncers must know and enforce the capacity of the party space and should stop admitting guests to the party once capacity is reached.
- Bouncers must be stationed at every entrance point to the party and must make sure that party guests only enter through the designated entrance way.
- Bouncers must be stationed in any hallway leading to the party location and must prevent access to the dorm from the party. They must make sure the party remains in the reserved party space.
- Bouncers must make sure that no one brings in or leaves the party with alcohol and must turn away people who are visibly intoxicated.
- Bouncers must assist the host when she wants to eject someone from the party.
- Bouncers must be sober at all times and should not be drinking during the party.

Guest responsibilities

- Guests must be members of the tri-college community or guests of a tri-co community member.
- Tri-co community members are not permitted to bring more than 3 guests to a party.
- Guests must abide by College policies, the Honor Code, and Pennsylvania state law.
- Guests must behave responsibly, keeping in mind their own personal safety and the safety of others.
- Guests must cooperate with the requests of party hosts, bouncers and servers and College personnel to ensure that order and student well-being are maintained.
- Guests should attempt to intervene when individuals seem in danger of hurting themselves or anyone else.
- Guests should notify hosts about potential problems and alert Public Safety if assistance is needed.

Substitutions

Should someone scheduled as a host, server or bouncer not be able to work the party, the main party host must inform the Student Activities Office by noon on the day before the party. It is the responsibility of the main party host to make sure the substitution meets all qualifications and is aware of the responsibilities involved.

Substitutions can be e-mailed to studentactivities@brynmawr.edu.

Violations

Students are encouraged under the Honor Code to report violations occurring at parties.

Students wishing to report violations should contact either the Honor Board or any member of the Dean's staff to report the violation.

Violations may be investigated by the Honor Board and/or any member of the Dean's staff. Depending on their severity, violations may be referred to the Honor Board and/ or may be subject to a Dean's Panel.

Sanctions for violation of the Party Policy may include but are not limited to escalating monetary fines, all campus educational programs and/ or campaigns, and/or revocation of party host, server and/ or bouncer privileges for the duration of the violator's time at the College.

Party Fund

After the party, hosts can submit one original receipt with a party fund reimbursement request to the Student Life Office to receive a refund for non-alcoholic beverages and food.

Reimbursement is only available for registered parties and is based on the party level selected. Level 1: \$30, Level 2: \$60, Level 3: \$90.

COLLEGE POLICIES ON SEXUAL ASSAULT

Policy Concerning Sexual Assault

No person shall sexually assault any member of the student community. Students shall be free to report any sexual assault without fear of retaliation. Retaliation or threats of retaliation against a student bringing a charge of sexual assault will be treated as a separate and serious violation of College policy.

For the purposes of this policy, sexual assault is defined as any act in which a member of the student community is forced to engage in sexual activity against her/his will or without her/his consent. Consent must be mutual and unambiguously communicated agreement to participate in sexual activity. "Sexual assault" as used in this policy includes not only physically assaultive behavior but also extreme verbal threats, physical or verbal intimidation, and/or indecent exposure. Although Pennsylvania criminal law distinguishes between rape and sexual assault (defining rape as involving penetration), the College policy defines as unacceptable any act in which one person forces another or attempts to force another to engage in any sexual act.

Reporting Procedures

Any undergraduate student who believes she/he has been sexually assaulted or that an act of sexual assault has taken place may notify any Campus Security Authority, such as the Dean of the Undergraduate College, an Associate or Assistant Dean, the Director of Public Safety, a Residential Life staff member, a hall adviser, the Director of Intercultural Affairs, or an athletic coach. Any one of these people will notify the Dean of the Undergraduate College as soon as possible that an accusation of sexual assault has been made.

The first concern of any official to whom an assault is reported will be the well-being of the student reporting the assault. In particular, the official will inform the student of both on- and off-campus resources available to her/him and help the student make contact with the resources she/he chooses.

The second concern of College officials must be the safety of the community. If there is reason to believe that an assailant is at large who poses an immediate threat to other members of the community, the Dean of the Undergraduate College and the Director of Public Safety will take action to protect the campus. In doing so they will reveal no information that might allow the student reporting the assault to be identified, unless compelled by Court process to do so.

After seeing to the well-being of the student reporting the assault and to the immediate security of the campus, the Dean of the Undergraduate College and the Director of Public Safety will investigate the charge as required under Title IX. Such investigation may involve the examination of physical evidence, the interviewing of persons with relevant information, or other steps which particular circumstances make necessary. In conducting this investigation, the confidentiality and privacy of all parties will be respected to every extent possible.

Charges of sexual assault brought by a Bryn Mawr student against a member of the Bi-College student community, or a guest in the community, will be heard by a Dean's Panel. Charges of sexual assault brought by a Bryn Mawr student against a member of the faculty or staff will be handled through the College's procedures concerning sexual harassment and other forms of harassment and discrimination. Both procedures are outlined elsewhere in this handbook. After the completion of the College's investigation and any disciplinary proceedings, both the accuser and the accused will be informed of the outcome.

An individual accused of sexual assault may be subject to prosecution under Pennsylvania criminal statutes. A victim is free to bring charges through the College system and the criminal system simultaneously; however, the two processes are separate. It is not necessary for a student to pursue the matter in a criminal court in order to initiate a Dean's Panel proceeding. Also, the College is not obligated to wait until prosecution procedures are initiated or until a judgment is reached in court in order to proceed with its own decision-making process or to impose penalties.

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND DISCRIMINATORY HARASSMENT POLICIES

A. Statement of Principles

1. Bryn Mawr College is firmly committed to a policy of equal opportunity for all members of its faculty, staff and student body. Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex or sexual orientation, age, or disability in the administration of its educational policies, College-administered programs, or in its employment practices. The admission of only women to the Undergraduate College is in conformity with a provision of the Civil Rights Act of 1964 as amended.
2. The College is firmly committed to academic and professional excellence and to freedom of inquiry and expression for all members of the College community. In order to preserve an atmosphere in which these goals can be pursued, certain norms of civility, based on mutual respect and appreciation of differences, recognition of the rights of others and sensitivity to their feelings, must govern the interactions of all members of the community. The pursuit of these goals and the preservation of this civil atmosphere depend on the active commitment of all community members to making the College's programs and resources as inclusive as possible.

B. The College's Efforts to Address Discrimination, Discriminatory Conduct and Harassment

To foster and preserve equality of academic and professional opportunity, freedom of inquiry and expression, and equality of access to its resources and programs for all members of the community, the College has established several offices and committees and supports a number of groups dedicated to specific aspects of this goal. In this way the College supports educational efforts, such as workshops, professional training and development, and information sessions intended to encourage awareness of and sensitivity to the problem of discrimination and discriminatory conduct and to inform all members of the community of their right to equality of opportunity. The College also makes resource persons available for discussion and advice about possible complaints and the informal and formal procedures for resolving them. The following list is not exhaustive.

1. **The Diversity Leadership Group** is composed of the Director of Intercultural Affairs, a Faculty Diversity Officer, the Equal Opportunity Officer and Title IX Coordinator, a Staff Issues Liaison, the Dean of the Undergraduate College and the Dean of Admissions and Financial Aid. The Group meets with each other and with the President frequently and advises her/him directly about how to move diversity forward in constructive ways.
 - The Director of the Office of Intercultural Affairs is responsible for the development of programs and activities addressing issues of diversity for the students, faculty and staff of the College.
 - The Faculty Diversity Officer carries dedicated responsibility for faculty issues such as attention to diversity in faculty searches and collaborating with faculty on programs to advance diversity on campus.

- The Equal Opportunity Officer and Title IX Coordinator monitors campus programs to assure compliance with local, state, and federal rules, regulations, and laws and recommends, coordinates, and assists in the implementation of long range diversity plans. The EOO/Title IX Coordinator is available to any member of the Bryn Mawr community for confidential consultation about possible incidences of discrimination or harassment.
 - The Staff Issues Liaison is available to members of the Bryn Mawr community who would like to discuss workplace diversity issues in a confidential, “off-the-record” environment. He will assist in the interpretation and application of policy and help members of the community find the appropriate resources and forums for resolving their concerns.
 - The Dean of the Undergraduate College has special responsibility for undergraduate academic programs, curricular development, academic advising, and other matters related to student well-being, including diversity. She is responsible for the offices that provide support to students regarding College life both inside and outside of the classroom.
 - The Dean of Admissions and Financial Aid is responsible for collaboratively implementing a strategy to recruit, support and retain a diverse undergraduate student body of outstanding intellectual ability and is interested in all activities that relate to supporting diversity on campus.
2. The College’s Equal Opportunity Advisory Committee meets regularly to review campus concerns, complaints, or grievances particularly as they affect issues of discrimination and harassment. The Equal Opportunity Advisory Committee works in concert with the Accessibility Advisory Committee (see below) and other campus offices and committees charged with maintaining the quality of the Bryn Mawr experience.
 3. Department Chairpersons, Administrative Heads, Deans and Directors. All chairpersons of academic departments, heads of administrative offices, deans, assistant and associate deans, and directors of services or divisions are available for discussion of possible complaints or problems.
 4. Diversity Council is an advisory group to the President. Included among its members are the Director of Intercultural Affairs, the Faculty Diversity Officer, the Equal Opportunity Officer and Title IX Coordinator, the Staff Issues Liaison, the Coordinator of Access Services, the Chair of the Committee on Appointments, the Dean of the Undergraduate College, the SGA President, the Staff Association President, the Assistant Director of Human Resources, the Dean of Admissions and Financial Aid, the Director of Outreach in Admissions, the Director of Institutional Research, the Intercultural interns and two “at large” representatives each from the faculty, staff and students.
 5. The Accessibility Advisory Committee is convened by the coordinator of Access Services and composed of administrators, faculty, staff and students. The committee meets once a semester to monitor the College’s efforts to provide equal access for individuals with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The committee works to promote the full participation of individuals with disabilities in the College’s programs, services and activities.
 6. The Honor Board of the Undergraduate College has the responsibility of administering the academic and social honor codes governing undergraduate student life on campus.
 7. The Office of Public Safety is responsible for maintaining a safe and secure environment for all members of the community by protecting life, safety and property on campus. Any member of the community whose personal safety is jeopardized or who is threatened, verbally or physically, by any act of discrimination or discriminatory conduct should report this to the Director of Public Safety, who can offer advice about personal safety and preventing victimization.

8. Anonymous harassment can also be reported to the Director of Public Safety, and the director is consulted by those who receive reports of anonymous harassment about the options for investigation of these complaints by the College. If necessary, the Director of Public Safety will consult law-enforcement agencies during the investigation.
9. Resource Persons. All members of the community are individually and personally responsible for refraining from discrimination and discriminatory conduct, for contributing to the creation and preservation of an atmosphere free of discrimination and discriminatory conduct, and for making the life and the programs of the College as inclusive as possible. However, certain persons are institutionally responsible for monitoring and improving the climate for members or officers of specific groups and for responding to complaints related to their areas of responsibility.
 - The International Students Adviser handles immigration matters and questions of adjustment or re-entry to the United States. She/he works with various campus organizations on programming for the entire community to increase awareness of the world's many cultures and to address issues of cross-cultural communication and interaction.
 - Religious Advisers. Campus ministers and advisers representing various religious denominations are assigned to the College. They conduct religious services and advise study groups and campus organizations such as the Jewish Student Union, Catholic Students and the Muslim Students Association. They are available for consultation about concerns or problems related to discrimination on the basis of religious belief or practice, and for advice and counseling about interfaith communication and interaction.
10. Resource Groups. The College community supports a number of special groups, including the Staff Association; the Graduate Students' Association; the Student Association and the Doctoral Students' Association of the Graduate School of Social Work and Social Research; the Bryn Mawr Chapter of the National Association of Black Social Workers; the undergraduate Self-Government Association; BACaSO; the International Students Association; Mixed Company; Mujeres; the Asian Students Association; the Muslim Students Association; the Sisterhood; South Asian Women; the Women's Center; Rainbow Alliance; and the Sexual Minorities Advocacy Committee. These groups serve an important function in the community, providing a forum for discussion of common concerns, education and outreach to the community as a whole, and advocacy for appropriate institutional change.

C. Statement of Procedures Concerning Sexual Harassment and Other Forms of Harassment And Discrimination

It is the policy of Bryn Mawr College to maintain a work and academic environment free from discrimination and offensive or degrading remarks or conduct. Unlawful harassment, including sexual harassment, will not be tolerated.

The College is committed to maintaining an environment in which all members of the community, staff, students and faculty, are treated with respect and dignity. It is the policy of the College not to discriminate on the basis of sex, including sexual harassment, in any of its programs, activities or employment practices. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic treatment, or is accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.;
2. Submission to or rejection of such conduct by an individual is used as a basis of employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or academic performance or creating an intimidating, hostile or offensive environment.

The College also prohibits this type of behavior when it is based on race, color, age, national origin and religion or on any other basis prohibited by law. Harassment on the basis of one's sexual orientation can also constitute discrimination on the basis of sex.

Sexual harassment can include verbal behavior such as unwanted comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior such as pats. Some specific examples of behavior that are inappropriate include:

- Negative or offensive comments, jokes or suggestions about another employee's gender or sexuality, ethnicity or religion.
- Obscene or lewd sexual comments, jokes, suggestions or innuendoes.
- Slang names, or labels that others could find offensive.
- Talking about or calling attention to an employee's or student's body or sexual characteristics.

Definition of Discrimination

Discrimination is unequal or disparate treatment of groups or individuals, including their exclusion from any of the College's programs or activities, or any attempt to hinder access to the College's resources on the basis of race, religion, color, age, national origin, physical ability, sex or sexual orientation. It is important to recognize that not all conduct that might be offensive to an individual or a group necessarily constitutes discriminatory conduct. Whether a specific act constitutes discrimination must be determined on a case-by-case basis in light of all relevant circumstances.

Individuals Covered Under This Policy

This policy covers all staff members and faculty members as well as students. The College will not tolerate, condone or allow harassment, whether engaged in by fellow staff members, students, faculty members or non-employees who conduct business with the College.

Reporting a Complaint of Harassment or Discrimination

If College community members believe they are being harassed or discriminated against by staff members, students or faculty members or any other person in connection with a community member's obligations at the College, or if a community member is aware that another member has been harassed or discriminated against, it is the community member's responsibility to take the following steps:

- Staff or faculty members should take action immediately by discussing their concerns with their supervisor, the Director of Human Resources or the Equal Opportunity Officer and Title IX Coordinator.
- Students should take action immediately by discussing their concerns with their dean or the Equal Opportunity Officer and Title IX Coordinator.

If community members are uncomfortable for any reason in discussing this issue with these individuals, community members may contact the President of the College, who will help community members to find appropriate College officials with whom to discuss their concern.

The College encourages prompt reporting of complaints so that a rapid response and appropriate action may be taken. No retaliation against employees or students who make a good-faith report of a violation of this policy will be tolerated.

Investigating the Complaint

The College will investigate promptly all complaints of violations of this policy. The investigation may include interviews with the parties who are directly involved and possibly with others. These interviews may be conducted by the Equal Opportunity Officer and Title IX Coordinator, deans, Staff Issues Liaison, Public Safety officers or others as the circumstances warrant. Each situation will be responded to promptly and handled as expeditiously and discreetly as possible.

Resolving the Complaint

If the College determines that this policy was violated, it will take corrective action as warranted by the circumstances. Resolution of complaints can include an apology, transfer, direction to stop the behavior, counseling or training, suspension without pay or termination of employment or in the case of students, temporary separation or permanent exclusion from the College.

If an investigation results in a finding that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, up to and including termination of employment or, in the case of students, up to and including permanent exclusion from the College.

Policy Concerning Sexual Relationships

Sexual relationships between a faculty member or a teaching assistant and a student in the Tri-College community are inappropriate. The College cannot enforce a prohibition against such relationships, but it does consider them to be unethical and unprofessional. When teachers abuse, or even appear to abuse, their authority, they violate their duty to their profession and to the College.

In order to discourage such relationships, in acting on complaints that come to the College's attention, it will be presumed that any complaint of sexual harassment by a student against a faculty member or teaching assistant is valid if sexual relations have occurred between them. This presumption is not irrefutable, but will be difficult to overcome. In short, any faculty member or teaching assistant enters at his or her own peril into sexual relationships with a student.

FREEDOM OF SPEECH AND THE LIMITS OF DISSENT

Bryn Mawr College currently has in place various policies addressing issues related to freedom of speech and the expression of ideas. Chief among these are the policy on harassment (page 149) and the policy on solicitation on campus, available from the Communications Office. The Honor Code (page 113) establishes procedures that can be used to address issues of free speech and dissent when they arise from interactions between undergraduate students. The College also has a statement governing the conduct of religious groups, advisers and representatives on campus, which can be found at the Office of Intercultural Affairs. The policy outlined here assumes the framework created by these other policies and procedures and addresses particularly the conduct of both curricular and extracurricular gatherings that feature speakers, films, performances, exhibits or any other forms of artistic expression, whether these gatherings are open or closed. For the purposes of this policy, the term "speakers" should be understood to mean performers, exhibitors, presenters of films and others involved in any form of artistic expression as well as those delivering, introducing or responding to speeches, talks or lectures.

As an educational institution Bryn Mawr is committed to the free expression of ideas. In practice, this commitment means that speakers who conduct themselves within the guidelines of the policies mentioned above are entitled to express their ideas without hindrance, no matter how unpopular or controversial their ideas might be. Students and other persons who choose to attend events on campus are entitled to hear and see speakers without interference or intimidation. Bryn Mawr's commitment to the free expression of ideas extends to the expression of dissenting ideas; the College recognizes that the free representation of dissenting points of view is necessary to the climate of open and vigorous debate essential to its educational mission. Those who wish to dissent from or protest the views of others are entitled to do so, within the limits set forth here, without interference or intimidation.

Essentially, while the College recognizes the rights of both speakers and dissenters to the civil expression of their ideas, it also recognizes that these rights cannot always be exercised at the same time and in the same space and therefore sets forth the guidelines below.

Finally, the College takes seriously its obligation to ensure the physical safety of its students, faculty, staff and invited guests. This policy is intended to reflect these three commitments and protect the rights and safety of speakers, dissenters and audiences alike.

Guidelines for the Conduct of Meetings

Before the event. It will not always be possible for the organizers or sponsors of events to recognize potential controversies. However, anticipating and planning for the possibility of dissent or protest is among the responsibilities of an organizer or sponsor of a campus event. Organizers or sponsors who fail to conscientiously assume this responsibility may be subject to administrative sanctions, including the loss of the privilege of organizing future events and liability for losses or damages.

When any member of the community expects that a scheduled event may give rise to protest, she or he should notify the Dean of the Undergraduate College or, in the case of events intended primarily for graduate students or events held at the Graduate School of Social Work and Social Research, the Dean of the Graduate School of Arts and Sciences or the Dean of the Graduate School of Social Work and Social Research. This notification would most likely come from a member of the sponsoring organization, from a person involved in planning to protest, or a staff member assisting in planning or organizing the event. This notification is requested so that the Dean can take responsibility for seeing that the rights of dissenters and speakers alike are respected and that appropriate safety and security measures are taken.

The Dean will determine whether the protection of free speech and safety for all involved requires any special measures. Should she determine that this is the case, she may consult with other College officials, including the other deans of the College and the director of Public Safety, Communications or Conferences and Events, to decide what measures will be appropriate. Among the possible courses of action they may take are:

- Appointing a faculty or administrative moderator for the event who will be responsible for reminding participants of the guidelines contained in this policy, for making sure that the rights of all are respected during the event itself, and for directing response in case the guidelines are violated;
- Making sure that the event is scheduled for a physical space which will allow for freedom of movement and security measures adequate to the size and nature of the gathering;
- Arranging for special Public Safety measures, which may include but are not limited to making sure that officers are available during the event, requiring those attending the event to check their bags and outerwear before entering, restricting admission to the event to members of the College community, or establishing limits to the number of persons who may attend an event.

In cases where it might be appropriate, for example, if a highly controversial speaker were to speak in Goodhart and many members of the general public were expected, the Director of Public Safety may consult with the Lower Merion Police on appropriate traffic, crowd control and security measures.

During an event. If, during an event, the appointed moderator believes that the conduct of persons present poses a threat to the rights or safety of other members of the community or of guests, she or he will ask such persons to cooperate in restoring order and remind them of their responsibilities under this policy. Should she or he be unable to restore order by so doing, she or he may

- Ask Public Safety to remove any persons who are posing a threat to the public order.
- Decide to move the event to another physical space.
- Decide to end the event and disperse the gathering.

In the event that protests disrupt an event at which there is no appointed moderator, any faculty member, administrator or Public Safety officer present may assume the role of moderator. If an event at which only students are present is disrupted, and the students feel that they need assistance to restore order, they should call on the Dean's Office or the Office of Public Safety for support.

Guidelines for Dissent and Protest

These guidelines are meant to suggest the principles governing appropriate dissent or protest and the limits protesters or dissenters are expected to respect.

1. Distributing literature in advance of or outside a meeting is acceptable and must not be hindered when those distributing the literature are members of the College community. Those distributing literature must not impede access to the meeting and must not harass people wishing to attend. Distributing literature inside a meeting before the meeting is called to order and after it is adjourned is also acceptable and must not be hindered. Persons who are not members of the community are allowed to distribute literature under the terms of the Policy for Visitors to Campus, available from the Communications Office.

2. Silent protests such as the displaying of signs or symbols, the wearing of expressive clothing or insignia, standing, gesturing or otherwise protesting noiselessly is acceptable and will not be hindered unless the ability of others in the audience to see or hear is impeded. For this reason, such protests as the display of large signs or banners should be confined to the back of the meeting space. For safety reasons, signs and banners should not be affixed to sticks or other sharp or hard objects.
3. Noise that expresses spontaneous and temporary response to particular statements will be acceptable; for example, cheering or booing a particular remark, applauding or hissing, and so on. Sustained or repeated noises that substantially interfere with the audience's ability to hear the speaker will not be acceptable, whether the noises are produced inside or outside the meeting; examples of this would be chanting, sustained booing, foot-stamping, singing, and so on.
4. Force or the threat of force is never an acceptable form of protest. "Force" is meant to include assault on any individual, whether speaker, audience member, dissenter, or staff member; physical interference with the freedom of movement of another person; defacing of signs; tampering with audio-visual equipment; throwing objects; and other gestures that threaten physical harm to persons or property.

Sanctions

A variety of sanctions could follow from protests that violate these guidelines. At the time, such protesters can be expelled from a meeting or event, and if their protest involves illegal or violent activity, they may be subject to arrest.

After the event, individual undergraduate students who feel that the conduct of other undergraduates has been inconsistent with the values of the Honor Code may confront their fellow students and initiate proceedings under the Social Honor Code. Undergraduate students may also be subject to administrative sanctions imposed by a Dean's Panel; any student or member of the faculty or staff can consult the Dean of the Undergraduate College about the appropriateness of initiating this process. Haverford students will be subject to the same procedures and sanctions as Bryn Mawr students.

Cases involving members of the College community who are not undergraduate students will be referred to the appropriate faculty or staff committees or College officers. Disruptive persons who are not members of the Bryn Mawr community may be banned from future events or from the campus generally.

8. DIRECTORY

IMPORTANT CAMPUS PHONE NUMBERS QUICK LIST

Emergency/Public Safety: Dial 911 from a campus phone, or 610-526-7911

Access Services	610-526-7351
Computing Help Desk	610-526-7440
Counseling Services	610-526-7360
Dean's Office	610-526-5375
Facilities Services	610-526-7930
Health Center	610-526-7360
Housekeeping	610-526-7930
Intercultural Affairs	610-526-6592
Medical Emergencies (Public Safety)	911 (on-campus phone) or 610-526-7911
Public Safety Non-emergency	610-526-7911
Weather Emergencies (hotline)	610-526-7310

DIRECTORY OF OFFICES AND SERVICES

Alumnae Association

Wyndham, second floor, 610-526-5227
Monday through Friday, 9 a.m. to 5 p.m.
<http://www.brynmawr.edu/alumnae>

Arts Program

Goodhart Hall, 610-526-5210
Monday - Friday, 9 a.m. to 5 p.m.
<http://www.brynmawr.edu/artsprogram>

Athletics and Physical Education

Bern Schwartz Gymnasium, 610-526-7348
<http://www.brynmawr.edu/athletics>

Bookshop

Campus Center, ground floor, 610-526-5323
Monday - Friday, 9:30 a.m. to 5 p.m.
Saturday, noon to 3 p.m.
<http://www.brynmawr.edu/bookshop>

Civic Engagement Office

Dolwen, Cambrian Row, 610-526-7320
<http://www.brynmawr.edu/ceo>

Conferences and Events

Campus Center, ground floor, 610-526-7329
<http://www.brynmawr.edu/conferences>

Controller's Office

Cartref, third floor
Monday - Friday, 9 a.m. to 5 p.m.
<http://www.brynmawr.edu/comptroller>

Dean's Office

Taylor Hall, second floor 610-526-5375
Monday - Friday, 9 a.m. to 5 p.m.
<http://www.brynmawr.edu/deans>

Dining Services

Cartref, first floor, 610-526-7400
Monday - Friday, 8 a.m. to 5 p.m.
<http://www.brynmawr.edu/dining>

Facilities Services

Ward Building, 610-526-7930
Monday - Friday, 7 a.m. to 5 p.m.,
<http://www.brynmawr.edu/facilities>
Off-hours:
Emergency:

Contact Public Safety, 610-526-7911
Non-emergency: Leave a message at the
Call Center, x7930

Fitness Center

Bern Schwartz Gymnasium, 610-526-5364
<http://www.brynmawr.edu/athletics>

Housekeeping

Ward Building
Routine problems 610-526-7930
Questions or concerns 610-526-7929
Nights and weekends:
(emergencies only) 610-526-7911

Office of International Programs

Canwyll House West, 610-526-7530
<http://www.brynmawr.edu/oip>

Lost and Found

John J. Maloney Building, 610-526-7911
Monday - Friday, 9 a.m. to 3:30 p.m.

Lusty Cup Café

Canaday Library, Floor A
<http://www.brynmawr.edu/dining/dininghalls/lustycup.htm>

OneCard

Ward Building
Monday - Friday, 8 a.m. to 5 p.m.

Parking

Public Safety and Transportation
John J. Maloney Building, 610-526-7911
<http://www.brynmawr.edu/safety/parking>

Post Office

Campus Center, first floor, 610-526-7336
Monday - Friday, 10 a.m. to 3:30 p.m.
Saturday, 11 a.m. to 3 p.m.

Registrar's Office

Taylor Hall, third floor, 610-526-5142
Monday - Friday, 9 a.m. to 5 p.m.
<http://www.brynmawr.edu/registrar>

Virtual Bryn Mawr:

<http://virtual.brynmawr.edu>

Office of Residential Life

Campus Center, first floor, 610-526-7331
<http://www.brynmawr.edu/residentiallife>

Office of Student Activities

Campus Center, first floor, 610-526-7331
<http://www.brynmawr.edu/activities/>

Student Employment Office

Merion, lower level, 610-526-7941
<http://studentemployment.brynmawr.edu>
Student Financial Services
Benham Gateway, second floor, 610-526-5500
Monday - Friday, 9 a.m. to 5 p.m.
<http://www.brynmawr.edu/finaid>

College Transportation

Public Safety and Transportation
John J. Maloney Building, 610-526-7310
Monday - Friday, 9 a.m. to 5 p.m.
<http://www.brynmawr.edu/transportation>

Uncommon Grounds Café

Campus Center, first floor
<http://www.brynmawr.edu/dining/dining-halls/uncommon.htm>

9. YEAR AT A GLANCE

August 24:	Customs Week begins
August 26:	Dorms open (9 a.m.)
August 29:	Classes begin at Bryn Mawr, Haverford, and Swarthmore
September 2:	Confirmation of Registration for new students
September 5:	Labor Day (no classes at Bryn Mawr or Haverford)
September 6 and 7:	Confirmation of Registration for returning students
September 16:	Last day to declare Cr/NC option for first quarter courses (5 p.m.); Last day to drop a fifth course at Bryn Mawr and Haverford
October 7:	Last day to declare Cr/NC option for full semester courses (5 p.m.); Fall break begins after last class
October 17:	Classes resume
October 21:	First quarter courses end
October 24:	Second quarter courses begin
November 4-6:	Preregistration for Spring
November 5-7:	Parents' and Family Weekend
November 11:	Last day to declare Cr/NC option for second quarter courses (5 p.m.)
November 23:	Thanksgiving begins after last class
November 28:	Classes resume
December 8:	Last Day of Classes: all written work due 5 p.m.
December 9-10:	Review Period
December 11 -16:	Examination Period
December 17:	Winter Break (dorms close at 10:00 a.m.)
January 13:	Dorms reopen at noon
January 16:	Martin Luther King Day: no classes at Bryn Mawr or Haverford
January 17:	Classes begin at Bryn Mawr and Haverford
January 24-25:	Confirmation of Registration (all classes)
February 3:	Last day to declare Cr/NC option for first quarter courses (5 p.m.); Last day to drop a fifth course at Bryn Mawr and Haverford
February 24:	Last day to declare Cr/NC option for full semester courses (5 p.m.)
March 2:	Spring break begins after last class; first quarter courses end
March 12:	Classes resume; second quarter courses begin
March 30:	Last day to declare Cr/NC option for second quarter courses (5 p.m.)
April 2-13:	Preregistration for Fall
April 27:	Last day of classes: all written work due 5 p.m.
April 28-May 1:	Review period
April 29:	May Day
May 2-May 11:	Examination Period
May 12:	Commencement
May 13:	Dorms close at 12 noon

10. A.B. REQUIREMENTS

COLLEGE-WIDE DEGREE REQUIREMENTS CHECKLIST

The following requirements apply to students who matriculate at Bryn Mawr in Fall 2011 and thereafter:

To be completed in the fall of the freshman year:

Emily Balch Seminar

To be completed in the freshman year:

Quantitative Readiness Seminar or

Demonstrated proficiency on Quantitative Readiness Assessment

To be completed before the fall of the senior year:

Quantitative and Mathematical Reasoning: one course identified as a quantitative and mathematical reasoning (“QM”) course

Foreign Language: any **two** foreign language-based courses. Students can meet this requirement by successfully completing two sequential semester-long courses in one language, either at the elementary level or at the intermediate level. A student who is prepared for advanced work may complete the requirement instead with two advanced freestanding semester-long courses in the foreign language(s) in which she is proficient. Non-native speakers of English may choose to satisfy all or part of this requirement by coursework in English literature (the E-sem can be applied toward this requirement for qualified non-native English speakers).

Distribution Requirements – **One** course (= 1 unit) in **each** of the following four Approaches to Inquiry:

Critical Interpretation (CI) – critically interpreting works, such as texts, objects, artistic creations and performances, through a process of close-reading.

Cross-Cultural Analysis (CC) – analyzing the variety of societal systems and patterns of behavior across space.

Inquiry into the Past (IP) – inquiring into the development and transformation of human experience over time.

Scientific Investigation (SI) – understanding the natural world by testing hypotheses against observational evidence).

Physical Education: *Students must complete a total of 8 PE credits, including all of the following:*

Wellness Program (includes online alcohol education program)

Swim test. (Note that if the swim test is taken by the end of the junior year, students will receive 1 PE credit for it. If taken in the senior year, students will not receive PE credit for it.)

Elective PE courses.

To be completed by the end of the senior year:

Major Requirements

32 units of academic credit, of which 24 were earned in residence.

The following requirements apply to students who matriculated at Bryn Mawr before Fall 2011:

To be completed in the fall of the freshman year:

___ Emily Balch Seminar

To be completed before the fall of the senior year:

Quantitative Skills (check one) *Q courses which carry divisional credit may count towards both the quantitative requirement and the relevant divisional requirement.*

___ one course identified as a quantitative methods (“Q”) course in the course guide, or

___ appropriate AP, IB, A-level, or other test score

Foreign Language (check one)

___ two courses above the elementary level

___ Bryn Mawr College proficiency test

___ 690 SATII Language Score

___ appropriate AP, IB, A-level, or other test score

___ (for qualified non-native speakers of English) a semester of the Emily Balch Seminar plus a second writing-intensive course, which must be approved by your dean

Divisional Requirements *For each division, half the requirement may be fulfilled by the appropriate AP, IB, A-level, or other test score. Courses identified as interdivisional (e.g., “I or III”) may be used by a student to satisfy either one of the relevant divisional requirements. However, no one course can be used towards more than one divisional requirement. Only one of the two courses used to satisfy any divisional requirement may be such an interdivisional course.*

Division I: Social Science (two courses)

1.

2.

Division II: Lab Science and/or Mathematics (two courses, one of which must be designated IIL)

1.

2.

Division III: Humanities (two courses, no more than one unit of which is in the performing or studio arts)

1.

2.

Physical Education: *Students must complete a total of 8 PE credits, including all of the following:*

___ Wellness Program (includes online alcohol education program)

___ Swim test. (Note that if the swim test is taken by the end of the junior year, students will receive 1 PE credit for it. If taken in the senior year, students will not receive PE credit for it.)

___ Elective PE courses.

To be completed by the end of the senior year:

___ Major Requirements

___ 32 units of academic credit, of which 24 were earned in residence.

11. INDEX

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