

BRYN MAWR

COLLEGE

2020-21 CALENDAR AND STUDENT HANDBOOK





2020-21
CALENDAR AND
STUDENT HANDBOOK

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EMERGENCY/CAMPUS SAFETY

EMERGENCY PHONE NUMBERS

Campus Safety—Emergency Only

on-campus phones	x7911
West 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 Campus Safety immediately at x7911.

Campus safety is a shared responsibility. All are encouraged to report crimes and unusual activity to Campus Safety immediately.

Crimes may also be reported to any Campus Security authority, such as a dean, the director or assistant director of Residential Life, a hall advisor, or an athletic coach. The Campus Security authorities work closely with Campus 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, Campus 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 Campus 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, 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 Campus safety, a notification message will be sent out via text, voicemail, and e-mail.

A campus 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: www.whelen.com/outdoor/audio/Tone%20Wav%20Files/whoop.mp3

General Message: www.whelen.com/outdoor/audio/Voice%20Library%20Wav%20Files/GEC1.mp3

Test Message: www.whelen.com/outdoor/audio/Voice%20Library%20Wav%20Files/T2.mp3

For additional safety information, please refer to www.brynmawr.edu/emergency/.

Fire

If a fire alarm sounds, evacuate the building immediately. Do not re-enter the building until Campus Safety or emergency personnel give the all-clear. In the event of a fire, pull the fire alarm, call Campus Safety at x7911 from any campus phone, or 610-526-7911, and evacuate the building immediately. Familiarize yourself with fire evacuation routes in buildings you use frequently.

Medical Emergencies

Call Campus Safety at x7911 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, Campus Safety communications officers will contact Facilities Services for requests that are deemed emergencies.

Emergency Hotline

Call x7310 or 610-526-7310 to hear recorded information about 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 connect the caller with Campus 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 and personal safety as well as the annual fire report may be found at:

<http://www.brynmawr.edu/safety/act73.htm>

SAFETY AND SECURITY TIPS

In the safest of environments, people may still become victims. Crime prevention is the responsibility of every member of the Bi-Co community. Faculty, staff, and students are encouraged to watch over the campus, to report any unusual activity to Campus Safety, and to follow basic safety practices that apply no matter where one lives. For additional information as well as other Campus Safety services, consult www.brynmawr.edu/safety/awareness.htm or www.brynmawr.edu/safety/.

It is the responsibility of Campus Safety to promote the safety and welfare of the Bryn Mawr College community. To help us do so, we ask students to carry their official college identification cards at all times on campus and to use them to identify themselves to Campus Safety or other officials when requested.

BI-CO SAFETY RISK

Due to the bi-college relationship between 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. 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 POSTING ONLINE

Remember that postings and communications online should be in keeping with the values of our community: concern for others, respect for diversity, and 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 online.

Keep in mind that with the increased effectiveness of search engines and the archiving of web pages, material posted online may be available years from now. Personal and student organization home pages, entries, and invitations on Facebook, Twitter, and similar sites, as well as ideas posted on public forums reflect on you and may be viewed by prospective employers.

Managing your digital identity is important and a key part of the Bryn Mawr Digital Competencies framework that you can use as a guide to developing digital fluency while at the College. The Career and Civic Engagement Center can assist as you think about how to set up your LinkedIn profile and how to showcase your interests and accomplishments.

Personal information and photographs may be viewed by stalkers or others with less than positive intent. Such postings can seriously compromise your good name and even your safety. You should be aware of the dangers posed by identity theft. If you post your date of birth online, pictures of yourself, or other forms of personal information, you are vulnerable to identity theft. Similarly, you should not post photographs of others or others' writing without receiving permission to do so.

In short, posting any writing online should involve a heightened degree of care and responsibility.

Remember—there is no such thing as privacy on the Internet.

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 all candidates for a Bryn Mawr 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, or activity, and raise 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 the Executive Board, Representative Council, Traditions, Honor Board, Residence Council, Appointments Committee, and many appointed committees, boards, and representatives.

The Self-Government Association maintains a blog of all meeting minutes, found at sga.blogs.brynmawr.edu/minutes. The blog is updated frequently with information and event announcements. Brief announcements are also tweeted via the username @bmcsga and posted through Facebook via the Bryn Mawr College Self-Government Association page.

Leadership for the 2020-21 year will be provided by:

Executive Board

President: Rem Aitbouchireb
Vice President: Junie Sok
Secretary: Soaad Elbahwati
Treasurer: Gabriela Capone & Ellen Lu
Head of the Honor Board: Mayisha Rahman

Chair of Social Justice & Equity:
Higinia Flores-Rosas

The Representative Council

Co-Head(s) of Elections: Bharati Ganesh and Shreya Bhutani

Athletic Association Representative:
To Be Elected

Civic Engagement Representative:
To Be Elected

Career and Professional Development Representative: To Be Elected

Class '21 President(s): Millicent Auma and Joan Ndichu

Class '22 President(s): Sarah Keane and Ellie Bowers

Class '23 President(s): Sophia Sabet and Queenie (Yuan) Jiang

Class of '24 President(s): To Be Elected

Committee on Public Safety:
To Be Elected

Curriculum Committee Head(s):
To Be Elected

Dorm Representatives

Batten: To Be Elected

Brecon: To Be Elected

Denbigh: To Be Elected

Erdman: To Be Elected

Merion: To Be Elected

New Dorm: To Be Elected

Pembroke East: To Be Elected

Pembroke West: To Be Elected

Radnor: To Be Elected

Rhoads North: To Be Elected

Rhoads South: To Be Elected

Enid Cook '31: To Be Elected

Rockefeller: To Be Elected

Faculty Representative: To Be Elected

Haverford College Representative:
To Be Elected

McBride Representative: To Be Elected

Members-At-Large: To Be Elected

Off-Campus Representative: Sweeta Yaqoobi

Pensby Center Representative: To Be Elected

Residence Council Heads: Hayley Nolan and Zoe Garcia

Social Committee Head: To Be Elected

Traditions Mistresses: Maggie Morris and Yael Day

Appointments Committee

The Appointments Committee is a group of four elected students who, along with the SGA Vice-President, appoint members of the undergraduate community to the various committees on campus. Applications are submitted through Moodle and interviews are conducted. The Appointments Committee employs consensus decision-making.

Appointments Committee: To Be Elected

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 first-year 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 whether—and, if so how—the community member can reconcile with the rest of the community.

Honor Board Representatives: Mayisha Rahman '21, Georgia Nelson '21, Anushna Lahiri '21, Anderson Gaskill '22, Amara Saha '22, Avalon Vanis '23 and Liz Burke '23.

Blog: sga.blogs.brynmawr.edu/honor-board

Contact: honorboard@brynmawr.edu.

Posting Policy

The Posting Policy is a set of guidelines for posting information about events, organizations, newsletters, listings, and general advertisements on campus at Bryn Mawr. Rules address removal regulations, sizing of posted literature, and specifications of

appropriate posting sites.

The Posting Policy focuses on three areas of campus: residence halls, outside grounds, and academic/administrative spaces.

Blog: sga.blogs.brynmawr.edu/constitution/bylaws-policies-procedures

Contact: sga@brynmawr.edu

TRADITIONS

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

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

Parade Night celebrates the completion of the first week of classes. The first step sing of the year is held the Friday night at the end of the first week.

Lantern Night

First-years receive their lanterns (in their class color) and the second step sing of the year follows the ceremony.

May Day

This all-day celebration takes place on the Sunday after the last week of classes. The last step sing of the year is held that night.

The 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.

www.brynmawr.edu/activities/traditions

Contact: traditions@brynmawr.edu

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

(as of Spring Plenary 2018; for the most up to date Constitution: sga.blogs.brynmawr.edu/constitution)

ARTICLE I: THE ASSOCIATION

Section I: Composition and Purpose

Subsection A: The name of this association shall be the Self-Government Association of the Undergraduate School of Bryn Mawr College, hereafter known as SGA. The purpose of SGA shall be the governance of the undergraduate student body and to uplift the voices of marginalized communities.

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 SGA. Members of SGA shall have voting rights in campus wide elections, dorm elections and at Plenary. In order to be voting members of SGA, 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, recommendations to the Administration, ratification of school policy, overriding of decisions made in Representative Council and creation or amendment of 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 SGA for a campus-wide vote. Each member of SGA 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 SGA votes.

Subsection G: A time limit of 3 hours will be maintained for reaching quorum at every Plenary. If quorum is attained and later lost, a time limit of 30 minutes will be established to regain quorum. After these 30 minutes have elapsed the waiting period will cease. If quorum has not been reached the attendees will be dismissed. If quorum has been reached plenary will proceed. If quorum is lost again, plenary must end. There will be no subsequent waiting period.

Subsection H: If quorum is not reached at the Fall Plenary, then resolutions will be tabled until the next Plenary occurs to be brought forth again at the resolution writers' discretion. Plenary will not have been held that Fall semester.

Subsection I: If, before quorum is lost, any resolutions have been presented and voted upon, the results of those votes stand. All other resolutions may be tabled until the next Plenary occurs to be brought forth again at the resolution writers' discretion. Plenary will have been held at that time.

Subsection J: If quorum is reached at the Spring Plenary, the Constitution is reaffirmed, and then quorum is lost, Plenary has been held.

All remaining resolutions will be tabled until the next Plenary occurs to be brought forth again at the resolution writers' discretion.

Subsection K: If quorum is reached at the Spring Plenary, the Constitution is reaffirmed, and then quorum is lost, Plenary has been held. All remaining resolutions will be tabled until the next Plenary occurs to be brought forth again at the resolution writers' discretion.

Subsection L: If quorum is not reached for Spring Plenary or the Digital Reaffirmation, then the newly elected SGA Executive Board, SGA Executive Board Emeritae/i/a, Plenary Committee and Representative Council will decide how to proceed. Consequences, which are up to the discretion of these parties as well as the Dean of the Undergraduate College, may include but are not limited to the following: all SGA reimbursements and payments for purchases after the Digital Reaffirmation will not occur, the dissolution of academic and social practices as described in the Bryn Mawr College Honor Code, and the disbandment of the SGA Representative Council.

ARTICLE II: THE ASSEMBLY

Section I: Composition and Purpose

Subsection A: SGA 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 SGA 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, and Head of the Honor Board.

Subsection C: The Representative Council shall consist of:

- Appointments Committee Members
- Heads of Committees
- Affinity of Multicultural Organizations (AMO) Leaders
- 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) / Master(s) / Mistex
- Representative to the Faculty
- Head of Social Committee
- Head of Campus Safety Committee
- Athletic Association Representative
- Office of Intercultural Affairs Representative
- Civic Engagement Representative
- Career and Professional Development (CPD) Representative
- SGA Archivist

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 SGA and the Assembly.
3. The President shall preside over meetings of 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 SGA at the Board of Trustees meetings.
6. The President shall ensure Plenary takes place once a semester: ordering t-shirts and Plenary packets
7. The President shall ensure the Big Cheese Forum takes place once a semester: recruiting Cheeses, organizing facilitators and note-takers
8. The President shall oversee, organize and plan weekly meetings with SGA E-Board
9. The President shall have frequent meetings with the Dean of the College to relay concerns of the student body

10. The President shall hold weekly office hours in an accessible location

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. Overseeing and updating the SGA Appointments Blog.
3. Hosting workshops outlining the Appointments process before the April and/or the November Round.
4. Establishing interview times for applicants during appointments rounds; interviewing applicants in person, or on video chat.
5. Scheduling evaluation meetings at the end of each appointments round for the Appointments Committee.
6. Distributing midterm progress reports, exit surveys and/or hold meetings with committee heads.
7. Towards the end of the Vice President's term, the Vice President will check in with the last and current appointed people for each position to determine if the position description needs to be updated.
8. If an appointed student does not respond to three emails checking in about the progress of the committee or board, the Vice President will schedule a meeting with this student to discuss the individual's position and the future of the committee or board. If the appointed student does not respond to this request, they will be removed from the position and the position will be reappointed during the next round of appointments.
9. It is the Vice President's job to make appointed students aware of the resources they have at their disposal, including leadership workshops, on-campus resources, and SGA Budgeting.

Subsection D: The Treasurer of SGA

1. The Treasurer shall administer the funds of SGA and shall serve as its adviser in financial matters.
2. The Treasurer shall oversee the SGA budget and keep track of SGA account activities.

3. The Treasurer shall call and preside over meetings of the Student Finance Committee, and shall represent them when called to do so. Treasurer also offers training and supervision to each SFC members.
4. The Treasurer shall be a member of the Executive Board, attend weekly e-board meeting, and hold office hour.
5. The Treasurer shall assume the responsibility of insuring that SGA funded events are free to Association members. The Treasurer shall offer support, help, and advice to club leaders in dealing with financial matters.
6. The Treasurer shall audit the budgets of every club or committee, which is receiving SGA Common Treasury Funds.
7. The Treasurer shall be responsible of assigning SGA budget to student activities, including reviewing and holding interviews to assign club budgets, special event budget, residential life budget, Plenary, etc.
8. The Treasurer shall work closely with officers from Student Activities, Controller's office, the Board of Trustees to deal with financial matters.
9. The Treasurer may call a meeting of the financial officers of any and all campus organizations.
10. The Treasurer shall keep time at all meetings of SGA.

Subsection E: The Secretary/Parliamentarian of SGA

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 SGA 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) / Master(s) / Mistex appointed by the Appointments Committee to keep the website 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 organizes the Academic and Social Honor Code orientations for first-years during customs week.
5. The Head of the Honor Board shall, upon invitation, attend faculty meetings to discuss the Academic Honor Code and how it relates to professors.
6. The Head of the Honor Board shall, upon invitation, attend Residence Council meetings to discuss Social Honor Code concerns.
7. The Head of the Honor Board oversees a committee of 8 students that shall comprise the Honor Board.
8. The Head of the Honor Board shall have the responsibility to make known to SGA 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.
9. The Head of the Honor Board is a member of the Executive Board.

10. The Head of the Honor Board shall make the powerpoint slides accessible at weekly SGA meetings.

Subsection G: The Chair of Social Justice and Equity

1. The Chair of the Social Justice and Equity Committee shall be held by only one person at any one time.
2. The Chair of the Social Justice and Equity Committee should serve as a liaison between the Pensby Center and the Representative Council.
3. One of the primary functions of the Chair of the Social Justice and Equity Committee 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 Pensby Center, the representative must spend at least one hour every two weeks in conversation with the full time and/or student staff of the Pensby Center.
5. In addition to this, the representative acts as a liaison between the Diversity and Leadership Group and the assembly
6. The Chair of the Social Justice and Equity Committee is responsible for guiding the Executive Board and the Representative Council towards wider goals of diversity and inclusion.
7. Every semester the Chair of the Social Justice and Equity Committee will briefly present on the various talks, panels, and discussion groups that they convened including topic, number of participants, and ideas on how to build on this work in the years to come

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 SGA.

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 Board of Social Life Orientation and Wellness (BSLOW).
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(s) may be held by two people,
2. The Haverford Representative shall be responsible for communication between the Assembly and SGA members residing at Haverford College.

3. The Haverford Representative may call and shall preside over meetings of SGA 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.
10. If there are two people holding office, only one Representative is required to be present at meetings of the Representative Council.
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.
8. If there are two people holding office, only one Representative is required to be present at meetings of the Representative Council.

Subsection F: McBride Representative

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 SGA at each meeting of the Representatives Council and shall be responsible for communication between the Assembly and the non-resident members of SGA.
3. The Off Campus Representative may call and preside over meetings of the non-resident members of SGA and must call at least one such meeting each semester while in office.
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 SGA.
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 SGA'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 Head of the Elections Board 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 SGA's representative to the Committee on Buildings and Grounds of the Board of Trustees.
7. The Head of Residence Council shall serve as SGA'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.
8. In the event that the McBride Scholars' Traditions Mistress(es) / Master(s) / Mistex position be held, the Traditions Mistress(es) / Master(s) / Mistex will coordinate with said McBride Scholars' Traditions Mistress(es) / Master(s) / Mistex to facilitate the opportunity for full participation of the McBride Scholars in the undergraduate traditions of Bryn Mawr College.
9. The Traditions Mistress(es) / Master(s) / Mistex shall be a voting member of the Representative Council.
10. One of the primary functions of the Traditions Mistress(es) / Master(s) / Mistex Representative 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) / Master(s) / Mistex

1. The office of Traditions Mistress(es) / Master(s) / Mistex may be held by two people.
2. The Traditions Mistress(es) / Master(s) / Mistex shall organize, execute, and perpetuate all traditions of Bryn Mawr College.
3. The Traditions Mistress(es) / Master(s) / Mistex shall call and preside at meetings of the Traditions Committee.
4. The Traditions Mistress(es) / Master(s) / Mistex shall be responsible for the administration of the election of the First-Year Traditional Non-Transfer Student Songs Mistress(es) / Master(s) / Mistex during Customs Week each year.
5. The Traditions Mistress(es) / Master(s) / Mistex may petition SGA as defined in Article XI, Section I, if interest has been expressed to discontinue, modify, or create a tradition.
6. The Traditions Mistress(es) / Master(s) / Mistex-Elect shall serve as an apprentice to the current Head of the Traditions Committee until the Mistress(es)-Elect takes office on the May Day following election.
7. The Traditions Mistress(es) / Master(s) / Mistex-Elect shall assist the current Traditions Mistress(es) / Master(s) / Mistex in the organization and execution of the May Day Celebration.
11. In the year after serving as Traditions Mistress(es) / Master(s) / Mistex the outgoing Traditions Mistress(es) / Master(s) / Mistex (herein referred to as the Traditions Emeritus/a/um [i/ae/a]) shall serve as the (Co-)Head(s) of the Hell Week Committee. Their duties will include meeting with the current Traditions Mistress(es) / Master(s) / Mistex and the Staff Adviser to Traditions to determine the goals of the Hell Week Committee, scheduling meetings, and setting agendas for meetings. The Traditions Emeritus/a/um [i/ae/a] are not the final arbiters in Hell Week Committee decisions but are rather advisers to the current Traditions Mistress(es) / Master(s) / Mistex and members of the Committee.

Subsection L: 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 SGA 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 M: 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 SGA.
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 N: The Head of the Campus Safety Committee

1. The office of Head of the Campus Safety Committee may be held by two people.
2. The Head of the Campus Safety Committee shall call and preside at regular meetings of the Campus Safety Committee.
3. The Head of the Campus Safety Committee is responsible for meeting regularly with the Administrative Head of Campus Safety.
4. The Head of the Campus Safety Committee shall be the liaison between the Administrative Head of Campus Safety, the Campus Safety Committee, and the Assembly.

5. The Head of the Campus Safety Committee shall serve on the Residence Council.
6. The Head of the Campus Safety Committee 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 Campus Safety Committee shall be a voting member of the Representative Council.
8. The Head of the Campus Safety Committee shall serve on the Alcohol and Party Review Board.
9. One of the primary functions of the Head of the Campus Safety 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 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, 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 P: 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 CE staff and serve as a liaison between CE 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. The Civic Engagement Representative will consult with the CPD Representative to share one vote in the Self-Government Association Representative Council

Subsection Q: The Pensby Center Representative

1. The Pensby Center Representative shall be held by only one person at any one time.
2. The Pensby Center Representative should serve as a liaison between the Office of Intercultural Affairs and the Assembly.
3. One of the primary functions of the Pensby Center 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 Pensby Center, the representative must spend at least one hour every two weeks in conversation with the full time and/or student staff of the Pensby Center.

Subsection R: CPD Representative.

1. The CPD Representative shall be held by only one person at any one time.
2. The CPD Representative shall attend meetings of the CPD and serve as a liaison between CPD and the Assembly.
3. The CPD Representative may serve as a liaison to SGA-funded groups who might benefit from CPD resources.
4. The CPD Representative will consult with the Civic Engagement Representative to share one vote in the Self-Government Association Representative Council.

Subsection S: SGA Archivist.

1. The position of SGA Archivist shall be an elected position, held by only one person.
2. The SGA Archivist shall have one vote on the Representative Council.
3. The SGA Archivist shall attend meetings of the Representative Council and will advise on issues relating to SGA.

4. The SGA Archivist shall call and preside over meetings of the Committee on Institutional Memory.
5. The SGA Archivist shall present quarterly reports at Representative Council meetings on their findings that are relevant to current issues and discussions of the Representative Council and greater campus community.
6. The SGA Archivist shall, to the best of their ability, assist in carrying out the SGA's long and short term goals.
7. The SGA Archivist shall collaborate with the SGA Executive Board and Representative Council to grow institutional memory continuously, from year to year.

Section II: Authority

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

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

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 all members of SGA 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 SGA.

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 SGA 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 SGA 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 SGA, 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 all the members of SGA each year in February. As specified in Article X one shall serve as Head for a one-year term, one first-year traditional non-transfer student will be elected to a two-year position, one first year traditional non-transfer student 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 SGA 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 SGA 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 SGA. They shall also make certain that prospective first-year traditional non-transfer students 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 SGA 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: The Representative Council shall act as the Voting Body of the Assembly and SGA. Representatives shall attend and participate in the Representative Council meetings. Representatives will vote on behalf of the representative's constituents in Representative Council meetings. Representatives may serve on committees formed by the Representative Council. Representatives shall participate in achieving the Representative Council's long and short term goals.

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 SGA who are not members of the Assembly to be elected conjointly with the Executive Board in accordance with the elections by laws.

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:

SGA may submit a petition containing the signatures of one-third of SGA stating their opposition to the Committee's decision.

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 the Committee cannot reach a decision, 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 fulfil 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 SGA, 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 takes 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:

- Buildings and Grounds
- Special Case Procedure for Room Changes
- 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.

Subsection M: The Residence Council shall preside over the Residential Council Fund.

1. The Purpose of the fund shall be to cover lasting improvements, replacements or repairs to dorm common spaces beyond what Facilities is able to provide.
2. The Residence Council Head(s) shall communicate and work with Facilities on all appropriate projects.
3. Proposals for spending from the fund shall be brought forward to the residence council by students, Dorm Presidents or the Residential Council Head(s).
4. Approval for spending from the fund must be voted on by the Dorm Presidents, one vote per residence, and shall require a two-thirds majority of quorum.

5. The Residence Council Fund shall be allotted \$1,000 each semester by the Student Finance Committee and be collective.

6. This Fund shall be capped at \$8,000.

7. When money is expended from this fund, the Residence Council Head(s) must make an announcement about the decision at the next Assembly meeting.

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 Major Council

Subsection A: The Major Council shall consist of one representative chosen the spring before her/his/their senior year from among the senior majors of each of the academic departments of the Undergraduate School of Bryn Mawr College.

Subsection B: Major Council shall review all curriculum issues as they pertain to specific major departments, and make suggestions as they see fit to the appropriate bodies.

Subsection C: Major Council shall provide student input on departmental decisions.

Subsection D: Major Council shall assist the Faculty in academic considerations.

Subsection E: The Major Council shall elect from its body one or two members to serve as its head. This person shall also

be a representative to the Student-Faculty Curriculum Committee.

Section VII: 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 VIII: The Campus Safety Committee

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

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

Section IX: The Traditions Committee

Subsection A: The Traditions Committee shall consist of the Traditions Mistress(es) / Master(s) / Mistex, the Sophomore Class President(s), the Sophomore Representatives, and the Class Songs Mistress(es) / Master(s) / Mistex. One Mistress(es) / Master(s) / Mistex shall be elected as specified below in Article VIII from the rising sophomore, junior, and senior classes by their respective classes each year in the spring and shall assume office the following September for a term of one year and/or until her successor takes office. The Traditions Head shall administer the election of the First-Year Traditional Non-Transfer Student Songs Mistress(es) / Master(s) / Mistex during Customs Week each year.

Subsection B: The Traditions Committee shall be responsible for scheduling, publication, and organization of all Bryn Mawr College traditions.

Subsection C: The Traditions Committee shall serve as consultants on all Bryn Mawr College traditions past and present.

Section X: 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 SGA, 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 XI: Board of Social Life Orientation and Wellness (BSLOW)

Subsection A: The Board of Social Life Orientation and Wellness (BSLOW) 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. Board of Social Life Orientation and Wellness 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 members of the board shall be The Head of Social Committee, The Head of Campus Safety Committee, one member of the Honor Board and one Dorm President to be voted upon by the residence council. The head shall be a member of the board. The head of the board will be determined by the consensus of the board. Quorum for a review session or hearing of the Board shall be 3 people.

Subsection C: Quorum for a review session or hearing of the Board of Social Life Orientation and Wellness shall be five people.

Subsection D: The Board of Social Life Orientation and Wellness shall work by consensus.

Subsection E: All proceedings and material of the Alcohol and Party Review Board shall be confidential. However, the Board of Social Life Orientation and Wellness 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 F: The board shall be responsible for hosting continuing education efforts including but not limited to 2 events in the fall semester including one aimed at continuing education for all returning Bryn Mawr College undergraduate students and at least one additional educational event, and at least one in the spring semester.

Section XII: The Bryn Mawr Concert Series

Subsection A: The position of Bryn Mawr Concert Series Head may be held by up to two people, to be appointed by the Appointments Committee from SGA in the spring semester prior to their year of service.

Subsection B: The Appointments Committee shall, at their discretion, appoint up to three people to serve on the Bryn Mawr Concert Series Committee. Members of the Bryn Mawr Concert Series who are eligible to vote shall elect three other officers to serve on the Bryn Mawr Concert Series Committee. Eligibility to vote shall be determined by active membership for at least one semester. The duties of the

Bryn Mawr Concert Series Committee shall be determined at the discretion of the Bryn Mawr Concert Series Head(s).

Subsection C: A Bryn Mawr Concert Series Event shall be defined as an event featuring a performing artist brought to campus at the desire of SGA to fill a gap in campus programming and funded by the Bryn Mawr Concert Series Fund as outlined in Article VI, Section XII, Subsection D.

Subsection D: The Bryn Mawr Concert Series Fund

1. At the end of every semester, the Bryn Mawr Concert Series Head(s) shall create a budget in consultation with the Treasurer, including a list of events with an estimated date, genre, and cost, to then be approved by the Representative Council. At the beginning of the next semester, the Bryn Mawr Concert Series Head(s) shall present a more finalized schedule to the Representative Council.
2. The source of funding for the Bryn Mawr Concert Series Fund can be derived from any SGA account at the discretion of the Treasurer, also at the approval of the Representative Council.
3. The Bryn Mawr Concert Series Head(s) shall be responsible for allocating the Bryn Mawr Concert Series Fund in accordance with their By-Laws to events on campus that fall under the definition of a Bryn Mawr Concert Series Event as defined in Article VI, Section XII, Subsection C.
4. The Bryn Mawr Concert Series Head(s) may co-sponsor Bryn Mawr Concert Series Events with other campus organizations but they will be held solely responsible for the allocation of the Bryn Mawr Concert Series Fund

Section XIII: Committee on Institutional Memory

Subsection A: The Committee shall be headed by the SGA Archivist, and comprised of up to six additional members of the SGA. Members of The Committee shall be appointed by the Appointments Committee in the spring semester.

Subsection B: The Committee will assist the SGA Archivist in carrying out the SGA's long and short term goals.

Subsection C: The Committee shall be responsible for the preservation and utilization of institutional memory in the Representative Council and the SGA. At least one member of the committee shall be responsible for collaborating with affinity organizations. Furthermore, the Committee will maintain a public SGA Archive.

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 Elections Board will coordinate the election of dorm presidents for the following academic year, in accordance with the Elections By-Laws.

Subsection C: The following positions: Green Ambassadors, Campus Safety Committee Representative, and Traditions representatives for each class, including Head Traditions Representative, shall be elected at the first dorm meeting, to be held by the end of the first week of classes, 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 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 Green Ambassadors may be held by two people.

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

Subsection F: Green Ambassadors 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 Campus Safety Committee Representative may be held by no more than two people at any one time.

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

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

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 First-Year Traditional Non-Transfer Student Representative may be held by three people.

Subsection P: The First-Year Traditional Non-Transfer Student 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 First-Year Traditional Non-Transfer Student 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 First-Year Traditional Non-Transfer Student 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 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 SGA 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-Government 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 three 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 SGA 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 she/he/they accept 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 First-Year Traditional Non-Transfer Student Songs Mistress(es) / Master(s) / Mistex 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 fulfil the eligibility requirements as specified above in Article VIII, Section II. If a write-in candidate does not fulfil 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 SGA have the right to present a petition signed by one-third of the members of SGA to the Secretary of SGA in order to:

- Convene a meeting of SGA
- Convene a special meeting of the Assembly

- Convene a special meeting of any committee or body of officers
- Request any matter of concern be referred to a vote of SGA
- 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 SPRING PLENARY '16)

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-Government 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 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, members of the Faculty of Arts and Sciences elected as Faculty Representatives, 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. In the case that most current representatives of the Faculty of Arts and Sciences are compromised because of conflicts of interest or scheduling, the Dean's Office will request that a faculty member who has previously served on the Honor Board be asked to serve on a hearing.
 3. 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.
 4. There are three specialty appointments on the Board: the Senior Counsel, the Secretary, and the Conflict Resolution Committee. 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 Conflict Resolution Committee 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 Head of the Honor Board, 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 Conflict Resolution Committee shall likewise be appointed with regards to experience with the Conflict Resolution Committee.
- 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, she or 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 Head of the Honor Board and the Dean of the Undergraduate College, or his/her/their designee from the Dean's Office, 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, or his/her/their designee from the Dean's Office, 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 of the Honor Board 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 Board's decision by the Head of the Honor Board and the Dean of the Undergraduate College or his/her/their designee from the Dean's Office. The Dean of the Undergraduate College, or his/her/their designee from the Dean's Office, 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. Each record includes all written statements and the Honor Board's final decision in the case.
 - f. At the end of each semester, the Head of the Honor Board will release a final report of the hearings that took place to the Bryn Mawr Community. This report will include the number of academic hearings, the reason why they were brought to the Honor Board, and a broad description of the decision of each hearing. In addition, the Head of the Honor Board will present this information at the end of each semester to the SGA Assembly. Included

in the published report, the Head of the Honor Board must also include five to six random abstracts from no earlier than two semesters ago and no older than six. This random selection should be representative of cases that are still relevant to campus life. All members of the Self-Government Association have the right to ask the Head of the Honor Board for as many abstracts from hearings that have happened from no earlier than two semesters ago and no older than six semesters.

- 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 Conflict Resolution Committee, 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 Procedures
- a. The Head of the Honor Board 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 of the Honor Board and Senior Counsel.
 - d. Social hearings are confidential. Each record includes all written statements and the Honor Board's final decision in the case.
 - e. At the beginning of the spring semester, the Head of the Honor Board must release Social Honor Board Hearing abstracts from no earlier than two semesters ago and no older than ten. These abstracts should be presented to the SGA assembly and will be released to the Bryn Mawr community. The Head of the Honor Board should take into consideration issues of confidentiality while selecting these abstracts as there still may be collective memory over the incident. The Head of the Honor Board will consult the Dean of Undergraduate Students when doing so. If the Head of the Honor Board does not have any Social Honor Board abstracts to release, then she must state this to the SGA Assembly at the beginning of the spring semester.
3. Appeal
- a. Appeals of decisions of the Social Honor Board must be directed to the President of the Self-Government Association, 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 (or her designee) 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. Policies approved by the vote of the Self-Government Association are the only policies that 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.
4. The Bi-Co Liaison will be utilized as appropriate.
 - a. The purpose of the Bi-Co Liaison is to keep the home institution informed, as well as serve as a source of knowledge about the home institution. The liaison will be responsible to attend any necessary meetings, transporting any necessary documents back to the home institution, and bringing up relevant points that the jury may have thus far neglected to consider.
 - b. The liaison at both institutions will be governed by the same set of procedures that were consented by both, the Bryn Mawr Honor Board and the Haverford Honor Council, and will be made readily available to the community. Changes to these guidelines that do not conflict with what has already been stated can only be changed with the consent of both the Bryn Mawr Honor Board and Haverford Honor Council.

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 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 (or her designee) 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 during a summer or winter break, 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 (or her designee) and composed of at least three members. Generally the panel will include up to three members of the Dean's staff and/or other College administrators and up to 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 an Associate or Assistant Dean as chair.

C. Notification

Each student 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 that gave rise to the concern and direct the student to schedule a meeting prior to the hearing with the chair or her designee. This meeting shall be for the purpose of (a) reviewing the Dean's Panel procedures with 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 designee. In the event that the student does not schedule this meeting, the Dean's Panel process will be obliged to proceed 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. A student brought before the Panel will have access to any written statements submitted by witnesses. A student called before the Panel has the right to be present, with a support person, during fact-finding presentations which take place at the hearing.
4. Witnesses will be interviewed individually at the hearing. 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. Any harassing, intimidating or irrelevant question will be disallowed by the Chair. If a student persists with such questions, the Chair may judge that she has forfeited the right to question the witness. Ordinarily, a witness will not question the student brought before the Panel, but 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 ordinarily not 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 for the witnesses to the Dean's Panel members. A summary statement of private interviews will be given to the student at the hearing.

f. Dean's Panel Deliberations

After 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 written summary of the Panel's resolutions. 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 calendar 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. A 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.

STUDENT RESOURCES

Question or Concern	Next Step Toward Resolution
I'm having an issue with my roommate or someone else in my dorm.	Your Hall Adviser (HA) and/or Customs People can offer immediate advice. You may also consult the Director or Assistant Director of Residential Life, your dean, or a counselor in Counseling Services at the Health Center.
I'm worried about a friend.	If you aren't ready yet to talk directly with your friend about your concern, talk with your Hall Adviser, a Customs Person, your dean, or a counselor at the Health Center.
I've forgotten my password.	Contact the Help Desk (x7440) in Canaday Library or visit www.brynmawr.edu/computing . If you haven't already done so, set up password reset questions that allow you to 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.	Immediately report the loss to Campus Safety at 610-526- 7911. They will temporarily deactivate the card so your account cannot be used. Go to the OneCard office (Cartref Building) during business hours to replace your card.
I want to host a party.	Talk with your Dorm President, Activities & Orientation Assistant, a Residential Life Coordinator or the Director of Student Activities & Orientation.
I want to go off-campus.	Customs People, your Activities & Orientation Assistant, the Director of Student Activities & Orientation, or the Career & Civic Engagement Center for advice.

Question or Concern	Next Step Toward Resolution
I've got a cold.	The Medical Services at 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 Campus Safety at x7911.
I'm sick.	Call or go to the Health Center! Don't hesitate to call Campus Safety (x7911) if you aren't well enough to get there on your own. You can go to Urgent Care Centers or Walk-In Clinics at nearby drugstores, CVS & Rite Aid.
I want 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://ems.brynmawr.edu/VirtualEMS/Default.aspx . You can also contact the Conferences and Events Office in the Campus Center.
I lost something.	Report it to Campus Safety (x7911).
I need to get a document notarized.	Go to the College Counsel's office on the third floor of Taylor Hall.
I need passport/visa photos.	Go to Bryn Mawr Post Office, 16 N. Bryn Mawr Ave .Bryn Mawr, PA
I'm homesick.	Finding friends takes time. Try talking to your HA, your Customs People, your Activities & Orientation Assistant, or your dean.
I'm being harassed.	Contact the College's Title IX Coordinator titleix_coordinator@brynmawr.edu and/or Campus Safety. You can also contact the Bias Incident Response Team (biasresponse@brynmawr.edu) by email and a member of the team will contact you. Consider taking with a counselor in Counseling Services.
I want to talk to someone about questions I have about gender and sexuality.	Your deans, HAs, CDAs, and staff at Pensby are good listeners and trained sources of support. Another safe and confidential place to discuss sexuality and/ or gender identity is the Medical Services and Counseling Services at the Health Center.
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 and to ensure an investigation takes place, contact Campus Safety, the Police, the Title IX Coordinator, (titleix_coordinator@brynmawr.edu), your dean, or your HA. Reporting your assault to Campus Safety does not mean you have to talk with the police. https://www.brynmawr.edu/titleix
I think I might be pregnant.	Seek medical attention and emotional support at the Health Center. Talk with your dean.

Question or Concern	Next Step Toward Resolution
I'm having problems paying my College bill.	Make an appointment with someone in Student Accounts to discuss your concerns: 610-526-5500 or studentaccounts@brynmawr.edu.
I'm thinking about suicide.	Seek immediate help from the Health Center or Counseling Services at x7360 or from Campus 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 that person know that you are struggling. Contact the Suicide Hotline: 1-855-634-HOPE (4673).
I want to find a spiritual community or place of worship.	There are a number of student religious organizations and also welcoming religious communities nearby. Contact the Interfaith Chaplain or the Pensby Center for advice. https://www.brynmawr.edu/pensby/programs-and-services/religious-life .
I am an undocumented student who needs support.	Contact Ann-Therese Ortiz in the Pensby Center. She Is Bryn Mawr's contact person.
I have a financial emergency.	Contact your dean or the Dean's Office for advice and resources.

Academic Matters: For all academic matters, consult the Dean's Office website at www.brynmawr.edu/deans/.

Question or Concern	Next Step Toward Resolution
I want to take a course credit/no credit.	Consult your dean. You must sign up in Bionic (starting after Confirmation of Registration ends) to declare a course credit/no credit. The deadline to sign up for a full semester course is by the end of the sixth week of classes. This deadline is strictly enforced. See Registrar's website for more information: https://www.brynmawr.edu/registrar/creditno-credit-faq
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.	Studying abroad can have tremendous value for your academic, personal, professional, and intercultural growth. To get started: Come to the office in Guild Hall and talk with a Study Abroad Student Coordinator to explore program options. Attend an information session. Talk with your dean, your major adviser, and Director of Global Education Tracy Weber. It is never too early to start planning, and we want to help you find the program that is the best fit for you!
I need a tutor.	First, talk with your professor about your difficulty with the material and utilize class resources. If you think you need a tutor, consult the Peer Tutor site: https://www.brynmawr.edu/academicsupport/academic-and-student-support-services-peer-tutors

Question or Concern	Next Step Toward Resolution
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, your dean or the Director of Academic Support Services for a referral to the appropriate academic support service.
I need an accommodation due to a disability.	Consult the Director of Access Services, Deb Alder (x7561). Your dean can help with this referral.
I want to take a course at Swarthmore.	See Swarthmore registration information on the BMC Registrar's website.
I want to take a course at Penn.	See Penn Registration information on the BMC Registrar's website.
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. Note that Haverford and Bryn Mawr have different policies on extensions beyond the last day of class.
I'd like to take a summer course.	Consult your dean. See the Registrar's website for policies and procedures about transferring credits.
I need to miss classes because of a religious holiday or observance.	Consult your professors at the beginning of the semester to alert them well in advance and to discuss options. You are entitled to observe your religious holiday, but you are also responsible for the course content and assignments on that day. Don't wait until the last minute.
I want to apply for an external fellowship.	Consult the Fellowships page on the Dean's Office Website. See https://www.brynmawr.edu/fellowships/
I think I or someone else may have violated the Honor Code.	Contact the head of the Honor Board and your dean.
I think a professor has treated me or someone else unfairly or in a biased way.	See section "Resources in the Event of Suspected Discrimination or bias," under Community Policies.
I need to order academic transcripts.	See the information on the Registrar's website.
I want to go to law school.	Make an appointment with someone in Student Accounts to discuss your concerns: 610-526-5500 or studentaccounts@brynmawr.edu .
I want to apply for graduate school.	Consult professors whom you know well, your dean, and a career counselor in the Career & Civic Engagement Center.
I am interested in a health profession.	Consult your dean and the Health Professions Adviser.
I'm interested in studying engineering.	Consult professors in the Physics Department and your dean.

Question or Concern	Next Step Toward Resolution
I'm having a problem with my on-campus job.	Talk with your supervisor. If that doesn't resolve matters, consult your dean and/or the Student Employment Office.
I'd like to get an internship this summer.	Consult a team member in the Career & Civic Engagement Center and talk with Peer Mentors and faculty.
I am interested in learning about my career options after college.	Consult a team member in the Career & Civic Engagement Center and make use of the alumnae/i network.

ACADEMIC SUPPORT AND LEARNING RESOURCES

Guild Hall, ground floor, x5375
www.brynmawr.edu/academicsupport

The Director of Academic Support Services helps students identify and implement techniques for more effective learning, studying, test-taking and note-taking. They also help students explore effective techniques for time and stress management so that they feel confident and motivated in their academic work. The Director of Academic Support Services collaborates with students to identify and adopt methods that utilize their unique strengths and promote success.

ACCESS SERVICES

Guild Hall, ground floor, x7561
www.brynmawr.edu/access-services

Bryn Mawr College welcomes students with disabilities to the campus community. Access Services provides reasonable accommodations for eligible students protected under the Americans with Disabilities Act due to documented learning, physical, medical or psychological disabilities. If you think you might be eligible for academic adjustments in the classroom (e.g. extended time for tests is a possible example), housing modifications in the residence halls (e.g. an air conditioner due to a significant medical condition is one possible example) or other modifications, please contact the Director 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 check the Access Services website. Make an appointment with the Director of Access Services by calling 610-526-7516 if you wish to discuss your situation and determine if you are eligible for accommodations. The information that you share is kept strictly confidential.

ATHLETICS AND PHYSICAL EDUCATION

Bern Schwartz Fitness and Athletics Center, x7305
<http://gobrynmawr.com/landing/index>

The Department of Athletics and Physical Education offers a variety of opportunities promoting self-awareness, confidence, and the development of skills and lifelong habits that will enhance the quality of one's life. The Department offers a comprehensive program including a competitive varsity intercollegiate athletics program and diverse physical education and recreational programs. Bryn Mawr student-athletes compete in 12 intercollegiate varsity sports, with club varsity participation offered in a variety of activities. Drop-in instructional fitness classes are available to Bryn Mawr students, faculty and staff at no cost through the Bryn Mawr Fit Club.

DEAN'S OFFICE

Guild Hall, lower level, x5375
Monday through Friday, 9 a.m. to 5 p.m.
www.brynmawr.edu/deans/

Your dean is a valuable source of advice on academic and non-academic matters throughout your years at Bryn Mawr. 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, a dean 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. Your dean's name is displayed on your Student Center page in BiONiC. If you cannot access BiONiC and need to know who your dean is, call the Dean's Office (x5375).

EDUCATIONAL STUDIES MINOR AND SECONDARY TEACHER CERTIFICATION

Bettws-y-Coed, x5010
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) sub-matriculate as juniors or seniors into the University of Pennsylvania, Graduate School of Education's elementary or secondary education Master's program; or (6) 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

option one through four should meet with a program adviser as early as possible. Students interested in option five should reach out to Maureen Cotterill, Program Manager of the Penn GSE Urban Teaching Apprenticeship Program, at maureenc@upenn.edu.

HEALTH PROFESSIONS ADVISING OFFICE

Canwyll House East, x7350
www.brynmawr.edu/health-professions-advising

The Health Professions Advising Office provides information, advising and assistance to students and alumnae who are interested in careers in the health professions. We offer guidance with making a decision to pursue a career in healthcare, choosing courses, getting clinical volunteer experience, and applying to professional schools. Students who wish to receive announcements about health-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 Post-Baccalaureate Premedical Program is designed for individuals, 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.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES AND ADVISING

The Pensby Center, x6592
www.brynmawr.edu/pensby/international/

International Student and Scholar Services and Advising supports international students on our campus. We specifically offer advising to students on F-1 or J-1 visa status regarding U.S. immigration regulations and nonresident alien taxation during their study at the College. We also provide support in academic, social, personal and cross-cultural adjustment.

CAREER & CIVIC ENGAGEMENT CENTER

**www.brynmawr.edu/career-civic
202 Campus Center, x5174
Gateway, 3rd Floor, x6523 and
Cambrian Row, Dolwen, x7320
Monday through Friday, 9 a.m. to 5 p.m.**

The mission of the Career & Civic Engagement Center (the Center) is to prepare and support liberal art students and alums to become effective, self-aware leaders in their chosen life pursuits. Students should utilize the Center's team of 17 staff members to facilitate connections with a number of experiences and resources that will allow them to test their interests and passions and construct their resumes. From the day students arrive on campus, the Career & Civic Engagement Center provides integrated and coordinated services, programs and opportunities in career exploration, internships and summer internship funding, civic engagement, leadership, professional and personal skill-building, networking and alumnae/-i programs.

Career Engagement provides opportunities for students to maximize their liberal arts education, preparing them to make intentional decisions about their futures. The Center offers a comprehensive set of services to help students navigate the career development process and learn more about themselves. Some of these services include career counseling, self-assessment, graduate/professional school exploration (including pre-law), information on searching for internships, experiential learning opportunities, and permanent employment, as well as help with the creation of resumes and cover letters to document key experiences. One-on-one career counseling appointments and/or workshops are both viable ways to engage in career exploration, no matter where students are in their processes. A comprehensive recruiting program for both the full-time permanent job search as well as information about internships is also available.

Civic Engagement works with community-based organizations to prepare students to be socially responsible leaders and citizens through purposeful action, reflection, and learning. The Center helps students become more aware of their values and how they can use those values to make meaningful

differences in their local and global communities. Community-Based Work Study and the Praxis Program are two examples of the variety of curricular and co-curricular programs offered. Students, faculty, staff, and community partners collaborate with the Center to create direct service initiatives, project-based learning, skill development and capacity building opportunities.

All members of the Career & Civic Engagement Center team look forward to working with you from your first year through graduation and beyond.

THE PENSBY CENTER FOR COMMUNITY DEVELOPMENT AND INCLUSION

**229 Roberts Road (Cambrian Row), x6592
www.brynmawr.edu/pensby/**

The Pensby Center addresses issues of equity, 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. The Center's staff develops and coordinates educational and community-building programs, 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 identity, social justice and inclusion.

PRE-LAW ADVISING

**Career & Civic Engagement Center, 202
Campus Center, x5174
www.brynmawr.edu/career-civic/graduate-school-resources/pre-law**

The pre-law career counselor 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 & Civic Engagement Center, the Dean's Office and the Pre-Law Club. Submit your name to Jennifer Beale (jbeale@brynmawr.edu) to receive notices for all pre-law activities or to meet.

Q CENTER: QUANTITATIVE REASONING PROJECT

Canwyll House West
www.brynmawr.edu/qproject

The Q Center supports students who are doing quantitative problem solving in introductory courses across the social science and science curriculum. The Q Center is staffed by peer mentors who are trained to help students improve quantitative reasoning skills, develop problem solving strategies, work with Python code, and diffuse math anxiety. Q mentors host collaborative study sessions in which students may explore basic quantitative concepts from their coursework. Please visit the Q Project website for more information, including hours of operation, mentor interests, and additional resources.

RELIGIOUS AND SPIRITUAL LIFE
The Pensby Center, 229 Roberts Road (Cambrian Row), x6592
www.brynmawr.edu/pensby/religion/

Religion and faith are significant aspects of many students' lives and the free exercise of religion and the vigorous discussion of religious ideas are important to the quality of student life on campus. We therefore extend hospitality and assistance to our contacts 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. Additionally, the Pensby Center employs student Interfaith Coordinators who coordinate programs promoting interfaith exploration and dialogue. The Interfaith Chaplain is also available for pastoral guidance and conversation.

RESIDENTIAL LIFE
Guild, Lower level, x7331
www.brynmawr.edu/residential-life

The Residential Life Office is responsible for the administration of all residence halls and student housing. They work closely with the Dorm Presidents, Residence Council, Hall Advisors, and other DLT Members.

STUDENT ACCOUNTS
Cartref, second floor, x5500
www.brynmawr.edu/studentaccounts

The Student Accounts division of the Controller's Office assists students and their families in navigating the nuances of understanding and paying their tuition bill. Student Accounts administers the Automatic Monthly Payment Plan and the NelNet online billing/payment system. Student Accounts manages the Perkins Student Loan program and internal College Loan programs, and works closely with the Financial Aid Office to ensure a positive experience for our students and their families.

STUDENT ACTIVITIES & ORIENTATION
Guild, Lower Level, x7331
www.brynmawr.edu/activities

The Office of Student Activities & Orientation strives to create a vibrant, purposeful, and supportive college community where students make a difference, develop healthy and meaningful relationships with others, advocate for their interests, learn about themselves, and develop leadership and life skills. Student Activities & Orientation works with student organizations, advises Traditions, and plans the Customs new student orientation program. The Customs People and Activities & Orientation Assistants are part of the Office of Student Activities & Orientation.

STUDY ABROAD
Guild Hall lower level, x5375
Monday through Friday, 9 a.m. to 5 p.m.
www.brynmawr.edu/studyabroad/

Study Abroad During the Academic Term:
Fall, Spring or Full Year

Bryn Mawr students can expand their horizons by taking courses in another country and cultural context - an incredible opportunity for academic, personal, professional, and intercultural growth. Study Abroad provides guidance for undergraduate students who want to study abroad during the academic year. Bryn Mawr accepts credit from an approved list of more than seventy programs and universities in over thirty countries. The Study Abroad Committee, which consists of faculty members as well as staff in the Undergraduate Dean's Office, approves programs, reviews study abroad applications, and makes final decisions about a student's eligibility to study abroad.

SUMMER STUDY ABROAD

Summer is a great time to study abroad! Students interested in studying abroad in the summer must obtain pre-approval from the Registrar for courses they wish to take abroad for credit. Students who participate in a Bryn Mawr summer program (e.g., Institut d'Etudes Francaises d'Avignon, Russian Language Institute, and International Summer School in China) do not need to obtain pre-approval for their courses.

WRITING CENTER

Canaday Library, First Floor
www.brynmawr.edu/writingcenter

The Writing Center offers free, individual consultations on writing assignments of any kind: essays, research papers, lab reports, senior theses, and applications for graduate school or fellowships. We also offer consultations on public speaking and professional tutoring for multilingual (ESL) writers. All writers, experienced and inexperienced, can benefit from constructive conversation about their work with trained readers, and students may come in at any point in the writing process, even without a draft. Visit the Writing Center Web site to make an appointment or to learn more about our services. Walk-ins are helped on a first-come, first-served basis, and consultations start on the hour.

DORM LEADERS

([HTTPS://WWW.BRYNMAWR.EDU/RESIDENTIAL-LIFE/DORM-LEADERS](https://www.brynmawr.edu/residential-life/dorm-leaders))

ACTIVITIES & ORIENTATION ASSISTANTS

The Activities & Orientation Assistants (AOA) are a vital part of the undergraduate program at Bryn Mawr College. They live in the residence halls and provide a support network for the Customs People and new students. They work closely with the First-Year Experience Coordinator and the Director of Student Activities & Orientation to provide dorm based programming for new students and help to develop and staff programming for the community across campus. The Activities & Orientation Assistants are part of the Office of Student Activities & Orientation.

COMMUNITY DIVERSITY ASSISTANTS

Community Diversity Assistants (CDAs) serve as educational and community-building resources at Bryn Mawr. They help students explore issues of diversity, equity, and inclusion in residence halls and on campus. Together with other members of the Dorm Leadership Team, affinity groups, the Pensby Center, and community members, CDAs implement educational programming and help students explore diversity across a variety

of areas, including race, socioeconomic class, gender identity, sexuality, abilities and more. CDAs help facilitate conversation and build understanding around issues of equity and diversity, and hold office hours to discuss questions raised by residents about these issues. The goal of the CDA program is to promote a community where difference is valued through communication, mutual respect, and empathy towards one's peers. CDAs are supervised by the Pensby Center.

CUSTOMS PEOPLE

Customs People (CP), generally sophomores, are students who have been selected to 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. CPs are part of the Office of Student Activities & Orientation.

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. Residence Council also plans campus-wide dorm events such as the annual Halloween Dorm Trick or Treat and implements the annual Room Draw process for room selection each spring semester.

HALL ADVISORS

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 on the assigned hall where they live. HAs provide information about the College and its services and refer students to resource persons when appropriate.

ESSENTIAL HEALTH INFORMATION

HEALTH CENTER

x7360, www.brynmawr.edu/healthcenter

Open 9 a.m. to 5 p.m. Monday–Friday and 9 a.m. to 2 p.m., Saturday and Sunday during the academic year when classes are in session. When the Health Center is closed, contact Campus Safety for emergencies at 610-526-7911.

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

Policy on Confidentiality

The confidentiality of the health care provider/student 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 and 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 Health Service personnel will intervene on the

As members of the Residential Life office staff, HAs promote a community atmosphere conducive to learning and personal growth.

PEER MENTORING SERVICES (PMS)

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. Mentors also assist students with course selection and planning. Students can visit their peer mentor during workshops and drop-in hours, as well as in one-on-one sessions.

student's behalf and when necessary may at their discretion inform the emergency contact person or others who may need to be involved to assure the student's safety. Student health services are available to all matriculated undergraduate, graduate, and post-bac students. All students are required to have a completed admission health history and physical exam form on file at the Health Center to receive services.

MEDICAL SERVICES

Health Center, x7360

**[www.brynmawr.edu/healthcenter/
medical-services](http://www.brynmawr.edu/healthcenter/medical-services)**

- Nurse walk-in hours whenever the Health Center is open.
- Physician or nurse practitioner appointments available Monday through Friday.
- Routine gynecologic care, provided by nurse practitioners, including contraception counseling, education about sexuality and sexually transmitted infections, pregnancy tests and confidential testing and treatment for sexually transmitted infections.
- Self-Care Center, which provides education and treatment for simple ailments.

Most physician, nurse practitioner and nursing visits 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:

- Contraceptive supplies
- Over-the-counter medications
- Missed appointments and late cancellations
- Psychological counseling after the 10th visit of the academic year
- Laboratory tests
- Prescriptions dispensed at the Health Center

Although the Health Center does not participate in any insurance plans, many of these services will be covered by insurance if the student submits their receipt of services and the proper paperwork to their insurance company.

Preventive medicine services are provided at no cost to the student except for the cost of recommended vaccinations and laboratory studies. A recommendation for vaccine may be indicated at the time of visit. Health Services may or may not always have the recommended vaccine available on site.

The cost of the vaccine provided at the time of service may be submitted to the insurance company by the student for full reimbursement on the student health care plan or the student may choose to use the local commercial pharmacy i.e. CVS or Rite Aid pharmacy to receive the recommended vaccination. The commercial pharmacy would bill the student's medical insurance for reimbursement. Health Center staff are readily available to assist the student with any questions they may have about their medical insurance plan.

Please check the Health Center website, brochure, or call the Health Center for more information.

COUNSELING SERVICES

Health Center, x7360

**[www.brynmawr.edu/healthcenter/
counseling-services](http://www.brynmawr.edu/healthcenter/counseling-services)**

Bryn Mawr College Counseling Services is dedicated to delivering excellent clinical care and treatment to the diverse student population at BMC. The college years are a time of accelerated growth, significant challenges and considerable stress. We listen carefully to student concerns and believe that no concern is too small to be addressed. Each year, approximately a third of our student body

comes to the Counseling Service to talk to a member of the Counseling Service staff. The Counseling Service provides students with an opportunity to explore their concerns with a professional psychotherapist or psychiatrist in a confidential setting.

The Counseling Services (CS) provides brief assessments, short-term psychotherapy, telecounseling, psycho-educational groups, workshops and webinars, crisis intervention, case management, mediation, outreach, advocacy, psychiatric medication evaluation and management, and referral services for BMC students - undergraduate, graduate, and post-bac students during the academic year when classes are in session. Students are typically seen within a week of requesting an appointment (immediately if there is a crisis). Students seen for more than 10 sessions typically use their private insurance to pay for sessions. No student is ever denied service because they cannot afford payment. Students should discuss any financial concerns with their counselor or the Counseling Director.

In emergency situations, students can access an on-call counselor whenever classes are in session and the Health Center is open (9 a.m. to 5 p.m. Monday–Friday; 9 a.m. to 2 p.m. Saturday and Sunday). When the Health Center is closed, students can reach the on-call counseling service by calling 610-526-7778 for concerns that cannot wait until the Health Center reopens at 9 a.m.

DRUG AND ALCOHOL EDUCATION AND COUNSELING SERVICES

Educational Programming: Entering first-year students are required to complete the multi-section online alcohol education program, Alcohol-Wise, which begins during the summer before the start of the first year with the completion of part one. The remaining sections are completed during the first semester of the academic year. The online program is the first part of an ongoing discussion about campus norms that continues during the THRIVE course which all first-years are required to take during 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 159 and 162), the Pennsylvania state laws concerning the distribution and consumption of alcohol (see page 154), 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 their own use of alcohol or other drugs, or that of a friend or family member. 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 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 contact the drug and alcohol counselor for further information by calling the Health Center at 610-526-7360.

SEXUAL ASSAULT COUNSELING AND CARE

Bryn Mawr is committed to helping any of its students who have experienced sexual assault. Counselors, health center personnel, residential life staff, campus safety officers, and deans will support a student through the recovery process. Title IX requires that the College investigate reported and suspected cases of sexual assault. The College is also committed to assisting a student in lodging charges with local police, if the student 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 experiences any form of sexual violence is strongly encouraged to seek help from resources available through the College and/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.
- Go to Bryn Mawr Hospital (130 South Bryn Mawr Avenue, Bryn Mawr, PA 19010) to receive a medical examination, which is admissible in court as evidence of an assault.
- Call Bryn Mawr College Campus Safety (x7911, 911 in emergencies) to arrange for transportation to the Health Center or to Bryn Mawr Hospital, and/or to report an incident.
- Contact the Bryn Mawr College Title IX Coordinator, Kimberly F. Taylor (610-526-7863 or ktaylor4@brynmawr.edu), to report that an incident and initiate the College's investigation.
- 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 medical care after an assault. Because sexual assault can be physically and emotionally traumatic, you may not know whether 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 infections (STIs), 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 the same as a rape kit and 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 STIs 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 STIs. 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, Campus 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 and every effort will be made to protect 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 exam 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 should bring a change of clothes to the hospital in case your clothing is needed by the police. Bryn Mawr Hospital will test for pregnancy and STIs, offer medication to prevent STIs, 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 Issues: You are not required to report a sexual assault. If you do talk to the police and/ or Campus 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 and survivors of sexual assault regardless of whether they decide to take legal action.

Bryn Mawr College Campus Safety can provide transportation to the Health Center or to Bryn Mawr Hospital. You may wish to notify Campus Safety that a sexual assault has occurred. If you 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.

Campus Safety will inform the Title IX Coordinator that an assault has been reported. If it is necessary to alert the community at large that an assault has been reported, the Department of Campus Safety, the Title IX Coordinator and the Dean's Office will make every effort to protect your privacy.

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 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, call Campus Security at 610-896-1111.
- If you are assaulted or need help at Swarthmore, call 610-328-8333.
- You can also call Delaware County Women Against Rape at 610-566-4342.

For questions or concerns about Title IX at Bryn Mawr, contact the College's Title IX Coordinator:

Kimberly F. Taylor
Office location: Cambrian Row: Aelwyd,
2nd floor
610-526-7863
ktaylor4@brynmawr.edu

Survivor's Bill of Rights: If you are sexually assaulted, you have basic rights and considerations as a crime victim (including but not limited to):

- Have any allegations of sexual assault taken seriously and without any suggestion that survivors are responsible for sexual assault.
- Be treated with respect and dignity, regardless of gender, gender identity, race, age, income level, physical abilities, cognitive abilities, or sexual, medical and mental health history.
- Have timely access to emergency and crisis counseling services.
- Be accompanied by an advocate while receiving victim services.
- Be informed of legal rights and available resources.
- Be informed of safety planning and protection services.
- Be informed of appropriate follow-up treatment, medical testing and counseling.
- Be notified of options for and assistance with changing academic and/or living situations if so requested and if such changes are reasonably available.
- Have the College conduct a prompt and thorough investigation of the allegation, preserving the privacy of the survivor to the extent possible within the requirements of Title IX.
- Be able to give testimony in a campus hearing by means other than being in the same room with the accused.
- Have a support person present during campus disciplinary proceedings.
- Be informed of the outcome of the sexual assault disciplinary proceedings.

LIBRARY & INFORMATION TECHNOLOGY SERVICES (LITS)

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, Adobe CC, 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 computers, printers, and the Lusty Cup.

Quick Access Computers

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

Digital Media and Collaboration Lab

The Digital Media and Collaboration Lab in Carpenter is available for individual and collaborative work on technology-based projects. Stop by to get help with image and video editing and to use scanners and specialized software for design, GIS, 3D modeling, and more.

Makerspace

The Makerspace (Park Science Center, 157) provides tools for critical making activities such as 3D printing, laser cutting, woodworking, and textiles.

HELP DESK

Canaday Library 1st Floor 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

Visit <http://techdocs.blogs.brynmawr.edu/> for documentation, tips, and technology resources including:

- Digital media & video editing
- Visual resources & image editing
- Web editing & blogs
- Moodle
- Microsoft Office
- Email & Calendar
- And much more!

LIBRARIES & RESEARCH

Use Tripod, the Tri-colleges library catalog to locate print and electronic books, videos, and journals (tripod.brynmawr.edu), and visit the research guides (<https://guides.tricolib.brynmawr.edu/>) for recommendations.

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, and classics. Collier (located in Park Science) is Bryn Mawr's science library. You can also request and borrow books and journals from the Haverford and Swarthmore libraries through Tripod.

Research Help

Stop by any library and talk with a librarian for help with your research. Drop in or visit <https://www.brynmawr.edu/lits/library-help> to make an appointment.

E-ZBorrow & Interlibrary Loan

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

Special Collections

Bryn Mawr has a wide variety of art, artifacts, rare books, manuscripts, and college archives that can be used for original research. Collections materials are exhibited regularly in the Rare Book Room, among other

locations on campus. Collections are digitally searchable; see <https://www.brynmawr.edu/lits/libraries-collections/special-collections>. Visit the Reading Room on the second floor of Canaday or email speccoll@brynmawr.edu to make an appointment.

Digital Scholarship

The digital scholarship department can help with digital research and web publication — including digital exhibitions, GIS, data visualization, 3D modelling, and more. To schedule an appointment, email digitalscholarship@brynmawr.edu.

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
- Library borrowing
- Research help
- Discounted computers and software

BUILDINGS QUICK GUIDE

Canaday

- Library Borrowing and Research Help
- Help Desk
- Humanities and social science materials
- Computers and printers
- 24 hour computers (A floor)

- Special Collections (2nd Floor), exhibitions throughout the library
- Lusty Cup

Carpenter

- Art History, Archaeology, Cities, and Classics Materials
- Computers and printers
- Digital Media and Collaboration Lab
- Digital Scholarship and Digital Collections

Park

- Collier Library Science collections
- Collier Library computers lab
- Makerspace

WEB RESOURCES

- Password Reset: <http://password.brynmawr.edu>
- Office 365 (email and calendar): <http://webmail.brynmawr.edu>
- Moodle: <http://moodle.brynmawr.edu>
- BIONIC: <http://bionic.brynmawr.edu>
- Domain of One's Own (web hosting): <https://digital.brynmawr.edu>
- Tech Documentation: <http://techdocs.blogs.brynmawr.edu>
- Tripod Library Catalog: <http://tripod.brynmawr.edu>
- LITS Services: <http://lits.brynmawr.edu>
- LITS Blog: <http://lits.blogs.brynmawr.edu>
- Help Desk and Library Hours: <https://www.brynmawr.edu/lits/hours>

COMMUNITY POLICIES

BILLING AND PAYMENT POLICY

Fall Semester Bills are sent during the first week of July and payment is due on or before August 1. Spring Semester Bills are sent during the first week of December and payment is due on or before January 2. Online payment is available.

The College reserves the right to prevent a student from registering for classes, attending class or entering residence until payment of the College charges has been made each

semester. No student may preregister for the next semester, participate in room draw, order a transcript, participate in summer internships, employment or fellowships, hold leadership positions, participate in graduation, or receive a diploma until all accounts are paid, including the activities fee assessed by the student Self-Government Association officers. This fee covers class and hall dues and support for student organizations and clubs. All resident students are required to participate in the College meal plan.

BI-COLLEGE ALCOHOL AND DRUG POLICIES

All students are responsible for acting in accordance with the College's Alcohol and Drug Policies, which are found in this Handbook. Each student is responsible for conducting themselves in accordance with federal, state and local laws, for following College party rules, and for assisting others impaired by alcohol or drugs 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 and drug policies. When a student is concerned about another student's alcohol or drug use or its self-destructive potential, they 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 off campus. A student with questions about how best to confront or intervene on behalf of another student should 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.

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 addiction; 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. Behavior that puts students at mental, physical and/or legal risk cannot be condoned.

EXPECTATIONS OF STUDENTS

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. The legal drinking age in the Commonwealth of Pennsylvania is 21, therefore 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, Guild Hall, College Hall, Goodhart, Schwartz Gymnasium, all corridors, stairwells, landings, basements, attics and courtyards,

laundries, all dining halls, Arnecliffe Studio, Pembroke Dance Studio, classroom buildings, 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:

- Reggie Jones, LCSW, Associate Dean of Health & Wellness, Bryn Mawr College Health Services, The Health Center, 610-526-7360

- Alcoholics Anonymous Information Center, 444 N. 3rd St., Suite 3E, Philadelphia, 215-923-7900

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.

- 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.

- 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.
- 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 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 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, be 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 A DRUG-FREE WORKPLACE

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.

SMOKING POLICY

In accordance with the Pennsylvania Clean Indoor Air Act and to enable students, faculty, staff, and visitors to avoid exposure to second-hand smoke, the College has enacted a smoking policy that prohibits smoking in all College owned and leased buildings, College athletic facilities (including fields and spectator areas), and College-owned vehicles. The smoking of any material, included but not limited to tobacco and marijuana is prohibited. Smoking is also prohibited on the plazas in front of Canaday Library, the Campus Center, and the Park Science Building.

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		Tremors
Hydromorphone	High	High			Nausea
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	Shallow respiration Clammy skin Dilated pupils Weak and rapid pulse Coma Possible death	Anxiety
Barbituates	High-Moderate	High-Moderate	Disorientation		Insomnia
Benzodiazepines	Low	Low	Drunken behavior without the odor of alcohol		Tremors
Glutethimide	High	Moderate			Delirium
Other Depressants	Moderate	Moderate			Convulsions
					Possible death

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS

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

This policy applies to all faculty, staff, students, contractors and visitors. In addition:

- Smoking is prohibited outdoors within 25 feet of the perimeter of any College building, including arches and covered entrances, to ensure that second-hand smoke does not enter the area through entrances, windows, or ventilation systems.
- Cigarette butts are to be extinguished and placed in appropriate outdoor receptacles. Throwing cigarette butts on the ground or pavement is considered littering.
- "Smoking" also includes the use of electronic cigarettes and other devices that create a vapor.

The College is committed to assisting students, faculty and staff in making healthy lifestyle choices. Students can go to the Health Center for information and assistance. Faculty and staff who are interested in smoking cessation programs may obtain information from Human

Resources. In addition, residents of Pennsylvania can access services available through the PA Free Quitline at 1-800-Quit-NOW (784-8669) or www.determinedtoquit.com/.

Penalties for violation of the College's smoking policy shall be disciplinary action in accordance with general College provisions for misconduct.

STUDENT CLUB AND ORGANIZATION POLICY

Bryn Mawr College is committed to supporting a variety of student clubs and organizations which are consistent with the educational philosophy and mission of the College. Social fraternities or sororities are not permitted at the College. The College has determined that students are better served by the numerous non-exclusive student clubs and organizations which exist on campus. Bryn Mawr College does not recognize the charter of any social fraternity or sorority. No College

facilities (including all public and private spaces, bulletin boards, and campus mail) can be used for any social fraternity or sorority activities. Violation of this policy by any student constitutes a violation of the social honor code and may result in disciplinary sanctions.

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 this Handbook.

Violations of the Bi-College Alcohol and Drug Policies and/or Bryn Mawr College Party Policy that come to the attention of Campus 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, College Hall, Goodhart, Cambrian Row, Schwartz Gymnasium, all corridors, stairwells, landings, basements, attics and courtyards, laundries, all dining halls, Pembroke Dance Studio, classroom buildings, 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 and Public Space Notification Forms

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.

Any student in the College community who wishes to host a social event in a public space must reserve the space two weeks in advance through the Office of Conferences & Events and must complete the Public Space Notification Form.

Parties and Events which require a Party or Public Space Notification Form are not permitted to occur after the last day of classes.

Reading and completing these forms 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 Training

Any student wishing to act as a host, server, or bouncer at a party must complete the in person Party Training Course.

Completion of the course 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.

The Course 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.

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 all online and social media advertisements and postings.

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 are not open to the public and cannot be advertised outside of the Tri-College community or on any online or social media platform.

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, 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, 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 part must meet with Student Activities and Campus 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.

Staffing

No more than two shifts are permitted for any party or event. Shift one is the first two hours of the party or event and shift two is the last two hours of the party or event.

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 this 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 must 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 must 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 must 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.

It is the responsibility of the Tri-Co community member to ensure that guests abide by College policies, the Honor Code, and Pennsylvania state law; behave responsibly, keeping in mind their own personal safety and the safety of others; cooperate with the requests of party hosts, bouncers and servers and College personnel to ensure that order and student well-being are maintained; attempt to intervene when individuals seem in danger of hurting themselves or anyone else; and notify hosts about potential problems and alert Campus 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.

HAZING POLICY

Bryn Mawr College is committed to providing a welcoming, inclusive and respectful environment for all community members. We value the community and relationships that traditions help to build among current students and the connections to past and future generations they create. Because we value relationships that are founded in respect, it is incumbent upon each generation of students to evaluate not only traditions but all student-run activities, including those designed to welcome new members to clubs, teams, and dorms, to eliminate any elements that may be construed as hazing.

Hazing, in all forms, on- or off-campus, is expressly prohibited by the College under state law, College policies, and the Honor Code. The infliction of mental or physical discomfort, embarrassment, harassment or ridicule on a community member for the purposes of initiation or entry into any organization, club or group is inconsistent with Bryn Mawr's values and will not be tolerated.

Allegations of hazing will be investigated and may lead to a Dean's Panel and/or criminal charges. Procedures for the conduct of a Dean's Panel are found elsewhere in this Student Handbook. In addition to the educative measures and warnings important to all responses to misconduct or insensitivity, sanctions for individuals who violate this policy may include restorative action such as community service or education assignments, separation from the College, and/or referral to law enforcement. Furthermore, individual student organizations such as clubs or athletic teams may be sanctioned and prohibited from hosting events or participating in activities as a group.

The College recognizes that there are activities which can help to build community and that there are other activities which may cause harm. What may seem like harmless fun to some may be deeply humiliating to others and affect them in other negative ways. Students should be aware of their rights, responsibilities, and resources available to them so that they can make informed decisions. We expect all students to educate themselves about this policy and its rationale and understand what constitutes hazing under the Bryn Mawr College hazing policy, other College policies and Pennsylvania State Law.

Pennsylvania State Law

§ 5352. Definitions: The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

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

“Institution of higher education” or “institution.” Any public or private institution within this Commonwealth authorized to grant an associate degree or higher academic degree.

§ 5353. Hazing prohibited: Any person who causes or participates in hazing commits a misdemeanor of the third degree.

Guidelines: Recognizing Hazing

Hazing includes not only actions or situations which cause pain, injury, physical stress, fatigue or discomfort; it includes those that may produce embarrassment, ridicule, harassment, anxiety, mental or emotional discomfort, or be threatening or frightening. Activities that constitute hazing can be hard to recognize, especially by those who participate in those activities themselves. If you are planning an activity or event for your peers, ask yourself the following questions. If you answer “yes” to any of them, your event may involve hazing.

- Would you hesitate to describe this activity, or to show photos or videos of it, to your parents, dean, professor, or employer?
- Would you be uncomfortable if the details of the activity were made public or appeared on the local news?
- Does the activity involve deception?
- Does the activity involve nudity or clothing that is conspicuous or in poor taste?
- Is the activity physically uncomfortable? Does it involve physical exertion, noise, heat or cold?
- Will the activity cause embarrassment or anxiety?
- Are there any safety issues or risk of injury?
- Does the activity interfere with academic work, sleep, or self-care?
- Does the activity run counter to any law or College policy?
- What if someone doesn't want to participate? In a community of respect like Bryn Mawr, it's assumed that one would respect and listen to any student who opts out of or speaks out against activities that others consider the norm. Doing anything else, such as ostracizing someone for failing to participate, might in itself constitute hazing.

- If no one opts out or objects to an activity, is that evidence that it's not hazing? Remember that hazing is by nature socially coercive. Just because someone consents to participate in an activity and has the choice of opting in or out of it does not mean that the activity is not hazing. Peer pressure and the desire to belong may undermine a person's ability to provide true consent.
- Where can I get guidance if I'm uncertain? Any of the deans, coaches, or student life staff would be glad to help, as would members of the Honor Board and the Traditions Committee.

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, including situations in which physical sexual acts are perpetrated against a person's will or when a person is incapable of giving consent due to use of drugs or alcohol or due to an intellectual or other disability. 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. The College's policy on sexual assault also applies to intimate partner and relationship violence, stalking and bullying based on sex or gender. 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 students who believe they have 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, staff members in Residential Life, Student Activities & Orientation, Pensby Center, Career and Civic Engagement Center, the Director of Campus Safety, any member of the DLT, or an athletic coach. Any one of these people will notify the Title IX Coordinator as soon as possible that an allegation of sexual assault has been made. Health Center and Counseling Services personnel are confidential resources who do not disclose individual names or details to the Title IX Coordinator regarding alleged sexual assaults. The first concern of any official to whom an assault is reported will be the well-being of the student allegedly assaulted. In particular, the official will inform the student of both on- and offcampus resources available and help the student make contact with the resources they choose.

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 Title IX Coordinator and the Director of Campus 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 Title IX Coordinator and the Director of Campus 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.

Allegations of sexual assault brought by a Bryn Mawr community member against a Bryn Mawr student may be heard by Title IX Hearing Panel. Allegations of sexual assault brought against a member of the Bryn Mawr 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.

Title IX Administrative Resolution

If reasonable suspicion exists to move to the administrative resolution phase of the process, this phase of the process will typically begin within ten (10) business days following the completion of the investigative report. The respondent and complainant will each have the opportunity to review the investigative report and the documentation from the investigation. Given the sensitive nature of the information provided in the investigative report, the review of the report must occur in person with the Title IX Coordinator or Title IX investigator. Ample time will be afforded to the complainant and respondent, within reason, to review the report prior to responding to the allegations.

Following the review of the investigative report, the respondent will be given the opportunity to respond to the alleged violation of policy in the following ways: 1) No response; 2) Not Responsible; or 3) Responsible.

If the respondent accepts responsibility, the Dean of the respondent's school will be notified and will determine the sanction based on the evidence provided in the investigative report and documentation. The complainant and respondent will be made aware of the sanctioning decision within five (5) business days whenever possible and will be provided an opportunity to meet with the Dean to review the sanctioning decision. The respondent and complainant will then have the opportunity to appeal the sanctioning decision. The acceptance of responsibility however, is not appealable (see Appeals Process).

If the respondent declines responsibility, or chooses not to respond, a hearing panel may be convened.

Title IX Hearing Panel

A Title IX Hearing 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 Title IX Hearing Panel may be convened to resolve concerns related to the College's Policy on Sexual Assault. Being called before a Title IX Hearing Panel in no way implies a presumption of guilt.

A. Purpose

In general, a Title IX Hearing Panel will be convened to deal with alleged violations of the College's Policy on Sexual Assault by a Bryn Mawr student. In determining whether or not a Title IX Hearing Panel is appropriate, the Title IX Coordinator will consult with the complainant and such members of the professional staff of the College as circumstances indicate. The Panel will be convened in a timely manner, soon after a Title IX complaint has been investigated.

B. Composition of the Title IX Hearing Panel

The Title IX Hearing Panel shall be appointed by the Dean or Title IX Coordinator and will be composed of at least three members. Generally the panel will include three members of the Dean's staff and/or other College administrators who have been trained to serve on Title IX Panels. Neither the Dean of the Undergraduate College nor the Title IX Coordinator shall serve as a hearing panel member, but rather, serve as advisers to the process. The Dean will appoint the chair of the panel.

C. Notification

Each student being brought before a Title IX Hearing Panel will be notified by letter or email from the chair that a Title IX Hearing Panel is being convened. This letter will specify the behavior or issue that gave rise to the concern and direct the student to schedule a meeting prior to the hearing with the chair or Title IX Coordinator. This meeting shall be for the purpose of (a) reviewing the Title IX

Hearing 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 witnesses to consider including for the Title IX Hearing Panel.

D. Scheduling

The hearing will be convened as soon as practicable after the student's initial meeting with the chair or Title IX Coordinator. In the event that the student does not schedule such a meeting, the Title IX Hearing Panel process will be obliged to go forward without the student. Any student notified of a Title IX Hearing is required to appear when instructed. The Title IX Hearing 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 the student, and the student will be bound by any of its resolutions.

E. The Hearing Procedure

The hearing panel will have the opportunity to thoroughly review the investigative report and documentation submitted by the investigator(s) prior to the hearing. The general course of the hearing procedure will be as follows, whenever possible:

- Complainant statement
- Respondent statement
- Questions to the complainant
- Questions to the respondent
- Witness testimony and questioning (if the hearing panel determines it is necessary)
- Clarification from the investigator (if the hearing panel determines it is necessary)
- Closing statement by complainant
- Closing statement by respondent

The panel may determine the relevance of and may place restrictions on any witnesses or information presented. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for the parties to participate via alternate means (e.g. phone).

F. Procedures Regarding Witnesses

- Any student brought before the Panel will have access to any written statements submitted by witnesses.
- The support person of any student called before a Title IX Hearing Panel will not ordinarily be allowed to address the Panel or to serve as a witness.
- Questioning. Only the panel may ask questions of the parties and of any witnesses. Both parties have the opportunity to put forth questions of the other party and of witnesses. This is done by submitting questions to the panel in written format. The panel may determine which questions are relevant and which are duplicative in nature. The panel reserves the right to revise or remove submitted questions.

G. Title IX Hearing Panel Deliberations

After taking statements and gathering information, the Panel will deliberate in private first to determine if there is a finding of responsibility of a violation of the College's Policy on Sexual Assault. The panel will use "preponderance of evidence" as the standard of proof to determine whether a policy violation occurred. Preponderance of evidence means that a panel must be convinced based on the information provided that a policy violation was more likely to have occurred than to not have occurred in order to find a student responsible for violating a policy. Based on this standard, the panel may find a student responsible for an alleged violation of policy based on a majority vote. The panel may also vote by majority to dismiss the charge based on the same evidentiary standard.

If there is a finding of responsibility, the Panel will determine sanctions or resolutions for the respondent. Both the complainant and respondent will be

informed of the Title IX Hearing Panel's finding of responsibility and resolutions orally at the first opportunity. In addition, the chair will send the complainant and respondent a written summary of the Panel's finding and resolutions within five (5) business days following the conclusion of the hearing.

H. Appeal

The respondent and complainant may appeal: 1) the decision made by the hearing panel, and/ or 2) the sanctions determined by the hearing panel.

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 finding and resolutions; or (2) the Panel's resolution was that the respondent 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.

I. Grounds for Appeal

The grounds upon which a complainant or respondent may appeal the decision and/ or sanctions are (a) the student believes a procedural error occurred, which the student feels may change or affect the outcome of the decision; (b) the student has substantive new evidence that was not available at the time of the hearing and that may change the outcome of the decision; or (c) the student feels that the severity of the sanction is inappropriate given the details of the case. The student's appeal shall identify the procedural error(s) if applicable or 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 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 Title IX Panel hearing.

J. Record

A report by the Chair of the Title IX Hearing Panel will be provided to the Dean of the College and the Title IX Coordinator, to include the names of the parties, the alleged charge(s), the names of witnesses, the names of Panel members, the timeline for the proceedings, the finding of violation or non-violation and the resolutions, if any. The Title IX Coordinator retains records of Title IX Hearing Panels.

Disciplinary proceedings conducted by the College are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside the College without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances. Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND DISCRIMINATORY HARASSMENT POLICIES

Statement of Principles

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, sexual orientation, age, or disability in the administration of its educational policies, scholarship and loan programs, athletic and other College-administered programs, or in its employment practices. In conformity with the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, it is also the policy of Bryn Mawr College not to discriminate on the basis of sex in its employment practices, educational programs, or activities. The admission of

only women to the Undergraduate College is in conformity with a provision of the Civil Rights Act. The provisions of Title IX protect students and employees from all forms of illegal sex discrimination, which includes sexual harassment and sexual violence, in College programs and activities. 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.

Statement of Policies 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 discrimination, including sexual harassment and sexual violence, will not be tolerated. This policy covers all staff members and faculty members as well as students. The College will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow staff members, students, faculty members or non-employees who conduct business with the College.

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. Prohibited sex discrimination includes both sexual harassment and sexual violence. 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 circumstance.

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:

- A. 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.;
- B. Submission to or rejection of such conduct by an individual is used as a basis of employment or academic decisions affecting such individual; or
- C. 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 sexual comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior such as pats, where such behaviors are severe, offensive, and occur repeatedly unless a single instance is so severe that it warrants immediate action. Some specific examples of behavior that are inappropriate include:

- Continuous and repeated sexual slurs or sexual innuendoes.
- Offensive and repeated risqué jokes or kidding about sex or gender-specific traits
- Repeated unsolicited propositions for dates and/or sexual relations.

Reporting a Complaint of Harassment or Discrimination

If any student believes they are being harassed or discriminated against by staff members, students or faculty members or any other person at the College, or if a student is aware that another College community member has been harassed or discriminated against, it is the student's responsibility to take action immediately by discussing concerns with a dean, the Equal Opportunity Officer, or the Title IX Coordinator.

If a student is uncomfortable for any reason in discussing this issue with these individuals, they may contact the President of the College, who will help the student find appropriate College officials with whom to discuss the concern.

The College encourages prompt reporting of complaints so that a rapid response and appropriate action may be taken. No retaliation against 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 sexual harassment and discrimination policies. The investigation will include interviews with the parties who are directly involved and possibly with others. These interviews may be conducted by the Equal Opportunity Officer, the Title IX Coordinator, deans, Staff Issues Liaison, Campus Safety officers or others as the circumstances warrant. Both parties will have an opportunity to present any information that they have to those investigating a complaint, and both will be kept informed in a timely manner of information used in the investigation to the extent possible, consistent with FERPA and confidentiality constraints. Both parties will be updated periodically regarding the status of the investigation. In its investigation, the College will find that harassment and/or discrimination has occurred if the information collected indicates that it is more likely than not that sexual harassment or sexual violence occurred. The College will complete its investigation within 60 days after its receipt of a complaint, unless circumstances not within the reasonable control of the College require additional time, in which case both parties will be informed of the delay and the reason therefor. 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 against Bryn Mawr College students and employees can include 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. Both parties involved will receive written notice of the resolution of the complaint within one week of the conclusion of the investigation. If it is determined that sexual harassment or sexual violence did occur, the College will include in its resolution steps to prevent a recurrence of harassment and, when applicable, steps to correct the discriminatory effects on the complainant and others.

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 Between Students and Faculty or Staff Members

Fulfilling the mission of Bryn Mawr College to provide a rigorous education and to encourage the pursuit of knowledge as preparation for life and work depends upon the existence of a relationship of trust, respect and fairness between faculty or staff members and students. Romantic and/or sexual relationships between faculty or staff members (including teaching assistants) and students threaten this relationship. Further, the unequal nature of their respective roles calls into question a student's ability to fully consent to a romantic and/or sexual relationship with a faculty or staff member. The College considers such a relationship, even if believed to be consensual, to violate the integrity of the student/faculty or student/staff relationship, and to be unethical and unacceptable.

In acting on complaints regarding sexual relationships that come to the College's attention, it will be presumed that any complaint by a student against a faculty or staff member is valid if sexual relations have occurred between them. In addition, third parties, including other students, parents, and other faculty/staff members, may report suspected violations of this policy. All complaints will be investigated and should allegations of such a relationship be substantiated, the College will take appropriate disciplinary action against the involved faculty or staff member, up to and including termination of employment.

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 hazing policy (page 62) and the policy on solicitation on campus, available from College Communications. The Honor Code (page 26) 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 Pensby Center. 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 College Communications.
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.

Resources in the Event of Suspected Discrimination or Bias:

If you think you or someone else have been treated unfairly or in a biased way by a professor, you have several options.

Under the Honor Code, direct confrontation and conversation is the preferred first step. If that does not result in resolution or is not possible, there are additional options.

1. Talk with your dean about the situation. Your dean can advise about an approach to the confrontation as well as other institutional options.
2. Contact the chair of the faculty member's department.
3. Contact the Provost. The Provost is the senior academic administrator at the College and is available to address concerns about faculty-student relationships. (610-526-5167).
4. File a "Bias Incident Report" (www.brynmawr.edu/bias-response).
5. Contact the Dean of the Undergraduate College or the President. The Dean and President are available to talk with students about their concerns regarding discrimination, bias, or unfair treatment.

GENERAL HOUSING POLICIES

Emergencies: In an emergency, call Campus Safety at x7911 from on campus. If calling from off campus or from a cell phone, call 610-526-7911. For dorm or facilities problems that occur Monday through Friday between 8 a.m. and 5 p.m., call Facilities Services at 610-526-7930. After hours, call Campus Safety at 610-526-7911.

Damaged or Missing College Property: Students are expected to take responsibility for any damage they cause to individual rooms or common areas of the hall and to hold one another accountable for such damage through the Social Honor Code. Anyone causing damage, whether intentionally or by accident, should report the situation to the Department of Facilities Services and pay the costs of repair or replacement. The College accepts no responsibility for damages to student belongings. Damages to common areas that are not reported to the College will be considered the joint responsibility of all residents of the hall. The repair/replacement costs will be charged to all hall residents by dividing the total cost by the number of residents.

Repairs or replacement of room damages, beyond normal wear and tear, and missing

furniture are fined according to cost. The College reserves the right to charge the residents of the hall to replace missing items and prorate the cost to all residents. It is the responsibility of the hall residents to demonstrate to the College that no member of the hall is at fault if this sort of charge is to be avoided.

Immediately after commencement, Facilities Services and Housekeeping personnel will inspect each room to determine whether any charges should be assessed. All charges will be posted to the student's BIONIC account within three weeks of commencement. If you wish to appeal any room damage charge, you must contact Facilities Services prior to June 15 to dispute any charge you believe was made in error. Questions about fines should be directed to Facilities Services.

Entering Student Rooms: Residential Life staff (including Hall Advisers), Campus Safety officers, Facilities Services staff and other College personnel may enter student rooms only:

- At the request of the resident (e.g., if locked out)
- In case of emergency
- At the start of winter vacation so that rooms may be checked for security or conservation risks
- In order to enforce Housing Policy violations
- In case of physical-plant difficulties with the building or room. Usually, such entries are at the request of the resident. However, College personnel may be required to enter a room to solve a physical-plant problem that affects all or part of the building.

In all cases, students' right to privacy and the College's rights and responsibilities must be respected. If a room must be entered without advance knowledge of the resident, a note will be left on that student's door. The note will state that the room was entered, by whom and for what reason. If rooms must be entered as part of some planned project or for another purpose, written notice will be posted in the hall in advance.

Opening of Residence Halls/Early Return:

There are three ways you may return to campus in the fall:

- or after the official opening of dorms, for no charge
- early return for personal reasons, for a fee
- as a member of a College-sponsored program, as described below

The official first day for all upperclass (non-frosh) student move-in is the Friday before classes begin. There is no extra charge for students moving in on or after this day. Dorms will open at 9 a.m.

If a student must return before that date for personal reasons, they must make arrangements with the Office of Residential Life to return as early as the Wednesday before classes begin. No personal early returns will be allowed before this day. There is a charge of \$50 per day for a personal early return.

A student may return as a part of a College-sponsored program, such as Athletics, Customs, Hall Advising, or working in a campus office. The sponsoring office must make arrangements for the early return of these students no later than July 15 to avoid charges. After this date, an office may request new or additional early returns, but will be charged a fee per request. After August 1, an additional fee will be applied. Either the student or the office must be prepared to cover this charge.

Vacation Closing: All dorms will remain open during fall, Thanksgiving, and spring breaks, but not during winter break. Students who must remain on campus during winter break may apply for winter housing in advance through the Office of Residential Life. During vacation breaks, campus services including transportation, dining services and health services may not be provided.

Summer Housing: Summer residence is a privilege made available by College programs and the Office of Conferences and Events on a space-available basis. Students residing at Bryn Mawr during the summer are expected to abide by all College policies, as well as local and state laws, without exception. As during the academic year, summer residents are encouraged to resolve disputes via individual

confrontation and communication, as well as through community dialogue. Should these attempts fail, residents should contact the Campus Safety to report concerns involving policy violations. These reports will be investigated and reported to the Residential Life Office. On the first report of violation, a notice will be issued to the resident. Ordinarily, on the second report of violation, the individual will be evicted from housing.

Residential Status: Cancellation of Housing Agreement: If you would like to cancel your room, written notification must be received in the Office of Residential Life by June 15 before the beginning of the academic year. Once written notice is received, you will be charged a \$100 cancellation fee. If notification is not received until after June 15, you will be charged a \$500 fee.

Leaving in Mid-Semester: Students who leave residence after classes have begun must remove all belongings from the residence halls and return keys to Facilities Services. For more information, contact the Residential Life Office or your dean.

Summer Residency: Summer housing arrangements must be made through the Office of Conferences and Events.

Moving On-campus: Moving from off-campus to on-campus residence halls is subject to availability, and arrangements must be made with the Residential Life Office.

Off-Campus Housing: The opportunity for students to live and learn together is an integral part of the Bryn Mawr educational experience. As a residential college, students are expected to live in campus housing and participate fully in the College meal plan for all four years.

In an effort to both balance enrollment, as well as to provide a more independent living option for students, the College offers a limited number of releases from the College housing requirement each year as part of the student organized spring housing lottery process. Students who are interested in living off campus must apply to do so. Some students (typically seniors) are approved to live off campus through the off-campus housing lottery process, coordinated through the student Residence Council and Residential Life office.

It is very important that students keep in mind that signing a rental agreement with a landlord prior to being approved through the formal application process does not guarantee that a student will be approved to live off campus. Any agreement that a student signs poses financial and legal risks which are the responsibility of the student and/or parents/guardians who signed the agreement.

Any student wishing to live off campus must request permission to do so by submitting an Off-Campus Housing Petition to the Office of Residential Life or by choosing the off-campus option in Room Draw. Students considering living off campus should be aware of local zoning regulations that apply to student houses. Lower Merion Township regulations define a “student home” as: “A living arrangement for students unrelated by blood, marriage or legal adoption attending or about to attend a college or university, or who are on a semester or summer break from studies at a college or university, or any combination of such persons. Student homes shall not include fraternities, sororities or community residential programs.”

Bi-College Safety: 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.

Accommodations for Persons with Disabilities: Students with disabilities or chronic medical conditions who require modifications in housing arrangements should contact Access Services for procedures and documentation requirements.

Bryn Mawr College is committed to providing equal access for all qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Reasonable accommodations are provided for qualified students who disclose a disability that causes substantial limitations in a college environment. Accordingly, the College will consider modifying housing arrangements,

when appropriate, to help a student compensate for a disability or chronic medical condition that has a significant impact in a residential setting.

FIRE AND SAFETY POLICIES

In order to provide maximum safety and security for resident students, buildings, and property, students must abide by the following safety policies. Students who violate these policies will be subject to disciplinary action including but not limited to fines, relocation, denial of College housing and exclusion from the College, as well as civil and criminal liability. In addition to the following policies, students are expected to keep all their belongings inside their dorm rooms. Hallways must be clear of clutter to provide clear pathways for egress in the event of an emergency.

Cooking Appliances: Coffee makers and electric water kettles with automatic shutoff are permitted in dorm rooms. Cooking appliances, including, but not limited to, toasters, toaster ovens, rice cookers, hot plates, panini makers, grills, and microwaves are not permitted. The cooking of raw foods is not permitted in residence halls, as this poses fire and food safety risks. If any appliances not adhering to this policy should be brought to the attention of the college administration, the student will be responsible for the immediate removal of the prohibited appliance and incur a \$250 fine. The Residence Council advises all students to limit the number of energy-consuming appliances in their rooms.

Air Conditioning: Air conditioning is not available in all Bryn Mawr dorms or in all rooms within a dorm. Housing accommodations for room air conditioners will be provided for those students with documented disabilities through the Access Services Office. If an accommodation for air conditioning is approved, Facilities Services will install the air conditioner unit. Students may not install their own units. Due to the nature and design of our residence halls, all dorms and rooms do not accommodate air conditioning units. Students are encouraged to request modifications in housing and to provide the required documentation as early as possible to allow sufficient time for consideration and planning. Otherwise, housing options may be limited.

Space Heaters: For fire safety reasons, students are not permitted to bring space heaters for their dorm rooms. Any concerns about room temperature or heating should be directed to Facilities Services.

Dangerous Articles, Substances and Activities: The items and activities specified below are prohibited on the College campus. Violators will be subject to disciplinary action, including but not limited to fines, relocation, denial of College housing and exclusion from the College, as well as civil and criminal liability. If dangerous articles or substances are discovered in a room, they will be impounded.

- Possession or use of weapons, including but not limited to air rifles, pellet guns, pistols, firearms, ammunition, hunting equipment, knives and swords, is expressly prohibited.
- Possession or use of dangerous substances, including but not limited to gunpowder, fireworks, explosives, gasoline and kerosene, is expressly prohibited.
- Possession or use of illegal or controlled substances, including but not limited to illegal or controlled drugs, is expressly prohibited.

Fire Emergency: In the event of a fire alarm (real or drill), evacuate the building immediately until given clearance to return by Campus Safety officers or the Fire Department. Be familiar with fire evacuation routes, fire alarms and fire extinguishers. Information is available through Campus Safety. Report all fires or fire hazards to Campus Safety immediately 610-526-7911.

Fire Safety: No open flames, including candles and incense, are permitted in the residence halls. No fires are permitted in the fireplaces. Extension cords under rugs are serious fire hazards. Take special care in using electrical outlets. Do not overload outlets; do not use more than two electrical appliances per outlet. No fire extinguisher may be discharged except to fight a fire. There is a charge of \$50 for each improper use of a fire extinguisher. Such improper use of a fire extinguisher poses an extreme danger to life and property. Halogen lamps are potential fire hazards. Do not place one near flammable items and never leave a burning lamp unattended.

IDs: Students are expected to carry their official identification card at all times on campus, and can be used to identify themselves to Campus Safety or other officials when requested.

Roofs: Students are not permitted on the roofs of College buildings for any reason. Terraces, balconies, and other structures accessible by windows are defined as roofs under this policy. Violators are subject to action by the dean and will be fined.

Smoking: Smoking is prohibited in all residence halls and at the main entrances to all campus buildings.

Smoke Detectors: Under no circumstances may students cover, disable, or otherwise tamper with room smoke detectors. A student who engages in such behavior will be subject to disciplinary action including but not limited to fines, relocation, denial of College housing and exclusion from the College, as well as civil and criminal liability.

Sprinklers: Under no circumstances may students hang objects from or otherwise tamper with room sprinklers. A student who activates a sprinkler will be subject to disciplinary action including but not limited to fines, relocation, denial of College housing and exclusion from the College, as well as civil and criminal liability.

Tea Pantries: Tea pantries are equipped with refrigerators, microwave ovens, and toasters and are available for student use. The pantries are designed for heating already prepared foods such as frozen meals, canned or dried foods, soups, and hot beverages. Preparation and cooking of raw foods is strictly prohibited in the tea pantries, as well as all other dorm spaces, due to fire and food safety risks. Additional cooking appliances may not be brought to the tea pantries, including personal microwaves and toasters.

RESIDENCE LIVING POLICIES

Cleaning: Housekeeping will clean common areas and bathrooms. Students clean their own rooms.

Decorating: Only student rooms and bedroom doors may be decorated, not hallways or common areas. Students may decorate their doors using appropriate adhesives that do not

damage paint or other surfaces. Residents are responsible for damage to walls, ceilings and doors. Damages will be charged to student accounts. The College reserves the right to remove without warning any decorations that violate these rules.

Flashlights: To comply with a Lower Merion Township ordinance, all students who reside at the College must have flashlights in their rooms. Bring one flashlight with you.

Furniture: All furniture should remain in student rooms. Please do not leave furniture in hallways; it constitutes a fire hazard. Any furniture-related problems should be reported to Housekeeping at 610-526-7930. On final inspection, a replacement charge will be assessed for each item missing from student rooms.

Guests: Residence spaces are not available to accommodate spouses, partners, family members, children or other dependents of College resident students. Overnight guests are permitted only with the consent of all roommates and for a maximum stay of three nights. Hosts are responsible for assuring that their guests comply with all College policies and the Honor Code. In fairness to all residential students and their hallmates, repeated and/or frequent guests (including other Bryn Mawr students) are strongly discouraged. This includes guests who visit frequently who do not necessarily stay overnight. Guests—whether fellow Bryn Mawr students or off-campus visitors—are not permitted to sleep or stay overnight in dorm common spaces for any reason. The spirit of the guest policy applies to all residential students, including those who live in single rooms. Violations of the spirit of the guest policy could result in administrative action that may result in loss of guest, as well as campus housing privileges.

Heating: The optimum room temperature during the winter months is between 68 and 70 degrees Fahrenheit. Should you feel that there is a problem with the heating unit in your room, contact Facilities Services, 610-526-7930.

Insurance: The College does not insure the contents of student rooms or storage areas. The College assumes no responsibility for loss due to fire, theft or any other cause. Students are therefore urged to obtain a rider to their family

homeowner's insurance or a separate policy to protect against loss through theft and other risks.

KEYS AND ID CARDS

Moving In: Keys must be picked up at the Facilities Services office in the Ward building between the hours of 9 a.m. and 5 p.m., Monday through Friday. If you are moving in after 5 p.m. on weekdays or on the weekend, you must go to the Campus Safety Office to be let into your room.

During your stay: If you are locked out of your room, you may contact Campus Safety. They will respond in as timely a manner as possible, but they may be delayed by other circumstances on campus. Lockout calls do not have priority status.

Lost Keys: Students who lose their keys or whose keys do not work properly should promptly request replacements at Facilities Services. There is a charge of \$50 for each replacement key.

One Cards: One cards are used for campus building access, library services, photo ID, meal plan authorization, and access to declining balance accounts. Lost one cards must be reported to the One Card Office as soon as possible. A replacement fee will be charged.

Moving Out: Room keys must either be returned to the Facilities Services office in the Ward Building or left in the Facilities Services drop box in the Campus Center. Keys may not be returned to the offices of Campus Safety or Residential Life.

Laundry: Cashless laundry machines are located in each dorm. For repair, call Facilities Services.

Lofts: Students are not permitted to construct lofts in their rooms because they are fire and safety hazards and cause structural damage. Violators are subject to administrative action.

Meal Plan: All resident students except those in Batten House are required to participate in the board plan. Please see the section on Dining Services for further information.

Painting: Note that student room painting is chargeable damage. Residents will be charged for repainting and for tape, paint, poster putty,

decals, and/or nails in/on room (including doors) and/or corridor walls.

Pets: Because of the College's concern for the health and well-being of all, pets are not allowed in the residence halls. Violations of the pet policy may result in administrative action that may include, but is not limited to, charges for cleaning and/or pet removal or boarding costs, as well as loss of on-campus housing privileges. An appropriately trained Service Animal, as defined by the American with Disabilities Act as amended in 2008, will be permitted if necessary to ensure access for a student with a disability. For additional information, please contact the coordinator of Access Services at 610-526-7351.

Room Assessment Procedure: Facilities Services conducts room-condition checks at the beginning and end of each academic year. Students complete a form and return it to the College on each occasion. College staff verify these reports and charge residents for any damage to the room or its furnishings. You should complete an assessment form to protect yourself from charges for damage that you did not cause.

Room Assignments: Residence on campus is required of all undergraduates except those who live with their families in the immediate vicinity, and those who live in houses or apartments off campus after having received permission from the College and their parents to do so. A Room Draw system based on class priority and computer-assigned random numbers has been established by the Residence Council. Room Draw takes place in April. Single rooms are not guaranteed. Room Draw merely provides an opportunity to select a room. Residence selections, once made, remain in effect for the entire academic year. Students may not unofficially trade one room or space for another. Rooms and places in specific halls are not automatically retained from year to year. Room Draw rules are posted online in mid-March. Make sure to read and understand them.

Room Changes: One of the practical results of Bryn Mawr's principle of individual responsibility is the Residence Council's policy on room changes. The main premise of this policy is that a change in room assignment

is a special case based on unusually problematic circumstances. Roommates are expected to do their best to make a success of their placement. We encourage the resolution of problems and of difficult situations according to the principles of the Honor Code and through consultation with resource people in the halls. Students who have not demonstrated this effort will not be granted room changes.

Room change forms are available from the Residential Life Office. Please note that no room changes are acted upon until Oct. 1.

No change may be made without talking to one's roommate and working with Residential Life Office staff, including your Hall Adviser and the Residential Life Coordinators. Students must try to work out conflicts or problems before requesting a room change. Trading of rooms is not allowed in any case. Confidentiality is strictly observed by the Special Cases Committee and by the Residential Life staff who work with the group.

There is a \$30 charge to be shared by all roommates for all room changes. Unauthorized moves result in a \$50 charge and the students involved must return to their original rooms.

DIRECTORY

IMPORTANT CAMPUS PHONE NUMBERS QUICK LIST

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

Access Services	610-526-7351
Campus Safety Non-emergency	610-526-7911
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
Medical Emergencies (Campus Safety) 911 (on-campus phone) or	610-526-7911
Pensby Center	610-526-6592
Weather Emergencies (hotline)	610-526-7310

DIRECTORY OF OFFICES AND SERVICES

Alumnae Association

Helfarian, first floor, 610-526-5227
Monday–Friday, 9 a.m. to 5 p.m.
brynmawr.edu/alumnae

Arts Program

Goodhart Hall, 610-526-5300
Monday–Friday, 9 a.m. to 5 p.m.
brynmawr.edu/arts

Athletics and Physical Education

Bern Schwartz Gymnasium, 610-526-7348
brynmawr.edu/athletics

Bookshop

Campus Center, ground floor, 610-526-5323
Monday–Friday, 9:00 a.m. to 5 p.m.
Saturday, 11 a.m. to 4 p.m.
bookshop.brynmawr.edu/store-info

Career and Civic Engagement Center

Campus Center, Second Floor, 610-526-5174
www.brynmawr.edu/career-civic

Conferences and Events

Campus Center, ground floor, 610-526-7329
brynmawr.edu/conferences

Controller's Office

Cartref, second floor, fax 610-526-7879
Monday–Friday, 9 a.m. to 5 p.m.
brynmawr.edu/finance

Dean's Office

Guild Hall, lower level, 610-526-5375
Monday–Friday, 9 a.m. to 5 p.m.
brynmawr.edu/deans

Dining Services

Cartref, first floor, 610-526-7400
Monday–Friday, 8 a.m. to 5 p.m.
brynmawr.edu/dining

Facilities Services

Ward Building, 610-526-7930
Monday–Friday, 7 a.m. to 5 p.m.
brynmawr.edu/facilities

Emergency: Contact Campus Safety

610-526-7911
Non-emergency:
Leave a message at the Call Center,
610-526-7930

Fitness Center

Bern Schwartz Gymnasium, 610-526-7348
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

**International Student & Scholar Services
and Advising**

Pensby Center for Community Development,
610-526-6592
www.brynmawr.edu/pensby/international

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
www.brynmawr.edu/dining/locations/lusty-cup

OneCard

Lost/stolen cards: Campus Safety
John J. Maloney Building, 610-526-7911
Other inquiries: onecard@brynmawr.edu

Parking

Campus Safety and Transportation
John J. Maloney Building, 610-526-7911
www.brynmawr.edu/safety/parking/parking.htm

Post Office

Campus Center, first floor, 610-526-7336
Monday–Friday, 10 a.m. to 4:30 p.m.
Saturday, 11 a.m. to 2 p.m.
www.brynmawr.edu/postoffice

Registrar's Office

Guild Hall, lower level, 610-526-5142
Monday–Friday, 9 a.m. to 5 p.m.
www.brynmawr.edu/registrar

Office of Residential Life

Guild Hall, lower level, 610-526-7331
www.brynmawr.edu/residentiallife

Student Accounts

Controller's Office, Cartref second floor,
610-526-5500
Monday–Friday, 9 a.m. to 5 p.m.
www.brynmawr.edu/studentaccounts

Office of Student Activities

Guild Hall, lower level, 610-526-7331
www.brynmawr.edu/activities

Student Employment Office

Human Resources, 610-526-5218
www.brynmawr.edu/humanresources/jobs/student-employment-office

Student Financial Services

Benham Gateway, second floor, 610-526-5245
Monday–Friday, 9 a.m. to 5 p.m.
www.brynmawr.edu/financial-aid

Study Abroad

academic term: fall, spring, or full year
Guild Hall, lower level, 610-526-5375
www.brynmawr.edu/studyabroad

Transportation

Campus Safety and Transportation,
John J. Maloney Building, 610-526-7570
Monday–Friday, 9 a.m. to 5 p.m.
www.brynmawr.edu/transportation

Uncommon Grounds Café

Campus Center, first floor, 610-526-7413
www.brynmawr.edu/dining/dininghalls/uncommon.htm

A.B. REQUIREMENTS CHECKLIST

Required in the fall of the first year:

Emily Balch Seminar (1 academic unit)

THRIVE (2 PE credits)

Required within the first year:

Quantitative Readiness

- Satisfactory score on AP/SAT/ACT exam, or
- Satisfactory score on Quantitative Readiness Assessment, or
- Satisfactory completion of Quantitative Readiness Seminar

Swim Proficiency Requirement (1 PE credit)

- Passing the swim test, or
- Completing one beginner swim class

Required within the first 3.5 semesters:

Three additional elective PE credits (3 PE credits)

Required before the fall of the senior year:

Quantitative and Mathematical Reasoning: one course identified as “QM” (1 academic unit)

Foreign Language: any two foreign language-based courses (2 academic units)

- Two sequential semester-long courses in one language at the elementary or intermediate level, or
- (for students prepared for advanced work), two advanced semester-long courses in the foreign language(s) in which they are proficient

Four Approaches to Inquiry (4 academic units) comprised of one academic unit in each of the following:

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.

Only one course within the major department may be used to satisfy both the Approaches to Inquiry and the requirements of the major. No more than one course in any given department may be used to satisfy Approaches to Inquiry.

Required by the end of the senior year:

Major Requirements (requirements vary by major)

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

Note: all academic requirements require minimal grades of 2.0.

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BRYN MAWR

COLLEGE

COLLEGE COLORS

Yellow and White

COLLEGE MASCOT

Owl

COLLEGE FLOWER

Daisy

COLLEGE MOTTO

veritatem dilexi, cherish truth

COLLEGE CHEER

*Anassa Kata
Anassa kata, kalo kale,
la ia ia Nike,
Bryn Mawr, Bryn Mawr,
Bryn Mawr!*

*Queen, descend,
I invoke you fair one.
Hail, hail, hail, victory,
Bryn Mawr, Bryn Mawr,
Bryn Mawr!*