

2024 / 25



Undergraduate Student Handbook



Important Phone Numbers & Email Addresses

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Campus Operations	914.395.2385	operations@sarahlawrence.edu
Campus Safety (nonemergency phone number)	914.395.2209	campussafety@sarahlawrence.edu
Career Services.....	914.395.2566	careerservices@sarahlawrence.edu
Community Partnerships and Engagement.....	914.395.2573	partnerships@sarahlawrence.edu
Dining and Food Services	914.395.2387	avifresh@sarahlawrence.edu
Duplicating	914.395.2318	duplicating@sarahlawrence.edu
Financial Aid	914.395.2570	finaid@sarahlawrence.edu
Graduate and Professional Studies	914.395.2372	gradstudies@sarahlawrence.edu
Health & Wellness Center	914.395.2350	healthservices@sarahlawrence.edu
Help Desk (Student Computing)	914.395.2460	hd@sarahlawrence.edu
Human Resources	914.395.2315	hr1@sarahlawrence.edu
International Student Services	914.395.2505	sbe@sarahlawrence.edu
Library	914.395.2474	reference@sarahlawrence.edu
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Post Office	914.395.2420	postoffice@sarahlawrence.edu
President's Office	914.395.2202	president@sarahlawrence.edu
Provost and Dean of the Faculty	914.395.2303	deanofcollege@sarahlawrence.edu
Registrar's Office	914.395.2301	regoff@sarahlawrence.edu
Residential Life	914.395.2575	reslife@sarahlawrence.edu
Special Events	914.395.2412	events@sarahlawrence.edu
Student Accounts	914.395.2550	studentaccounts@sarahlawrence.edu
Student Diversity, Equity, Inclusion, and Belonging	914.395.2599	studentdeib@sarahlawrence.edu
Student Employment	914.395.2572	finaid@sarahlawrence.edu
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Student Life	914.395.2575	studentlife@sarahlawrence.edu
Title IX Coordinator	914.323.6138	titleix@sarahlawrence.edu

Undergraduate Student Handbook

Welcome to the 2024–25 Student Handbook, your essential guide to navigating all aspects of college life at Sarah Lawrence. We encourage students to take time to explore its contents, as familiarity with the handbook will help you make the most of your Sarah Lawrence experience. Students are advised to carefully read the sections outlining academic and campus life policies and procedures since they are responsible for following these regulations.

This handbook has been prepared for the undergraduate students, faculty, and staff of Sarah Lawrence College, and others wishing to know about College policies, procedures, programs, and activities. Every effort has been made to ensure that the information contained in this document is accurate as of August 30, 2024. Sarah Lawrence College reserves the right to correct errors and to make changes in policies, procedures, programs, and/or activities without prior notice. Changes and amendments will be posted to this document.

Contents

About Sarah Lawrence College	1
History of the College	1
Our Philosophy	2
The Mission Statement of Sarah Lawrence College	2
Principles for Mutual Respect	3
College Operating Under Extraordinary Circumstances	3
Undergraduate Academic Policies and Procedures	4
Academic Program Planning	4
Academic Program Options	6
Enrollment Status	10
Course Registration	14
Attendance Policies	17
Transfer Credits	18
Academic Integrity	20
Evaluating Student Academic Progress	22
Students in Academic Difficulty	24
Parental Notification Policy	26
Study Away and Exchange Programs	27
Special Arrangements	29
Academic Resources and Support	31
The Learning Commons	31
Writing Center	31
Access and Disability Services	32
Library Services	33
Registrar's Office	34
Family Educational Rights and Privacy Act	35
Community Resources and Support	39
Health & Wellness Center	39
Meal Plan Accommodations for Students with Medical Conditions	40
Resources Regarding Alcohol and Other Drugs	40
Campus Resources	42
Campus Safety	42
Campus Safety Advisory Committee	43
Residential Life	44
Student Diversity, Equity, Inclusion, and Belonging	44
International Student Services	45
Student Involvement and Leadership	45
Facilities and Operations	46
Identification Card (iCard)	47

Student-Managed Spaces	50
Other Student Spaces	51
Preparation for Graduate Study	52
Undergraduate Student Senate	55
Campus Offices	56
Physical Education and Athletics	56
Student-Focused Campus Offices	57
Career Services	58
Special Events	59
Financial Aid	62
Food Services	63
Help Desk, Computer Support Services, MySLC	63
Student Employment	64
Off-Campus Housing	65
Community Standards	66
Conduct Code	66
Residential Life and Housing Policies	72
General College Policies	76
Sexual and Gender-Based Misconduct Policy	100
Resolution Process for Alleged Violations of the Sexual and Gender-Based Misconduct Policy	123
Definitions	152
Statement of the Parties' Rights	154
Privacy, Privilege, and Confidentiality	158
Policy on Consensual Relationships	159
Violence Risk Assessment (VRA)	160
Supportive Measures and Resource Information	162
Student Conduct Process	172
Statement of General Community Standards	172
Overview of the Conduct Process	173
Sanctions	174
Appeals	176
Appendix 1: New York State Penal Code	178
New York State Penal Law Definition of Stalking	178
New York State Penal Law Article 130	179
Appendix 2: Orders of Protection	190
What Is an Order of Protection?	190
What Is the Difference Between a Family Court, Criminal Court, and Supreme Court Order of Protection?	190
What Can I Do if Someone Violates an Order of Protection?	191
Appendix 3: Definitions under the Violence Against Women Act (VAWA)	192
The Uniform Crime Reporting (UCR) Program and VAWA Definition of Sexual Assault	193
Appendix 4: Alcohol and Other Drugs Penal Law	194
Appendix 5: Hate Crimes	201

In an effort to avoid gendered language in this document, Sarah Lawrence College has chosen to make exceptions to select grammatical rules (i.e., pronoun agreement).

About Sarah Lawrence College

HISTORY OF THE COLLEGE

William Van Duzer Lawrence founded the College in 1926 as a two-year diploma-granting institution (or junior college) intended, in part, to relieve the overcrowding in women's colleges around the country. Named to honor his wife, Sarah Bates Lawrence, the College became a four-year degree-granting institution in 1931. Originally admitting only women, the College made the commitment to coeducation in 1968, with the conviction that our distinctive opportunities should be available to all. Today the College welcomes men and women of all races and backgrounds who display evidence of intellectual curiosity and stamina, concern for others, and the potential for personal growth. We are particularly concerned that our faculty, administration, and student body reflect the social, racial, and economic diversity that characterizes our society. We believe that education is enhanced by diversity, that when a college is too homogeneous it loses the vitality of a dialogue among people of different experiences and beliefs.

Throughout its history, Sarah Lawrence has promoted new ideas and instituted outstanding programs. In 1937, the College founded the Early Childhood Center, a school for children ages 2 through 6, where Sarah Lawrence students serve as interns and engage in research projects. In 1949, the College introduced programs leading to the MA degree; since 1969, the College has also awarded the MFA degree in the performing arts and creative writing. In 1962, Sarah Lawrence established the Center for Continuing Education, the first full-scale undergraduate program in the country designed for returning adult students. Sarah Lawrence has pioneered the founding of several outstanding graduate programs that have served as models nationwide: the master's program in human genetics (1969), providing training for health professionals in human genetics and inheritable disorders; the master's program in women's history (1972), linking teaching and research with the problems of women in a changing society; and the master's program in health advocacy (1980), educating advocates for a broad array of roles within the health care system. In 1985, the College began the Art of Teaching program, which leads to the MEd degree and prepares students for teacher certification (nursery through sixth grade). Activities and programs in child development were consolidated as the Child Development Institute in 1987.

OUR PHILOSOPHY

We believe an educated person is one who combines skepticism with reverence, who questions everything but the dignity and worth of others, and who recognizes an obligation to serve the larger community.

We believe the most profound learning takes place when the process of education is linked to the experiences, interests, and capacities of the individual student. By investing their own human and intellectual resources in the process of education, students more effectively commit themselves to academic study. We foster that active involvement by focusing on each student and that student's unique interests and potential.

To help each student attain a fully autonomous and meaningful relationship to knowledge, our pedagogy is based on small discussion seminars, individual conferences, and direct faculty advisement. When students take intellectual and creative risks, they become aware of the particular strengths and weaknesses of their own processes of learning, communication, and expression. We encourage students to:

- Explore intellectual issues within a framework of humanistic values.
- Blend intellectual rigor with passionate human concern.
- Derive pleasure from disciplined study.
- Approach learning with a sense of meaning and urgency.
- Transcend any intellectual and creative limitations.

Close faculty-student contact is required to realize our educational goals. The low student-to-faculty ratio of 10-to-1 makes the intensity of this teaching possible. The result is more direct faculty participation and involvement with students in the educational process than at any other major undergraduate college in the country.

THE MISSION STATEMENT OF SARAH LAWRENCE COLLEGE

At Sarah Lawrence College our mission is to graduate world citizens who take intellectual and creative risks, who cross disciplinary boundaries, and who are able to sustain exceptional academic discipline within a framework of humanistic values and concern for community. Our unique educational practices provide our students with the opportunity to study intensively in small classes, to engage in independent research, and to spend unparalleled amounts of time working one on one with an exceptional faculty of scholars and artists, creating a tailored academic program of the students' own design. Our goal is to instill in students a lifelong intellectual curiosity and nimbleness, as well as the confidence and entrepreneurial spirit to embrace a broad range of personal, professional, and creative pursuits. We thus prepare students to think and act independently so that they will tackle the problems of, and thrive in, a complex and rapidly evolving world.

Central to our mission and philosophy is our commitment to sustaining a diverse and inclusive learning, working, and living community. This requires that students, faculty, administration, and staff reflect the diversity of our society; that people from different backgrounds and with different views treat one another with mutual respect and honest curiosity; and that they engage in dialogue and learning across the boundaries of real and perceived difference.

Please visit [DEI@SLC](#) for up-to-date information on the College's Diversity, Equity, and Inclusion (DEI) efforts and ways to become involved.

PRINCIPLES FOR MUTUAL RESPECT

Sarah Lawrence College's Principles for Mutual Respect are a living commitment and aspiration for all members of the Sarah Lawrence College community. The principles were created by a coalition of students, staff, and faculty, and are the foundation for our thinking about the centrality of diversity, inclusion, and belonging to our communal life.

- As a community, we respect those with whom we live, learn, and work at Sarah Lawrence College: students, staff, and faculty.
- We aspire to work with integrity and honor.
- We foster honest inquiry, free speech, and open discourse.
- We seek wisdom with understanding.
- We embrace our diversity in all its dimensions.
- We respect one another's privacy and honor personal boundaries.
- We are responsible and respectful in all of our communications.
- We work to keep our campus and its natural environment a beautiful and welcoming place, and to leave it in a better state than we found it.
- We endeavor to inflict no harm on one another, in word or deed.
- As a community, we strive to support one another in upholding these principles.

COLLEGE OPERATING UNDER EXTRAORDINARY CIRCUMSTANCES

The College is committed to fulfilling its academic, student engagement, and residential life mission in keeping with practices and policies explained in this handbook and other relevant materials; however, there may be instances when unavoidable or unexpected circumstances require a change in College academic and/or student life policies, practices, and procedures. These changes may include modifications to instructional methodologies and technologies, partial or full evacuation of the campus, changes to academic term start and end dates, and adjustments to the availability of certain College services.

Sarah Lawrence College reserves the right in such instances to use tuition and other student fees to pursue alternative methods of instructional delivery that ensure the provision of a comprehensive curricular and co-curricular experience that sustains students' progress toward completion of degree requirements. In the interest of campus safety, Sarah Lawrence reserves the right to unilaterally change residential life (room) assignments to accommodate social distancing and implement medically necessary quarantine or isolation conditions. This may include the use of temporary housing facilities managed by Sarah Lawrence both on and off campus.

The College will be guided by adherence to public health recommendations and governmental orders in its policies related to social distancing, the use of personal protective equipment, disease testing or screening, immunizations, contact tracing, or other safety protocols. All members of the Sarah Lawrence College community will be required to adhere to these policies, and individuals who choose not to abide by such requirements may be subject to disciplinary action and/or fines as established by the College or government authorities.

Undergraduate Academic Policies and Procedures

ACADEMIC PROGRAM PLANNING

Students are encouraged to use their own interests as the key to engage with the subject matter and to choose the course of study most meaningful to them. Dons and students work together to design educational plans and approaches best suited to the students' needs. The College's degree requirements are designed to foster these ideals as well as to expose students to different means and methods of learning and to a variety of subjects.

Degree Requirements

Students are responsible for knowing and satisfying degree requirements. Course requirements for the Bachelor of Arts degree are as follows:

1. Satisfactory completion of 120 credits, at least 60 of which must be Sarah Lawrence credits.
2. Satisfaction of the residency requirement with:
 - a. A minimum of two consecutive years of full-time study at the Bronxville Campus.
Global education semesters cannot be used to fulfill academic residency requirements.
 - b. Successful completion of full-time study at Sarah Lawrence in Bronxville for either the junior or senior year.
3. Fulfillment of the distribution and lecture requirements as outlined below.

Students are expected to keep track of their academic progress and requirements by regularly reviewing their Credits by Distribution Area and Unofficial Transcript, both available on MySLC.

Lecture Requirement

Students are required to complete a minimum of 20 credits in lecture courses at Sarah Lawrence and are strongly encouraged to do so prior to their senior year. Students enrolled prior to fall 2020 may satisfy the requirement

with four semesters of lecture rather than 20 credits, provided a minimum of three credits were earned in each lecture course.

The lecture requirement may also be met with five credits for every 15 transfer credits and/or with each Sarah Lawrence global education semester. **The lecture requirement is never waived.**

Distribution Requirement

Sarah Lawrence seeks to give its students a broad and balanced liberal arts background and, as such, does not impose specific course requirements. For this reason, students plan their programs with their dons in accordance with the following guidelines:

1. The curriculum consists of four academic areas: creative and performing arts, history and the social sciences, humanities, and natural sciences and mathematics. Degree candidates are required to complete a minimum of 10 credits in at least three of the four academic areas. Practicum courses do not satisfy any distribution credit requirements.
2. Within the 120 degree credits, a fixed maximum exists for each of the four academic areas. Students may take no more than:
 - a. 60 credits in creative and performing arts
 - b. 80 in humanities
 - c. 80 in history and social sciences
 - d. 80 credits in natural sciences and mathematics

The 60-credit creative/performing arts limit is never waived.

The disciplines included within each academic area are as follows:

Creative and Performing Arts: dance; music; visual arts which includes digital imagery, drawing, filmmaking, screenwriting, media arts, painting, photography, printmaking, sculpture; theatre; writing

History and the Social Sciences: anthropology; Asian studies; economics; environmental studies; geography; history; politics; psychology; public policy; science, technology, and society; sociology

Humanities: art history; dance history; film history; language; literature; LGBTQ studies; music history; philosophy; religion

Natural Sciences and Mathematics: biology; chemistry; computer science; mathematics; physics; environmental science

Of the 120 degree credits, no more than 50 can be in a single discipline, (e.g., math or literature or photography). In order to advance their curricular and academic interests, students may occasionally wish to seek an exception to the residency or distribution requirements. Such exceptions are decided by the Committee on Student Work in accordance with the Exceptions to Academic Policies section below.

Semester Enrollment

Students are expected to enroll in successive fall/spring semesters. If a student is not enrolled on the Bronxville Campus, it must be for one of the approved following reasons:

- Studying on a global education program

- Taking a leave of absence for personal or medical reasons
- Taking a leave of absence for full-time study at another institution
- A senior completing their final degree semester with off-campus study

View the appropriate section of the Student Handbook for more details for each of the above statuses.

Students not enrolled either at Bronxville or for one of the above approved reasons are withdrawn for failure to return. Full-time enrollment requires students to be enrolled in at least 12 credits. International F-1 students must be enrolled full time in order to maintain visa status. Sophomores, juniors, and seniors may register for up to 18 credits at no additional tuition. Semester credits over 18 are charged the regular per-credit tuition rate. Students, excluding first-years, are permitted a maximum of two semesters at part-time enrollment, not including semesters on an approved reduced course load. View more information in the Part-Time Enrollment section of this handbook. First-year students are required to be enrolled full time in three five-credit courses unless approved for a reduced course load.

Exceptions to Academic Policies

Students requesting exceptions to the College's academic policies must email a letter of appeal to the Committee on Student Work at deanofstudies@sarahlawrence.edu. The letter should state the requirement or policy for which the exception is requested and provide a rationale for why the exception should be made. When possible, requests for exceptions should be submitted to the Committee on Student Work in the semester prior to the one for which the exception is requested.

The following academic policies are never waived:

- The 60-credit creative/performing arts maximum
- 20-credit lecture minimum
- Changing a five-credit course to three credits during Add/Drop

ACADEMIC PROGRAM OPTIONS

The College offers a number of different opportunities for students to expand the curriculum based on their interests.

Five-Credit Seminar or Lecture for Three Credits

Conference work is a critical element of seminar and lecture courses. In certain circumstances, a student may wish to take an additional seminar or lecture for the curricular knowledge without the conference work. With instructor permission, students are permitted to take a five-credit course for three credits minus the individual or group conference project. Requests to add a five-credit class for three credits may be submitted only during the second week of the Add/Drop period, if there is space in the course. Students cannot choose this option during initial course registration, and a space cannot be held open for later registration. **Courses registered during the initial course registration period for five credits cannot be changed to three credits; no exceptions.**

Directed Study

Students may request to work one-on-one with regular faculty to study subject matter not covered in the curriculum in a number of ways. A directed study should not substantially overlap with an existing course. A

completed proposal must be submitted no later than the end of the first week of classes of the semester of the requested directed study. Visit the Dean of Studies page on MySLC for more information and required proposal. Once the directed study title appears on the student's transcript, it cannot be altered, and the title should reflect the nature of the subject and intended theme. **Directed study is permitted over the summer with the exception of conference courses. First-year students, first-semester transfer students, and guest students are ineligible to propose directed study courses.**

A directed study may take one of the following forms:

Conference Course: Five Credits

A semester course for an individual student in which the proposed material cannot be studied as conference work in conjunction with a regular course offered in the curriculum. As with any seminar, students work in an organized manner through a set body of materials. Conference courses offer the flexibility to evolve along with the student's mastery and interest. The student and faculty sponsor must meet weekly. Conference courses may not be undertaken during the summer.

Independent Study: Two to Five Credits

An independent study is an intensive, advanced investigation of a selected topic. Available only to juniors and seniors, advanced students work independently under the guidance of a faculty sponsor (usually a teacher with whom the student has previously studied) in research, creative work, or intensive reading. Such study results in a major work such as a long paper, play, musical composition, or film. Credits should be commensurate with the scope of the project, frequency of meetings, and nature and quantity of academic work submitted. Students meet periodically with their sponsor to assess and direct work.

Fieldwork Course: Two to Five Credits

Earned either by enrolling in a practicum course or proposing independent fieldwork with a regular faculty sponsor. In exceptional cases, when enrollment in the practicum course is not possible, students may engage in fieldwork under the guidance of a faculty sponsor. The number of credits earned should be commensurate with the scope of the quantity of academic or creative work submitted and is not based on the number of hours worked at the job placement. If no academic work is completed, the course results in no credit. As is the case with the practicum course, the faculty sponsor grades the fieldwork-based directed study on a pass/fail basis. Students meet periodically with their sponsors to create independent coursework in conjunction with fieldwork.

Senior Thesis: Ten Credits

A senior thesis affords the opportunity for intensive and interdisciplinary work over the course of an academic year with a committee of two or three faculty members from different disciplines chosen by the student. One faculty member serves as chief sponsor, while the others bring insights and methods of their disciplines to the project. A senior thesis requires a good deal of planning expected in the spring of the junior year. Students must visit the Dean of Studies page on MySLC to review policies and procedures and access the required Senior Thesis Proposal form. Proposals must be submitted by the end of the first week of the Add/Drop period. A student earns 10 credits for the year in which the thesis is completed. Students who register for a senior thesis are responsible for meeting with each of their sponsors and keeping them informed of their progress. Early in the fall, the chief sponsor and student agree on a schedule of work, including a substantial piece of written or

artistic work to be turned in by the end of the fall semester. If the faculty sponsors feel the work is proceeding satisfactorily, the project continues in the second semester. If satisfactory progress has not been made, the chief sponsor and the student discuss how the thesis may be reformed as a conference project or an independent study, or dropped as a course option.

In the spring semester, the committee should meet again to confirm the student's remaining work schedule. Students should submit a final thesis with enough time for faculty to provide a grade and evaluation by the deadline for senior grades. All faculty sponsors must read the final thesis and provide comments to the chief sponsor. The chief sponsor is responsible for submitting an evaluation at the end of each semester and a grade by the spring deadline for senior grades.

Approval and Requirements

Students interested in pursuing directed study should first consult with their don. Directed study proposal forms, which include detailed instructions, are available on the Dean of Studies MySLC page. Fall and spring directed studies must be initiated no later than the last day of classes in the semester prior. View the academic calendar for summer and intersession directed study deadlines.

Proposals are reviewed and approved by the Office of the Dean of Studies on behalf of the Committee on Student Work, and the Provost's Office on behalf of the Curriculum Committee. The content, as well as writing and reading requirements of the directed study, must be comparable to other courses in the curriculum.

Registration and Approval Process

1. Students should secure a faculty sponsor who must be a regular faculty member.
2. Proposals are prepared in consultation with the faculty sponsor (sponsors if senior thesis).
3. Completed proposal with signatures is submitted to the Office of the Dean of Studies at deanofstudies@sarahlawrence.edu, reviewed first by the Committee on Student Work, then by the Curriculum Committee.
4. Student registers for placeholder course of appropriate credit value either in Online Course Selection (OCS) or with Add/Drop form, depending on registration period as they await final approval.
5. Once the proposal is approved, the Registrar's Office is notified, and the student is registered for the directed study course.

Tuition

If a faculty member agrees to a summer or intersession directed study that is approved by the Dean of Studies and Provost's Office, students are billed per credit. Fieldwork undertaken in the summer or intersession is charged at 50 percent of the current per-credit tuition rate. Tuition is not refunded for summer directed studies dropped after June 1. If a five-credit directed study is registered as part of a student's initial full-time registration, the course is not permitted to be dropped. Directed studies for fewer than five credits follow standard Add/Drop and withdrawal deadlines.

Stipulations

1. Only one directed study is permitted per semester.
2. Over the course of a student's career at the College, a maximum of 20 credits may be applied through directed studies.

3. Only regular faculty can serve as sponsors. Permission regarding guest faculty must be obtained from the Provost's Office.

Science and Mathematics Third

The Science and Mathematics Third program is designed to allow more flexibility in studying science at Sarah Lawrence College. Qualifying students can take two mathematics and science courses to comprise one third of their academic program for a semester or academic year without additional tuition charge.

Regularly scheduled conference meetings are expected to occur between the student and at least one of the instructors. The Science and Mathematics Third program is intended for students with a primary interest in the natural sciences and/or mathematics who have a strong background in the subject(s) involved. One purpose of the program is to help students meet the challenges inherent to the hierarchical nature of science and mathematics study in which advanced courses often have one or more prerequisites. Students who take two elementary- or intermediate-level Third components can more quickly qualify for advanced study. Students already at the advanced level can enroll in two advanced courses simultaneously. First-year students in their first semester of study are not eligible.

Conceivably, any science or mathematics course (seminar or lecture) can be taken as a Science and Mathematics Third component. Students can take two components in the same discipline or in different disciplines, and two components at the same level (open, intermediate, or advanced) or at different levels, assuming the student qualifies for the courses. Because of the time demands of lab courses, students are discouraged from enrolling in a Third program involving two lab-based science courses.

A student interested in enrolling for two courses as a Third should interview both faculty members involved. The student should declare an interest in taking the course as part of a Third program during the interview period and register for one of the two courses during initial registration. The other course should be added during the Add/Drop period with the appropriate registration form available on MySLC approved by both faculty members and by the chair of the Science and Mathematics Group.

Summer and Intersession Credit

Summer Credit

The College has limited summer study options, usually in the format of either a practicum course or directed study. Students are also permitted to take summer courses at other accredited institutions in accordance with the transfer credit policy (see the appropriate section in this handbook). A maximum of 16 credits (including Sarah Lawrence credits) can be used to fulfill degree requirements, with a maximum of eight credits in one summer semester. Students may propose directed study in the form of fieldwork or independent study for up to five credits. View the Directed Study portion above for more information and details. Tuition is charged at the regular tuition rate of the previous academic year for independent study and at 50 percent of the rate for fieldwork. See the Add/Drop and Course Withdrawal portions of the handbook for deadlines. Current tuition and fee information may be found on the Tuition and Fees webpage on MySLC.

Intersession Credit

Students may earn a maximum of two credits either by enrolling in another college's intersession program or with independent study or fieldwork under the guidance of a Sarah Lawrence faculty member. Final work

for intersession directed studies must be submitted by the first day of spring registration. Independent study projects are charged at the per-credit tuition rate, and fieldwork courses are charged at 50 percent of the per-credit tuition rate. Students may drop an SLC-offered course before the class begins, but after the first class meeting courses dropped are considered a withdrawal and receive a grade of WD on the official transcript. See the Add/Drop and Course Withdrawal portions of the handbook for deadlines. Once the intersession begins, students are responsible for the full tuition and are not eligible for a refund.

ENROLLMENT STATUS

First-Year Studies

Assignments to First-Year Studies courses are made by the Office of the Dean of Studies during the summer on the basis of the First-Year Studies selections and the student's college admissions application.

First-year students must take courses in three different disciplines and are encouraged to fulfill distribution requirements in their first year. Two creative arts courses are not allowed for first-year students; however, with permission of the relevant department, a one-credit craft course in dance or music is permitted.

Transfer Students

Transfer students are enrolled in a five- or 10-credit new transfer seminar for their first semester or first year. The faculty member teaching this seminar also serves as their don. Prior to the start of their first semester, transfer students are invited to participate in the selection process for their new transfer seminar. Once enrolled in their seminar, transfer students are required to meet with their dons in order to participate in course registration. Transfer students may enroll in a maximum of 15 credits in their first semester. Directed studies are permitted after the first semester.

Prior to registration, new transfer students are able to review their transfer credit evaluation. Transfer students should be aware of the distribution, lecture, and other degree requirements in order to plan an appropriate program of study. Questions about transfer credits can be directed to the Registrar's Office. Students who transfer to the College with 60 credits must earn all of their remaining credits at the Bronxville Campus.

Part-Time Enrollment

Under exceptional circumstances and after discussion with their don, a matriculated student may request part-time enrollment (11 or fewer credits) for a semester. Students are only permitted two semesters of part-time enrollment unless on an approved reduced course load. Reduced course loads are initiated by the student through the Office of the Dean of Studies via the Reduced Course Load Request, approved either by the Health & Wellness Center, Access and Disability Services, or Title IX Office. See the Reduced Course Load portion under the Special Arrangements header of this handbook.

Apart from possible interruption of advancement toward degree completion, part-time status has significant implications in multiple areas including visa eligibility, external scholarships eligibility, loan repayment, athletic team participation, and health insurance. Students are advised to discuss these implications with all relevant parties before making a decision. A Request for Part-Time Enrollment form, located on MySLC, must be submitted and approved by the Office of the Dean of Studies. Part-time enrollment reminders:

- Request must be made by July 31 for enrollment preceding fall semester and December 1 preceding spring semester.
- Unless granted a reduced course load, first-year students are not permitted to be part time.
- Students must be enrolled in at least 10 credits to reside on campus.
- Part-time students may not enroll concurrently at another institution.

Leave of Absence

A personal leave of absence may be granted one semester at a time upon student request up until the end of the 10th week of the semester. Ideally, students should request a leave of absence prior to the start of the semester. The student should first discuss the leave with their don and complete the Request for a Personal Leave of Absence/Withdrawal form available on MySLC. Once approved, the student's parent(s) or legal guardian(s) may be notified. Students on leave of absence are charged a semesterly matriculation fee. Communication with the don is encouraged during the leave of absence. First-year students who take a leave of absence during their first semester are required to reenroll in a First-Year Studies course in the fall semester following their return.

A subsequent semester of leave of absence may be requested from the Office of the Dean of Studies in writing from the student's SLC email to deanofstudies@sarahlawrence.edu. Leaves of absence may be requested for up to four consecutive semesters, after which time the student is withdrawn from the College. Students are contacted by the Registrar's Office prior to their expected return; those who do not return from leave of absence for the expected semester are withdrawn from the College for failure to return, and must follow policy as outlined in the Withdrawal from the College portion of this handbook. Students may request to extend their leaves beyond this period by speaking with their class dean.

Students who request a leave of absence but are subsequently suspended for academic reasons must apply for reinstatement as outlined in their suspension letter.

Students who are ready to return to the College from a leave of absence must submit the Request to Return from a Leave of Absence form available on MySLC. Deadlines are November 1 for a spring semester return and April 1 for a fall semester return. Students who do not return from leave of absence for the expected semester are withdrawn from the College for failure to return, and must follow policy as outlined in the Withdrawal from the College portion of this handbook.

Students with loans or grants who are planning a leave of absence should consult with the Office of Financial Aid about any financial implications of their leave. While on leave, students are not permitted on campus or to participate in any College-sponsored/affiliated activities without advance written permission from the Office of the Dean of Studies.

Medical Leave of Absence

A medical leave may be requested by a student for health/medical reasons that interfere with the student's ability to function academically. The deadline to request a medical leave of absence is the end of the 10th week of the semester. **Students must consult with one of the Health & Wellness Center directors at healthservices@sarahlawrence.edu to make an official request.** A medical leave may also be required by the Office of the Dean of Studies if the student has a medical condition that cannot be reasonably accommodated by the College.

In either case, the student's reentry to the College is reviewed by the Health & Wellness Center in consultation with the Office of the Dean of Studies. Due to the health/safety matter, the student's parent(s) or legal guardian(s) may be notified. During the medical leave, the student is expected to obtain treatment for the condition that warranted the leave and subsequently demonstrate that the issue has been sufficiently resolved to allow resumption of studies. Documentation of such treatment from the medical providers involved must be submitted to either the director of medical services or the director of counseling & psychological services to review the materials. Once the documentation is reviewed, the student meets with the appropriate Health & Wellness Center director, who makes a recommendation to the Office of the Dean of Studies. Once the review is completed, the Office of the Dean of Studies notifies the student of the final decision. Requests for a medical leave of absence are to be submitted no later than the end of the 10th week of the semester. In circumstances due to health-related issues, F-1 international students may be permitted to be enrolled as part-time through a reduced course load approved by Health & Wellness and the Office of the Dean of Studies. First-year students who take a medical leave of absence during their first semester are required to reenroll in a First-Year Studies course in the fall semester following their return.

When requesting to return from a medical leave, students must submit the Request to Return from a Leave of Absence form available on MySLC. For spring semester returns, requests are due by **November 1 to the Dean of Studies Office with clinical documentation submitted to the Health & Wellness Center by December 1**. Fall semester requests to return are due to the Dean of Studies Office by **April 1 with clinical documentation submitted to the Health & Wellness Center by May 1**. Leaves of absence may be requested for up to four consecutive semesters after which time the student is withdrawn from the College. Students are contacted either by the Registrar's Office or Health & Wellness Center prior to their expected return; those who do not return from medical leave of absence for the expected semester are withdrawn from the College for failure to return, and must follow policy as outlined in the Withdrawal from the College portion of this handbook.

While on medical leave, students are expected to absent themselves from participating in or organizing on-campus as well as off-campus College-sponsored/affiliated activities, and to visit only with permission, given in advance, by the Office of the Dean of Studies. Failure to abide by this expectation may adversely affect the decision to readmit. Students who are on a medical leave but are subsequently independently suspended for academic reasons must first apply for reinstatement.

Course Withdrawal

The Course Withdrawal period begins once Add/Drop ends and continues through the 10th week of the semester. Students who experience a significant issue that impedes their ability to successfully complete a course may request to withdraw. First, students must discuss the withdrawal with their dean and the instructor, then seek approval from the class dean who provides the Course Withdrawal Request form. Forms are not accepted by the Registrar's Office without required approvals. Ceasing to attend a course does not constitute an official withdrawal; failure to officially withdraw from a course results in a grade of F appearing on the official transcript. Official course withdrawal results in a grade of WD on the official transcript.

Course withdrawal may impact a student's enrollment status, which may impact financial aid, housing, visa eligibility for international students, and eligibility for external scholarships. Students are advised to consult the Financial Aid Office, the international student adviser, or relevant agencies before withdrawing from a course. View the Part-Time Enrollment section for further information.

The Course Withdrawal period for summer and intersession is between the first and second class meetings.

Students may not withdraw from a directed study once the semester/session has begun. There is no reduction of tuition charges for courses dropped once the Add/Drop period has ended and the Course Withdrawal period begins. First-year students are not permitted to withdraw from a course and should reach out to their dean or the first-year dean to discuss academic concerns. Only one course withdrawal over a maximum of two semesters is permitted.

Second-Semester Seniors

Second-semester seniors are eligible for a partial course load (and prorated tuition) in their final semester only when the College has official transcripts of all their prior degree credits and if residence, lecture, and distribution requirements have been fulfilled. Those transcripts must be received by the Registrar's Office by December 1 for May graduates and September 1 for December graduates. Special arrangements cannot be made on the basis of transcripts expected but not received.

Seniors who register for a part-time semester are billed only for enrolled credits and must receive approval from the Office of the Dean of Studies by December 1 for spring completion and May 1 for fall completion. International F-1 students who only need a part-time course load in their final semester must also request permission from their DSO (designated school official) in compliance with visa regulations. In applying for a part-time load, students should consider implications for scholarships, loans, health insurance, and housing, some of which may require full-time status. Seniors who register for a directed study over the summer to complete their remaining credits are billed for those credits.

Second-semester seniors who are enrolled full time may take one additional course (excluding directed study) beyond the 120 credits required for graduation without charge if they were a full-time student the preceding semester. To receive this benefit, they must register for the additional course during the second week of the semester. Seniors who enroll in more than 126 credits are billed for each additional credit.

Senior Finishing Off-Campus

Students in their final year who have met the residency requirement may request to complete their degree at another institution. Requests for part-time study at another institution are approved by the Office of the Dean of Studies, and full-time study is approved by the Office of Global Education. The Senior Finishing Off-Campus Request is available on MySLC and must be submitted by December 15 for the subsequent spring semester and July 15 for the following fall semester. Submission of the above form and appropriate approvals are required to ensure accurate enrollment status and transferability of coursework. The host school's semester dates determine for which graduation conferral date a student is eligible. An official transcript must be requested by the student to be sent directly to the Registrar's Office for credit evaluation. See the Transfer Credit section for details on eligibility criteria.

Graduation Policy

Students who have completed requirements for the Bachelor of Arts degree during the academic year are invited to participate in the commencement graduation ceremony in May. Students who are within five credits of completion at the end of the spring semester and have plans to finish during the summer may request to participate in commencement. These students should submit the Request to Participate in Commencement form available on MySLC. If final requirements are completed during the summer, the students are eligible for August degree completion.

Withdrawal from the College

Students may request a complete withdrawal from the College up until the end of the 10th week of the semester. Students not withdrawn by this date for the current semester receive grades and evaluations for courses in which they are enrolled. Students may request at any time to withdraw from the College for future semesters. For a temporary departure, view the Leave of Absence portions of this handbook.

Students who withdraw from the College and seek to return within two years of that withdrawal may request to do so through the Office of the Dean of Studies. Students who have withdrawn from the College and seek to return after an absence of more than two years must complete a readmission application available through the Office of Admission. Students seeking to return are asked to provide transcripts for any college-level work completed and to detail what activities they have been involved in during their time away from the College. Applications are reviewed by the Office of Admission and the Office of the Dean of Studies.

COURSE REGISTRATION

General Description

Course registration takes place immediately prior to the beginning of each semester. Courses are self-selected by students in Online Course Selection (OCS). Dons review and either approve or suggest alternate course selections for their donees; final don approval is required. Immediately following the OCS period, placements are made available to students on MySLC, and students are then registered for courses. Course selection and registration usually has two rounds where students participate in the second round if they are not initially placed in a full course load. Students placed into all first-round selections are not eligible to participate in the second round. Only students who participated in the first round are eligible for second-round selections; second-round participation alone is not permitted. See the Registration pages in MySLC for more information.

Students are responsible for regularly reviewing My Courses to view their class schedule, Credits by Distribution Area for registered classes and credits, and Unofficial Transcripts for completed credits and grades.

Students are expected to be registered for an appropriate course load (depending on enrollment status) during the OCS period, prior to the beginning of the semester. A two-week Add/Drop period follows the initial course registration period for minor schedule changes only. Students should not expect to register for an entire course load during the Add/Drop period. Students with active holds on their records, including balance owed to the College or outstanding required health forms, are not permitted to register for courses. Attendance in classes is permitted only with official course registration.

Interviews

An interview period precedes each course registration period where students are expected to interview faculty for desired classes. Students review the curriculum and semester offerings and discuss course selections with their dons. The interview process allows students to learn more about course content and expectations, to explore possible conference ideas, and, if relevant, to discuss prior experience with the subject.

Add/Drop Period

Students must be registered for classes by the beginning of the semester. The two-week Add/Drop period begins on the first day of classes and is intended for minor schedule changes. To participate in Add/Drop, students must submit the appropriate form located on MySLC, approved by the relevant faculty. Students are expected to discuss schedule changes with their don and confer directly with the instructor of the interested class. In exceptional circumstances, students may contact the Office of the Dean of Studies for late registration permission, subject to a \$50 fee. Courses dropped during this period do not appear on the official transcript.

Summer or intersession courses dropped before the class begins do not appear on the official transcript, with no tuition charge. Summer directed studies dropped after June 1 are considered a withdrawal and students are responsible for full tuition. Courses dropped after Add/Drop are considered a withdrawal; see the Course Withdrawal policy.

Restrictions

Student schedules must include a minimum of two five-credit courses.

First-year students may not take more than one course in the same discipline, and may not take two creative/performing arts courses concurrently (which includes First-Year Studies classes). First-year students cannot register for more than 16 credits per semester.

Students may not enroll in two writing courses of the same genre per semester. Only one filmmaking production course and one screenwriting course are permitted in the same semester.

Credits More than 18

Full-time students generally enroll in 12 to 18 credits in a given semester; however, neither first-year students nor students on academic probation are permitted to exceed 16 credits of coursework. Students are encouraged to consult with their dons when considering extra coursework (beyond 15 credits) during an academic semester. Registration for more than 18 credits takes place only in the second week of Add/Drop. A student wishing to enroll in more than 18 credits must consult with their don and submit the appropriate form available on MySLC. Credits more than 18 for the semester are charged at the regular per-credit tuition rate.

Yearlong Courses

In addition to fall and spring semester courses, the College has a number of yearlong offerings. Evaluations are submitted for both fall and spring, and students receive a grade for the entire course at the end of the spring semester. Students who remain enrolled for the entire yearlong course are assessed and graded according to the expectations of a 10-credit course.

Students enrolled in yearlong courses may elect to drop the course at the end of the fall semester, with the exception of the required First-Year Studies course, which may not be dropped. First, students must discuss this request with their don and also the instructor, then submit a Yearlong Course Drop form during the Yearlong Drop period. If a student does not continue in the spring portion, the fall portion of the course receives a grade from the instructor. If students do not participate in the yearlong drop period during fall, drops may occur only during the Add/Drop period in the spring semester.

Faculty who indicate that a student has not completed passing work will give them a grade of “F” for the fall, and the student is dropped from the spring portion of the course. Students who continue in the course for the second semester but submit a Course Withdrawal Request by the deadline receive five credits for the fall portion. Students may not submit additional work in the second semester to increase a fall semester grade.

Accommodations

Any student who has a disability and requires accommodations related to course registration at any point in the registration process should contact the Assistant Dean of Access and Disability Services at disabilityservices@sarahlawrence.edu or 914.395.2235. Examples of registration-related accommodation support include:

- Students with mobility impairments requiring accessible classrooms should choose their classes without regard to location
- Assistance with online interviews
- Support in navigating the course registration process

The registrar works with the assistant dean of access and disability services to arrange a location for the class in an accessible classroom space. Interviewing faculty before course registration is an integral part of the Sarah Lawrence course selection process. Any student who has a disability and requires accommodations to participate in the interview process should contact the assistant dean of access and disability services who determines the appropriate accommodations to ensure that the student meets with the faculty for interviews in a manner equivalent to other students. The assistant dean of access and disability services assists the student in contacting the faculty and setting up the interview.

Auditing

Students may audit one course each semester with the permission of the instructor for zero credits. Audits do not contain conferences with the teacher nor have written work evaluated, but semester attendance throughout the course is required. Standard course registration procedures apply; students may not audit a course without being officially registered. Audit registration occurs only in the second week of Add/Drop, and requests are reviewed and approved by the Office of the Dean of Studies on behalf of the Committee on Student Work. View the Audit Request form available on MySLC. If approved and properly registered, and the student attended the class throughout the semester, the audit appears on the student’s official transcript. There is no charge for auditing by matriculated Sarah Lawrence students. Students cannot convert an audit into a course for credit, or vice versa, after the Add/Drop period has ended.

Pass/Fail

Students may take one course each semester on a pass/fail basis by submission of the Pass/Fail Request available on MySLC. Courses taken as pass/fail are subject to instructor approval. The form must be submitted to the Registrar’s Office during the Add/Drop period. Pass/fail decisions cannot be made retroactively. Students cannot convert a pass/fail into a letter grade, or vice versa. Practicum and fieldwork courses are graded on a pass/fail basis only.

ATTENDANCE POLICIES

Attendance

Being present is an essential element of the academic life of the College. Students are required to consistently attend to their academic obligations. Consistent attendance for all academic obligations is required. Excessive absences can jeopardize a student's standing in the class and can lead to course failure. Students are expected to notify faculty ideally 24 hours in advance when they must miss a class session or conference meeting.

For in-person courses, virtual attendance is not a substitute for the College's in-person attendance requirements.

Faculty members are asked to notify the Office of the Dean of Studies about a student who has missed two classes or conferences in succession without prior notice or explanation. The office then notifies the don of such absences. Illness does not excuse a student from academic work. Regardless of the reason for an absence, missed coursework must be made up. When possible, faculty are asked to schedule field trips during or close to class meeting time to avoid conflict. Students are responsible for arranging to be excused from an academic commitment (at the teacher's discretion) if there are conflicts with a field trip planned for another course or any other College-sanctioned activity (i.e., athletic competition, theatre production, etc.). Missed conferences may be rescheduled at the teacher's discretion.

Students may not leave early for or return late from school breaks. All academic appointments must be met, including class meetings, don and class conferences, physical education classes, and laboratory meetings.

Religious Holiday Observances

Although the College does not close officially for religious holidays, the right of any member of the community to observe these holidays is respected. Students who will miss class are asked to inform their teachers in advance. Faculty are asked to help students make up the work missed because of such observance and to avoid scheduling special activities for those days.

Short-Term Absence from Campus

In the event of serious illness or personal emergency, a student may need to take a short-term leave from campus with an anticipated duration of one to two weeks. Prior to leaving campus, the student should notify their don, teachers, and the Office of the Dean of Studies. When the absence is health-related, the Health & Wellness Center should be informed so that they may assist as needed.

Individual faculty determine whether the short-term absence would constitute a fundamental alteration of the course's essential elements, requirements, or mode of instruction. While teachers will make every effort to work with a student in this circumstance, it is important to note that not all courses can accommodate extended absences, and an in-person course cannot be converted to a remote course. Ultimately, the student is responsible for making up missed work either during the time away or immediately upon their return to campus.

If the health or personal emergency necessitates an absence of longer than two weeks, the student must consult with the Office of the Dean of Studies and faculty members to determine options which may include a course withdrawal, or a personal or medical leave of absence.

TRANSFER CREDITS

Requests for previously completed transfer credit, including college courses, advanced placement (AP), international baccalaureate (IB), advanced-level (A-level), and similar examinations, should be made prior to the beginning of the senior year. See the various types of transfer credits below.

Students may request transfer credit for courses taken at other institutions if the following conditions are met:

1. Course(s) must have been taken at an accredited United States college or university, or at an international university of comparable accreditation. Courses completed at nonaccredited institutions require direct review by the College faculty in a process initiated through the Registrar's Office.
2. Students who have already attained junior standing (60 credits completed) may not transfer credits from two-year/community colleges.
3. Online courses are considered for transfer only if the criteria specified below is followed.
4. The grade must be C or above (C- is not accepted).

Students should discuss proposed courses with their dons and must complete the Transfer Credit form available on MySLC to ensure transferability of credit. Courses that meet the above conditions are evaluated in terms of content. In order to receive credit, courses generally must be in disciplines offered at Sarah Lawrence and must not duplicate, overlap, or regress to previous work for which the student has received credit. Courses that are not normally creditable include subject areas of business, health education, speech, and courses of a technical nature. Preprofessional courses and vocational courses are also not eligible for transfer.

Pass/fail courses are not accepted for transfer unless pass is defined by the college/university as equivalent to C or higher. If not institutionally defined as C or better, a letter from the instructor that the student's final grade was equivalent to C or higher is accepted. Students should first consult the registrar to determine whether or not credit for the course or courses is transferable to the College. View the Transfer Credit form on MySLC to submit a request with course details.

Students may earn a maximum of eight credits in one summer semester, or 10 credits if the summer session is 10 weeks or longer. The maximum number of summer credits (including Sarah Lawrence) allotted is 16. Courses taken at other acceptable institutions during the intersession between fall and spring are eligible for a maximum of two transfer credits.

A maximum of 36 semester hours is accepted for one year of study; a maximum of 18 semester hours for one semester and a maximum of 12 semester hours for one quarter or trimester are accepted. A maximum of 60 transfer credits, including credits from an associate degree, may be applied to the requirements of the degree.

Incoming students who defer admission prior to matriculation may earn credit eligible for transfer during this deferral period. Deferred students are eligible for a maximum of 11 credits (part-time status) in each fall or spring semester of their gap year as long as the above transfer criteria is followed. Deferred students are subject to the same summer and intersession credit limitations as identified above.

Transcripts to be evaluated must be official copies sent directly by the issuing institution to the Registrar's Office; unofficial student copies are not accepted. Transfer credit is not granted for coursework taken concurrently with Sarah Lawrence College semesters unless prior approval has been given by the Committee on Student Work.

Online Courses Transfer Criteria

1. Online courses must be offered by a regionally accredited college or university, and must be applicable to an undergraduate degree at that school. Massive open online courses and other noncredit or credit-optional courses are not eligible for transfer credit.
2. Online courses must be taken in liberal arts subjects akin to those offered at Sarah Lawrence and provide content, level, and comparability of such courses.
3. Online courses must be offered during a defined term/session, with clear beginning and end dates, and may not be self-paced or entirely asynchronous. Students may not simultaneously enroll at Sarah Lawrence and in online courses.
4. Online courses must have structured progression through course material.
5. Online courses must include student-faculty and student-student interaction, as well as required assignments and teacher feedback.

Credit Earned Prior to Matriculation as a First-Year Student (Beginning with Fall 2022 Entrance)

Students may transfer a maximum of 30 credits earned prior to high school graduation. This includes advanced placement courses, early college programs, international baccalaureate, advanced-level exams, or other international credentials.

Students requesting credit must have earned 30 credits by the end of the sophomore year in two consecutive semesters without having been placed on academic probation. Students approved for a reduced course load must complete all credits for which they are registered. Credits must be requested by the spring of the junior year.

Types of Precollege Matriculation

1. **Advanced Placement (AP) Examinations:** Credit is awarded for exam scores of 4 or 5. Official score reports from the College Board must be sent to the Registrar's Office. Credit is not awarded for tests taken after the completion of high school. Credit for AP examinations cannot be used to satisfy distribution requirements.
2. **International Baccalaureate (IB):** IB consists of international assessments for precollege students. Students entering the College with a full IB diploma may earn 30 credits toward a Sarah Lawrence degree. Nondiploma IB students who score 5 or above on higher-level exams may request three credits for a maximum of three subjects for a total of nine credits. Credit is not awarded for tests taken after the completion of high school. Only credit for higher-level IB examinations with scores of 5 or above may be applied toward distribution requirements.
3. **Advanced-Level (A-level) Examinations:** A-level exams are international qualifications taken in particular subjects. Eight credits are awarded for each A-level exam in which a student has earned an A or B.
4. Students may receive credit for college-level courses taken while in high school under the following conditions:
 - a. Courses must have been taken at a United States regionally accredited two- or four-year college or university in classes intended primarily for college students. Courses may not have been taken at a student's high school, nor in programs designed primarily for high school students, nor may they have been used to fulfill high school graduation requirements. This must be verified in writing by the student's high school.

- b. A grade of C or above (C- is not accepted) must have been earned.
- c. Courses must satisfy all of the other requirements that govern transfer credit in general.
- d. A maximum of 30 credits may be awarded if an associate degree is earned prior to high school graduation.

ACADEMIC INTEGRITY

Academic work is a shared enterprise that depends on a commitment to truthfulness. Sarah Lawrence students are expected to abide by the standards of intellectual integrity that govern the broader academic community to which the College belongs. These standards entail acknowledging the origin of the ideas, information, data, and forms of expression that one employs in one's own work, including those produced using generative artificial intelligence; giving due credit to the sources from which one has borrowed; and affording one's reader a means of consulting those sources directly. Different academic disciplines may have varying conventions of citation and acknowledgment, and electronic media have increased the availability of oral and printed sources. Instructors must clearly outline their expectations for collaboration, citation, and acknowledgment in their courses. Similarly, students are responsible for understanding and adhering to these standards in any academic or creative activity, and should seek clarification if needed.

In addition to the accurate representation of an individual's work, academic integrity requires that students not abet others in any misrepresentation of their work. It also requires that students not interfere with the access of other students to shared material such as library books, course packets, etc. The Esther Raushenbush Library offers citation and reference educational workshops throughout the academic year. For further information, students may contact the library at reference@sarahlawrence.edu. Students who are unclear about proper citation or who have been found to have violated the academic integrity policy are especially urged to attend these workshops.

Offenses

Offenses against academic integrity include (but are not limited to) the following:

1. Plagiarism:
 - a. Failure to properly cite sources
 - b. Unauthorized use of technology, including but not limited to the use of generative artificial intelligence
 - c. Submitting under a student's own name work that is not entirely theirs
 - d. Cheating or abetting others in the act of cheating
2. Falsification of information, data, or attributions
3. Submitting the same work for more than one class, within the same or different semesters, without the express permission of all faculty involved
4. Stealing or defacing library materials or otherwise rendering them inaccessible to others

Procedures

Any member of the community, including students, staff, or other faculty, who has reason to believe that a student has committed a violation of the academic integrity policy should consult with the Office of the Dean of Studies.

When a teacher identifies a suspected violation, they must discuss their concern with the student (in person whenever possible). If, after this initial conversation, the faculty member feels that the concern is merited, they may respond as described below. Teachers are encouraged to confer with the Office of the Dean of Studies, particularly if the suspected violation is discovered after the term ends.

Once the teacher has spoken with the student about the suspected violation of the policy of academic integrity, the faculty member may decide to resolve the matter directly with the student. Any violation likely to be mentioned in the student's final evaluation should be reported to the Office of the Dean of Studies by filing an Academic Integrity Report form. Depending on the severity of the reported infraction, there are three pathways to deal with the breach of academic integrity:

1. In a case where the faculty has reported a minor violation, the student will receive a warning letter from the Office of the Dean of Studies, which includes resources for understanding academic integrity and guidance for avoiding further violations. This is not recorded on the student's permanent record except in the situation described below.
2. If a student in question has accumulated multiple reports of minor violations, the Office of the Dean of Studies may decide to bring the case to a formal hearing before the Committee on Student Work.
3. In a case where the faculty has identified a major violation, a charge is brought and, depending on the resolution, the finding becomes a part of the student's permanent record.

Reporting Process

Reporting Infractions

Faculty members submit a report of suspected academic integrity violations using the Academic Integrity Violation Report form. This form should detail the nature of the violation, evidence supporting the alleged offense, and any relevant information, such as the work in question and the manner of its discovery.

Notification

Upon receipt of the report, the Office of the Dean of Studies follows up with the student. The student is given an opportunity to respond to the allegations, either in writing or via a hearing.

Resolution Procedures

Minor Violations

In the case of a minor violation, the student receives a warning letter from the Office of the Dean of Studies, which includes resources for understanding proper citation and guidance for avoiding further violations. Warnings do not become part of the student's permanent record, although repeated minor violations may escalate to a formal charge.

Major Violations

A faculty report of a major violation requires a more formal review process:

Acceptance of Responsibility

If the student admits to the violation, no hearing is required, and sanctions are determined based on the documentation provided by the reporting faculty. The student may initiate an appeal only based on the severity of the sanction. The appeals process is described below.

Dispute of Allegation

If the student disputes the charges, a hearing is conducted. The student may choose to attend the hearing in person, via teleconference, or by written response. The Committee on Student Work reviews and discusses submitted materials with the student and don present and makes a determination based on the evidence presented.

Decision and Notification

The Committee on Student Work deliberates and decides whether a violation occurred and, if so, determines the appropriate sanctions. Possible sanctions include a letter of warning, academic probation, suspension, expulsion, or in cases involving graduates, a recommendation to revoke degrees.

The student, the reporting faculty, and the student's don are notified in writing of the committee's decision if the student is found responsible for the violation. The student's parent(s) or legal guardian(s) may also be notified.

Record Keeping

If the Committee on Student Work finds no violation or insufficient evidence, records of the inquiry are not retained in the student's file. However, if a student is found responsible or admits responsibility for a major violation, it is recorded in the student's permanent academic record and may be disclosed to external institutions upon request.

Appeals Process

A student who is found responsible for a major violation of the academic integrity policy has the right to appeal the decision and/or the sanction to an independent, ad hoc Appeals Committee. Reasons to request a decision review would be to provide new evidence, to reveal a procedural error, or to contest the severity of the sanction. This committee consists of the provost (or designee), a faculty member, and a senior member of the library staff. The student must present relevant materials, including the grounds for the appeal, in writing. Note that an appeal is not a rehearing of the case. The Appeals Committee may consult with the Committee on Student Work regarding its response to the appeal but plays no role in the Appeals Committee decision-making. The decision of the Appeals Committee is final.

EVALUATING STUDENT ACADEMIC PROGRESS

Grade Scale

A traditional grade scale consisting of letter grades from A+ through F is used. The grade symbols issued appear on the legend that accompanies official transcripts. Beginning with incoming fall 2024 students, official transcripts display final grades of WD (withdrawal) and F (failure) which were previously omitted. The College does not calculate grade point average nor class rank.

Faculty Academic Alerts During the Semester

Faculty are urged to submit a Faculty Academic Alert form available on MySLC to the Office of the Dean of Studies about any student of academic concern whose attendance is irregular or whose work reflects academic difficulty. Upon receipt, the Office of the Dean of Studies follows up with the student and their don as appropriate. This permits the Office of the Dean of Studies to connect students with resources. The office may request

progress reports on any student who is on probation or who seems to be experiencing academic difficulty.

Narrative Evaluations

Students receive written narrative evaluations from each of their instructors at the end of each semester. Evaluations are a detailed written assessment of student work in each course, which provide students feedback on their strengths and areas for improvement. Evaluations submitted electronically are available for students to view or print through MySLC. Faculty also submit traditional letter grades for courses posted to the student's unofficial and official transcripts. Grades can also be viewed by the deans of the college, the deans of studies, and the student's don. They are used along with evaluations by the Committee on Student Work in assessing a student's academic progress.

Evaluations for fall and yearlong courses are submitted in January. Evaluations and grades for spring and yearlong courses are submitted in June.

Incompletes

Coursework is due by the last day of classes unless the student has requested and been granted an official incomplete by the instructor. Upon approval, students must submit a Request for Incomplete form available on MySLC. Students are responsible for requesting an incomplete where the instructor determines whether the student is eligible. An incomplete may be awarded only if the student has already done substantial passing work in the course and the reasons for granting an incomplete valid (e.g., illness, serious personal crisis, accident, extenuating academic circumstances). Faculty members are under no obligation to grant incompletes unless they feel they are warranted. Students on academic probation must receive approval by the Office of the Dean of Studies prior to making a request for an incomplete.

An incomplete is not necessary in the fall of a yearlong class or if a teacher agrees to an extension which allows the evaluation to be submitted by the required deadline. Coursework for fall semester incompletes is due by January 15, and due by June 30 for yearlong or spring semester courses. If there are exceptional circumstances that warrant an extension of these deadlines, the instructor must gain approval from the Office of the Dean of Studies. Faculty are expected to notify the Registrar's Office if the work is not submitted by the due date.

Evaluations and grades for fall semester incompletes are due from instructors to the Registrar's Office by February 15, and by August 1 for spring incompletes. If the faculty member does not submit a final grade, the grade listed on the Request for Incomplete is posted on the student's official transcript.

Grade Changes

Students who wish to contest a final grade must notify the course instructor and the Office of the Dean of Studies within the calendar year following the semester in which the grade was earned. Additional or revised work cannot be submitted after a course has ended to pass a course or to improve the grade, but the teacher may be asked to reevaluate the work that was submitted during the semester if the student believes the work was undervalued or there is a demonstrable discrepancy in the final grade calculation relative to the rubric stated on the course syllabus. Only a faculty member can change a grade. If the faculty decides to amend the grade, they must notify the Registrar's Office, and the change must be approved by the Office of the Dean of Studies before it can be posted.

Evaluation Queries

In the event a student believes that a teacher's evaluation includes inaccurate information, they should address their concern directly with the teacher. The teacher can submit an amendment to the evaluation to the registrar. Additionally, a student may write an amendment to an evaluation and submit it to the Office of the Dean of Studies to be placed in their permanent file.

Student Worksheets

At the end of each semester, some faculty require students to submit a worksheet for their course, available on MySLC. The worksheet is a synthesis of the work accomplished for class and conference, and should include readings, fieldwork, field trips, concerts, plays, movies, and lectures attended that are relevant to the course material. Careful preparation of the worksheet serves to pull together, organize, and review the semester's work. Worksheets can be important for transfer and graduate school purposes, and copies should be kept for personal reference.

Course Appraisals

Students are expected to write a course appraisal for each of their courses at the completion of each semester. These evaluate the contribution of the instructor to the student's education and to Sarah Lawrence. The appraisals are read by the Provost's Office and are available to the Advisory Committee. Faculty do not have access to read their appraisals until all grades and evaluations are submitted to the Registrar's Office.

STUDENTS IN ACADEMIC DIFFICULTY

Students who are having difficulty meeting their academic commitments are monitored by the Office of the Dean of Studies in conjunction with the students' dons. The College works to support students experiencing academic challenges by connecting them with appropriate resources. Students, in turn, must make use of the resources if the resources are to be effective. Further information and access to many of the key academic support resources of the College can be found through the Learning Commons website. The College works with students to help identify the source of their academic challenges and identify appropriate sources of assistance.

At the end of each semester, the Committee on Student Work reads student evaluations, and the Office of the Dean of Studies issues academic status letters to students of concern who have poor evaluations and/or have received grades of C- or lower. The Office of the Dean of Studies appraises students' progress based on their evaluations and final course grades. Students who have a persistent pattern of poor evaluations or grades below C- or who have failed courses in a single semester may be placed on academic probation or suspension. The student's parent(s) or legal guardian(s) may be notified.

Academic Probation

Students on academic probation must adhere to the following terms for two academic semesters:

1. Timely submission of work that meets course expectations and quality of work normally expected for undergraduates at their level.
2. Consistent attendance in class, conference meetings, and other academic obligations and applications.
3. Receive no grades of C- or lower and complete all courses on time (permission to request an

incomplete must be approved by the Office of the Dean of Studies).

4. No violations of the College's academic integrity policy — whether resolved formally or informally.

Probationary students are expected to demonstrate consistent commitment to academic work throughout the semester. Progress is reviewed at the midpoint and at the end of each semester and, if the terms are met, students are permitted to return for the second semester, but remain on probation. If a student on probation does not meet the above criteria, either during or at the end of the semester, they are again suspended and ineligible to request reinstatement for two semesters. If a student has previously been academically suspended, they are ineligible to request reinstatement for four semesters. Probationary students are reviewed at the end of each semester and, if the terms are met, are permitted to return for the second semester, but remain on probation. If the terms are not met, the student is suspended and the student's parent(s) or legal guardian(s) may be notified.

In rare cases, students who have failed multiple courses may be suspended without first being placed on probation as such failures indicate that the student has not engaged with course instructors or with the available academic resources to address the impediments to their work.

Students on academic probation are not permitted to register for more than 15 credits, apply for study away, sit on campus governance committees, participate on athletic teams, serve on Student Senate or on campus governance committees, or serve as resident advisors, orientation leaders, peer mentors, or admissions tour guides/interviewers.

Academic Suspension

The College reserves the right to suspend students if they are not making satisfactory progress toward their degree as demonstrated by their grades and evaluations. The student's parent(s) or legal guardian(s) may be notified.

Students who have been suspended are eligible to apply for reinstatement after two academic semesters and must submit a Request to Return form available on MySLC. Requests must be submitted by April 1 for the fall semester and November 1 for the spring semester. Students are notified of the reinstatement procedures in the letter of suspension. Students who have been suspended for academic reasons may not receive a Sarah Lawrence degree until they have been reinstated and have successfully completed additional full-time coursework on the Bronxville Campus. Academic suspension is permanently recorded in the student's file.

Student Presence on Campus While Separated from the College

Students who have been suspended do not have the rights and privileges accorded to full-time enrolled Sarah Lawrence College students. Such students may visit the campus only with permission, given in advance, by the Office of the Dean of Studies. Failure to abide by this expectation may adversely affect the decision to reinstate.

Reinstatement Process

A student wishing to be reinstated from academic suspension must request to return in writing to the Office of the Dean of Studies. A Request to Return form should be sent to deanofstudies@sarahlawrence.edu by November 1 for spring return or April 1 for fall return. Requests should be accompanied by a letter from the student's don. The letter requesting reinstatement should discuss the following:

1. The issues that led to suspension from the College and the measures taken to address them;

2. The reasons the student feels ready to resume study at this time; and
3. The plans made to support the student's progress upon resumption of studies.

Students applying for reinstatement are expected to have identified and addressed the issues that impeded academic work in the past and demonstrate a readiness to reengage with the academic demands of the College. As such, the committee strongly recommends that, if possible, students participate in meaningful activity (work, volunteer, take classes) elsewhere in preparation for a return to Sarah Lawrence College.

Students who are reinstated after suspension return to the College on academic probation. Students who have been reinstated to the College following an academic suspension are required to enroll full time and successfully complete at least one semester in order to receive a Sarah Lawrence degree.

Reinstatement Process After a Second Academic Suspension

Students who are suspended after having been reinstated may not apply again for reinstatement for two academic years (four semesters) and are required to appear before the Committee on Student Work. To initiate an appeal, the student should send a letter addressed to the Committee on Student Work, emailed to deanofstudies@sarahlawrence.edu, by November 1 for spring return or April 1 for fall return. The letter requesting reinstatement should discuss the following:

1. The issues that led to suspension from the College and the measures taken to address them;
2. The reasons the student feels ready to resume study at this time; and
3. The plans made to support the student's progress upon resumption of studies.

The committee bases its decision on evidence that the student has identified and addressed the issues that impeded academic work in the past and demonstrates a readiness to reengage with the academic demands of the College. As such, the committee strongly recommends that, if possible, students participate in meaningful activity (work, volunteer, take classes) elsewhere in preparation for a return to Sarah Lawrence College.

Students who are reinstated after suspension return to the College on academic probation. Students who have been reinstated to the College following an academic suspension are required to enroll full time for at least one semester in order to receive a Sarah Lawrence degree.

PARENTAL NOTIFICATION POLICY

Introduction

At Sarah Lawrence College, we uphold the belief that our students are responsible adults capable of managing their own lives and seeking guidance when necessary. Additionally, we are dedicated to safeguarding student privacy and confidentiality.

While our usual mode of communication is direct with students, we acknowledge that, under certain circumstances and in compliance with the [Family Educational Rights and Privacy Act \(p. 35\)](#), parental notification may be necessary. Our foremost aim in such instances is to prioritize the well-being and safety of our students and the broader community.

General Principles

Communicate with Students: College staff will make every effort to engage in dialogue with the student before reaching out to parents or guardians. This discussion will cover the potential benefits and challenges associated with parent/guardian notification.

Collaborative Approach: Throughout the notification process, we strive to collaborate with both students and their parents or guardians.

Professional Judgment: When considering whether to notify parents or guardians, our staff will exercise professional judgment to determine what is essential for the student's welfare.

Example Circumstances for Parent Notification

Health and Safety: If a student poses a risk of harm to themselves or others, including instances of mental health or medical emergencies, parent/guardian notification may be warranted.

Missing Student: Parents or guardians may be notified if an official report of a missing student is filed.

Disciplinary Matters: In cases involving serious disciplinary violations that could impact a student's enrollment, parents or guardians may be notified.

Alcohol or Other Drugs: Notification may occur in cases of repeated violations of laws or policies concerning alcohol or other drugs for students under the age of 21.

Academic Standing: For students who are considered a dependent for tax purposes, parents may be notified if the student is placed on academic probation or suspension.

Additional Information

Resource Availability: We encourage parents and guardians to refer to the Sarah Lawrence College Student Handbook for comprehensive information on College policies and procedures.

Support Services: The College provides a range of resources and support services, including academic advising, health and wellness resources, and counseling services. Parents and guardians are encouraged to direct students to these resources for assistance.

Contact Us: Parents and guardians are always welcome to reach out to the College with any questions or concerns. A directory of relevant departments and contacts can be found on the College website.

STUDY AWAY AND EXCHANGE PROGRAMS

When a student and don agree that another accredited college or university can offer extended curricular opportunity to meet the student's personal and academic goals, the student may elect to spend a semester or a year as a guest student at another institution. The student should discuss the proposed program of study with their don and the Office of Global Education. For fall and spring semesters, the Office of Global Education confirms whether the courses are approved to transfer and fulfill graduation requirements. For summer sessions, the registrar reviews the courses for transfer eligibility. The Office of Global Education or the registrar confirms whether the courses are approved to transfer and fulfill graduation requirements. The student is responsible for arranging to have an official transcript sent to the Registrar's Office at Sarah Lawrence.

Study Away for Transfer Students

Students transferring into Sarah Lawrence with a maximum of 60 credits are not permitted to study away. The remaining coursework (60 credits) must be completed on the Bronxville Campus. Students transferring into Sarah Lawrence with fewer than 60 credits should meet with the Office of Global Education staff to determine when they may be able to study away and whether for a semester or a year.

Study Away for Students on Probation or Suspension

- Students on academic or social probation cannot participate in a Sarah Lawrence Study Away program. For non-Sarah Lawrence programs, the provider is notified that the student is on academic or social probation.
- Students who are suspended from the College cannot participate in a Sarah Lawrence Study Away program. For non-Sarah Lawrence programs, the provider is notified that the student has been suspended from the College.

Courses must be preapproved by the Office of Global Education or the registrar. Students must successfully complete coursework with a minimum grade of C. Courses with grades of C- and below are not accepted for transfer. Students can earn up to a maximum of 18 credits per semester or up to a maximum of 36 credits for the academic year.

Students with loans or grants who are planning an off-campus semester or year should consult with the Office of Financial Aid to determine what portion of their aid can be used off campus, whether or not a financial aid consortium is necessary, and to ensure that their eligibility remains valid upon their return.

Sarah Lawrence gift aid can only be used on Sarah Lawrence study-away and exchange programs. Students attending non-Sarah Lawrence programs may only transfer loans and when a consortium agreement is completed with the Office of Financial Aid.

Credit for programs arranged through certain nondegree-granting organizations must be credited through a sponsoring United States school of record, and students may be required to pay a fee to the school for the transcription of the program.

Sarah Lawrence Programs

Acceptance into Sarah Lawrence Study Away and exchange programs is contingent on a solid academic record and appropriate proficiency in the language, if required. Students transferring into Sarah Lawrence with junior standing (60 credits) are not permitted to study away or off campus. Remaining coursework (minimum of 60 credits) must be completed on the Bronxville Campus. Students on academic and/or social probation are not eligible to apply for off-campus study.

Courses and grades completed in a Sarah Lawrence Study Away program are posted on the student's official transcript with an appropriate header (e.g., "Sarah Lawrence College at Oxford"). Courses completed on an exchange program are listed on the official transcript as transfer credit.

Detailed information on approved programs, including application deadlines, can be found at the Office of Global Education website. Students are charged Sarah Lawrence tuition and can apply their financial aid toward the cost of the program. Sarah Lawrence offers many opportunities both abroad and within the United States.

Non-Sarah Lawrence Programs

As a Sarah Lawrence College student, you have the opportunity to spend a year or semester away through programs offered by other approved colleges and universities. Sarah Lawrence defines “study away” as an academic program combined with an immersive experience abroad. To provide the opportunity for an immersive experience, programs abroad that involve comparative study in multiple countries must incorporate **a four-week minimum stay in each country**. Courses completed on an approved study away program are listed as transfer credit on the official transcript. Review the appropriate information on the Office of Global Education website.

Exchange Programs

Sarah Lawrence College offers students the opportunity to spend a semester or year with our partner colleges in the United States or abroad. Spaces are limited and students must be in good academic standing and have completed their first and second years at Sarah Lawrence. Students must also plan to complete either their junior or senior year in Bronxville. The exchange programs are not open to students who have transferred into Sarah Lawrence College with the maximum of 60 credits. Students should make an appointment to meet with the Office of Global Education for further information on our exchange partners and admission requirements. **Courses completed on an exchange program are counted as transfer credits.**

SPECIAL ARRANGEMENTS

Acceleration

Completion of 120 credits and the residence requirement does not automatically qualify any student for a degree. See the Degree Requirements portion of this handbook. Students who wish to accelerate are urged to discuss their options as early as possible with their dons. Students who seek to graduate in fewer than four years must submit a proposal to the Office of the Dean of Studies at deanofstudies@sarahlawrence.edu no earlier than a full year in advance of their proposed graduation date. The proposal, addressed to the Committee on Student Work, should be in the form of an essay articulating the student’s reason for wanting to graduate early and should constitute a statement of purpose as to the student’s current and future plans and how acceleration is related to those plans. The proposal must be accompanied by a statement of academic support from the don and from at least one other faculty member, attesting to the student’s intellectual maturity and readiness to graduate early.

Reduced Course Load

Matriculated undergraduate students generally take an average of 15 credits per semester, but full-time tuition includes 12 to 18 credits each semester. In exceptional circumstances related to a medical condition or disability, students may request to take a reduced course load (fewer than 12 credits) and matriculate at part-time enrollment. Ideally, such a request should be made prior to the semester for which the status is requested. Whenever possible, but most especially during a semester, students considering a reduced course load should meet with one of the deans of studies to discuss the academic and other implications of such a decision. If a student wishes to pursue a reduced course load for a health-related, disability-related, or other potential qualifying issue, a Reduced Course Load Request form available on MySLC must be submitted to the Office of the Dean of Studies along with approval from the appropriate department (Health & Wellness, Access and Disability

Services, or Title IX Office). International F-1 students must also request permission from their DSO (designated school official) to maintain visa compliance. Reduced course loads for international students require engaging in a treatment plan to address issues interfering with their full-time academic status. If applicable, appropriate medical documentation may be requested by the Health & Wellness Center or Access and Disability Services. After review, either the director of counseling & psychological services, the director of medical services, or the assistant dean of access and disability services will make a recommendation to the Office of the Dean of Studies. The student is then notified via email of the decision.

If a reduced course load is granted prior to the end of the Add/Drop period, tuition is calculated on a per-credit basis, provided that arrangements are made prior to the semester deadlines for payment of fees. In applying for a reduced course load, students should consider implications for scholarships, loans, health insurance, and housing, some of which may require full-time status. Students may initiate a request for a reduced course load with the Office of the Dean of Studies up until the 10th week of the semester. The student's parent(s) or legal guardian(s) may be notified.

In instances associated with sexual assault or harassment, or other violations of the policy on sexual violence, students may request to take a reduced course load. Such requests must be made to the Title IX coordinator at titleix@sarahlawrence.edu. The Title IX coordinator, along with the Office of the Dean of Studies, provides guidance for any student considering a reduced course load or leave of absence to assist the student with such an accommodation.

Guest Students

Guests are nonmatriculated students not working toward a Sarah Lawrence degree but who have been admitted on a temporary basis (a semester or a year). These students normally take one or two courses per semester. Registration for guest students takes place during the Add/Drop period.

Guests should consult with their home institutions about their academic programs to ensure they receive credit and meet institutional requirements. A student previously enrolled as a degree candidate at Sarah Lawrence may not become a nonmatriculated student.

Academic Resources and Support

THE LEARNING COMMONS

Comprehensive academic support is available through the Learning Commons, which is located on the main level of the library. The Learning Commons offers peer tutoring in math, science, and several languages; writing support; and interactive workshops and academic coaching in the areas of time management, organization, and study skills.

For more information, please visit the Learning Commons website: slc.edu/lc.

WRITING CENTER

Expository writing at Sarah Lawrence is seen as a way of understanding any discipline rather than as a discrete and separate skill. It is an integral part of every academic course at SLC, as well as performing and creative arts classes. The College encourages students to work closely on writing with their faculty in their biweekly or weekly conferences. Students can also discuss writing concerns with their dons.

Students who may need or desire additional support and practice can schedule one-on-one appointments with faculty members Kevin Pilkington and Carol Zoref. They can also meet with graduate students in the Learning Commons, who work evening hours, or with an ESL/EAL instructor. Scheduling information is available on the Learning Commons website: slc.edu/lc.

Students typically schedule one 30-to-45-minute appointment per week. Students writing in English as a second or additional language (ESL/EAL) can make two appointments per week. Students seeking academic accommodations related to their writing assignments should contact the Office of Access and Disability Services.

APPOINTMENTS

Undergraduate and graduate students currently matriculated in degree-granting programs can make, cancel, and change appointments either via email or using the online scheduler, which can be accessed via the Writing Center page within the Learning Commons website. You must send an email to the appropriate faculty member or writing mentor in order to cancel on the day of your appointment. Repeatedly missing appointments can result in a temporary halt to your ability to schedule a meeting.

What to Bring

Bring either a hard-copy or digital version of the project on which you are working. If you are just getting started, bring the assignment description if you received one. If you are working on applications for competitive scholarships or study away programs, bring those instructions along. If you have nothing in hand, arrive prepared to start writing.

What Not to Bring

Do not bring papers that you want us to proofread for spelling or grammar errors. Every word processing program includes some sort of spell check or grammar check function that you should always use before submitting any written work. Some of these perform better than others. Use the best word processing program that you can on your personal computer, or run your paper through the word processing program loaded onto all of the College computers. If you chronically have trouble with spelling and/or grammar, you should make an appointment with one of the writing mentors or the ESL/EAL instructor.

ACCESS AND DISABILITY SERVICES

914.395.2235 — Bates Suite 220

Access and Disability Services works with students, faculty, and staff to ensure that appropriate accommodations and services are provided for students with disabilities. Sarah Lawrence will make reasonable accommodations and provide auxiliary aids and services to assist otherwise qualified persons in achieving access to its programs, services, and facilities in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. The Office of Access and Disability Services also provides assistance to students with temporary disabilities due to illness or injury.

The process for receiving accommodations begins with the student self-disclosing a disability to the Office of Access and Disability Services and providing the necessary supporting documentation to verify eligibility. Guidelines for documenting specific disabilities can be found on the College website at sarahlawrence.edu/disability-services. Documentation is considered confidential information and does not become part of a student's permanent record, nor is it shared with other campus offices or persons without the student's written consent. The assistant dean of access and disability services will review all documentation and meet with students to determine reasonable accommodations that are specific to the needs of the student. Additionally, the assistant dean of access and disability services will work collaboratively with students to promote independence and expand self-advocacy skills.

Accommodations often include, but are not limited to, the following:

- Extended time on tests and/or quiet testing location

- Assistance during course registration
- Note-taking assistance
- Provision of readers, scribes, or sign language interpreters
- Written materials provided in alternate format, e.g., Kurzweil, audio from Learning Ally
- Housing modifications and assistance with dietary concerns
- On-campus medical transport

Students who would like to request accommodation(s) for a documented disability(ies) are encouraged to contact the assistant dean of access and disability services at 914.395.2235 or disabilityservices@sarahlawrence.edu. Students with disabilities may contact the assistant dean of access and disability services at any point to request an accommodation; however, it is strongly encouraged that students do so as early as possible, when able, so that the request for accommodation(s) may be reviewed and processed prior to the semester of enrollment.

LIBRARY SERVICES

914.395.2474

The Esther Raushenbush Library is essential to the academic life of Sarah Lawrence College. Its diverse resources have always supported the school's academic mission, and its congenial atmosphere and open floor plan allow for both independent and group study.

The library has approximately 800,000 hard-copy books, e-books, government documents, microforms, audiocassettes, DVDs, and videocassettes, and has over 4,000 serials in hard-copy format. In addition, it offers access to 200 online full-text and citation databases, providing electronic access to more than 700,000 serials and over 150,000 films and other media.

Patron Privacy

The library is committed to protecting the privacy of its users. Our policies conform to the code of ethics of the American Library Association that states, in part, that "we must protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

- Circulation information is confidential; however, records are available to staff over a period of time for normal circulation workflow purposes.
- Faculty and staff records are removed manually when notice is received that they are no longer associated with the College.

Circulation Policy — General

A student must present their own Sarah Lawrence College ID card to check out library materials. The loan period for books held in the circulating collection is four weeks; however, items can be recalled at any time after a one-week period and must be returned by the new due date indicated. Books can be renewed online for an additional four-week period up to three times. Periodicals, reference books, and material in special collections, faculty collections, and the archives do not circulate.

Circulation Policy — Reserves

The main library reserve collection is maintained as a closed collection, and books circulate for a limited time in order to provide equal access to required course materials for all students. In addition, the library has a large collection of electronic reserves. Most physical reserve items circulate for three hours during the day and may also be borrowed for overnight use. Items borrowed for overnight use are due back one hour after the morning opening. Please keep in mind that overdue reserve items are fined at the rate of \$0.50 an hour, and failure to return overdue reserves or recalls is a serious offense; the penalties for noncompliance are substantial and may extend to loss of library privileges.

Book Integrity = Access for Everyone

It is also important to understand that stealing or defacing library materials or otherwise rendering them inaccessible to others is a violation of the College's Policy on Academic Integrity and may be reported to the Office of the Dean of Studies and Student Life.

Circulation Policy — Interlibrary Loan

Items borrowed through interlibrary loan have due dates that average one month in length, as determined by the lending libraries. However, overdue interlibrary loan items are a serious matter as we risk losing the ability to request more items from that same library in the future.

Circulation Policy for the Music Library

Music materials in the reserve collection circulate under the same rules as in the main library. Sound recordings can be borrowed for a seven-day period and may be renewed.

Library Research Assistance

Individual research consultations are available by appointment. A research consultation provides the opportunity for an individual student to meet with a research services librarian to discuss library resources and research strategies for conference and course work. Students may schedule an appointment via a link on the library home page or by telephone or email.

Accessibility

The library is dedicated to providing access to all materials. If assistance accessing physical materials is needed, please contact any member of the library staff. If you have additional accessibility needs related to our materials, please contact the Office of Access and Disability Services.

REGISTRAR'S OFFICE

914.395.2301/2302 — Westlands 2nd Floor Suite

The Registrar's Office maintains permanent academic records of current and former students. The office is responsible for course registration, class schedules, official transcripts, enrollment verification, transfer credit evaluation, degree audit and graduation clearance, undergraduate international student services, and various other academic-related matters. .

Review the Family Educational Rights and Privacy Act (FERPA) section of this handbook for how the Registrar's

Office protects student education records. View the FERPA Policies & Forms webpage on MySLC for more information.

Official Transcripts

Current and recently graduated students may request transcripts through the Transcripts page of MySLC, ordered through the National Student Clearinghouse (NSC); former students without MySLC logins may request official transcripts directly from the NSC at getmytranscript.com. The fee for transcripts is \$10 per copy. Mailed requests should include a check or money order payable to Sarah Lawrence College. Additional charges apply for expedited delivery. Transcript fees cannot be billed to the student's account. If a transcript is sent directly to the student to be forwarded to another party (e.g., another college or university, potential employer) and the student opens the envelope, the transcript is then considered unofficial.

Prior to fall 2024, official transcripts included only courses in which academic credit has been earned and courses currently in progress. Beginning with the entering Class of 2024, all attempted and earned credits display on the official transcript.

Sarah Lawrence College cannot provide copies of transcripts from other schools a student has attended. If such transcripts are needed, those schools should be contacted directly.

If a student is currently enrolled and the transcript request is marked “after final grades are posted” or “after degree is posted,” the College holds the request until grades and/or degree is posted, or until the student notifies the Registrar's Office otherwise.

If a student is enrolled in yearlong classes and wishes to include provisional grades with the transcript, the student must ask the teachers to submit provisional grades through MySLC and notify the registrar.

Transcripts are usually issued within four to six business days once payment is received. Official transcripts bear the College seal and the registrar's signature.

Enrollment Verification

Students requiring enrollment verification for veterans' benefits, loan deferments, or any other reason should email the Registrar's Office at regoff@sarahlawrence.edu. Currently enrolled students may generate their own verification through the Transcript page of MySLC, ordered through the National Student Clearinghouse (NSC), available approximately three weeks after the first day of classes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

These rights include:

1. The right to inspect and review the student's education records (academic records, financial aid records, student account records, etc.) within 45 days after the day the College receives a request for access. A student is expected to submit the Request to Review Education Records form found on

MySLC, identifying record(s) to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask the College to amend a record should write the Registrar's Office, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

5. The right to file a Complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

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

The College may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within Sarah Lawrence whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1)–(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the

requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes (§ 99.31(a)(8)); if the student is not a dependent for IRS tax purposes or unsure if they are a dependent, PII can still be disclosed to parents with student submission of the **Permission to Disclose Academic Information** form on MySLC.
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- If it is information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

Directory Information:

The College has designated the following data as **Directory Information:** legal name, chosen name, SLC ID number, campus address, permanent/home address, SLC email address, date of birth, degree/academic program, class year, enrollment status, and participation in officially recognized activities and sports.

Under FERPA and this policy, directory information may be released by Sarah Lawrence without the student's consent at any time unless the student has submitted a **Request to Withhold Directory Information** form on MySLC.

Health or Safety Emergency:

If PII is needed to resolve an emergency situation, the College may release that information if it determines that it

is necessary to protect the health or safety of the students or other individuals. In making the decision to release PII in such circumstances, the College will consider the severity of the threat to health or safety of those involved, the need for the information, the time required to deal with the emergency, and the ability of the parties to whom the information will be given to deal with the emergency.

Questions about this policy should be addressed to the Registrar's Office.

Community Resources and Support

HEALTH & WELLNESS CENTER

Hours: Monday–Friday, 9 a.m.–5 p.m., 914.395.2350—Lyles House and additional satellite offices
sarahlawrence.edu/health-and-wellness/ or healthservices@sarahlawrence.edu

Appointments: my.slc.edu/patientportal (login required)

Sarah Lawrence Health & Wellness Center provides compassionate, informative, and confidential care for students' medical and psychological health concerns. Appointments are available to all registered students on the Bronxville Campus (UG and GR).

Medical Services

The staff includes nurse practitioners and registered nurses. Common needs treated by the medical staff include acute illnesses, minor injuries, physical exams, vaccinations, and sexual health issues including birth control. Nurse practitioners write prescriptions as needed to treat diagnosed illnesses and renew prescriptions when appropriate.

Psychological Services

The staff includes licensed mental health professionals with training and experience working with undergraduate and graduate students. Short-term individual sessions and ongoing group therapy options are available to all students at the College regardless of health insurance. Common student concerns treated by our staff include depression, anxiety, relationship and family issues, as well as other presenting concerns within the scope of practice of a college counseling center. Short-term medication management can be supported for some presenting mental health concerns within the Health & Wellness Center. Long-term medication management needs are referred to local community providers.

In addition to on-site services, the Sarah Lawrence College Health & Wellness Center offers TELUS Student Support (a telehealth mental health support service) to all enrolled students. TELUS provides all students with immediate, in-the-moment emotional support, 24/7, at no cost to the student. Students can call a licensed

counselor directly from their cell phone from any location after downloading the app. at 1.866.743.7732. (Outside the US: Call 1.678.799.7451.)

Case Manager

A Health & Wellness Case Manager is able to facilitate referrals for students seeking care off campus, who need support for long-term or chronic medical or psychological health issues, or who need care beyond the scope of practice of the center.

Appointments

The Health & Wellness Center is located in Lyles House, near the Westlands Gate, at Mead Way and Boulder Trail. The office is open Monday through Friday from 9 a.m. to 5 p.m. when College classes are in session. Appointments for medical and psychological services may be made online at my.slcc.edu/patientportal or by calling the office at 914.395.2350.

No-Show/Late Arrival Policy

There is a \$15 no-show fee for Medical and Psychological Services appointments. If you need to cancel your appointment, you must do so via the online patient portal or by phone at 914.395.2350 by 9 p.m. the night prior to your scheduled appointment. If you do not cancel by 9 p.m. the night prior, or if you arrive more than 10 minutes late for your scheduled appointment, a \$15 no-show fee will be charged directly to your student account.

Medical Absence from the College

Emergency contacts of students as well as the dean of studies will be notified when a student is separated from the College. Any illness that requires absence from the College should be reported immediately to the Health & Wellness Center. Students are responsible for notifying parents or guardians about any nonemergent personal health problems. Absence from class because of illness should be reported by the student directly to the professor; documentation is not provided by the Health & Wellness Center for missed classes.

MEAL PLAN ACCOMMODATIONS FOR STUDENTS WITH MEDICAL CONDITIONS

Requests for meal plan accommodations require a current diagnosis and related prescribed diet with supporting documentation from the treating provider. Once a diagnosis has been confirmed, Health & Wellness directors will liaise with Food Services to determine appropriate measures. Food Services is committed to accommodating health-related dietary needs and works diligently to ensure strict food preparation standards. In most cases, Food Services is able to fully accommodate prescribed dietary restrictions. Contact Health & Wellness for further information.

RESOURCES REGARDING ALCOHOL AND OTHER DRUGS

Sarah Lawrence College is committed to basing prevention efforts on strategies identified and tested for effectiveness by scientific evidence and evaluation. The College acknowledges and is committed to changing

the culture that underlies alcohol misuse among young adults. Therefore, we employ comprehensive, integrated prevention programs that target individual students, including at-risk or alcohol-dependent drinkers, the student population as a whole, and the College community.

As members of a small and close community, we are often aware of the use and abuse of alcohol and other drugs by our friends, peers, students, or colleagues. In cases where substance use is negatively affecting the health, academic performance, emotional well-being, or behavior of a community member, we are in a position to help through intervention. Students are referred to Health & Wellness for evaluation and counseling in the following circumstances:

- A student exhibits consistent or severe behavior that is in violation of the College's Alcohol and Other Drugs Policy.
- A student's use of alcohol or drugs is disruptive or life threatening to themselves or others within the community.
- A student is not able to function effectively in their academic program due to alcohol and/or drug use.

Health & Wellness clinicians are able to provide a brief initial assessment for alcohol and other drug use and make appropriate recommendations and referrals. Appointments may be scheduled by calling 914.395.2350 or scheduling online at my.slcc.edu/health.

Faculty or Staff Resources for Students

In addition, students are encouraged to speak to their don, RA, a member of the dean of students or Student Life staff, or the Dean of Graduate and Professional Studies if they are concerned about their own alcohol/substance use or the alcohol/substance use of a peer.

Local and Other Resources for Students

The following list includes some of the local resources available to those seeking information, support, and help regarding alcohol and other drug use. The College does not endorse any of the organizations or vouch for the efficacy of any treatment or recovery option.

- **Alcoholics Anonymous:** For meeting days and times: my.slcc.edu/healthservices
- **Addiction Institute of New York**, 212.280.0100: The Addiction Institute utilizes the College Outreach and Prevention Education (COPE) program. COPE is group therapy for college students based on the principles of the stages of change and of motivational interviewing.
- **AI-Anon/Alateen:** www.al-anon.alateen.org
Help for families and friends of alcoholics
- **Smart Recovery Self-Help Network:** www.smartrecovery.org
Abstinence-based, but not 12-step or spiritually based
- **Moderation Management:** www.moderation.org
Moderation, balance, self-management, personal responsibility
- **Marijuana Anonymous:** www.marijuana-anonymous.org
12-step, abstinence-based
- **Harm Reduction:** www.centerforoptimalliving.com
Alternative treatment approach that views the reduction of harm as a goal for substance users

Campus Resources

CAMPUS SAFETY

Mission

The mission of the Department of Campus Safety is to enhance the quality of life for the entire College community and the immediate surrounding area by maintaining a secure environment, where the safety of all is balanced with the rights of the individual. Sarah Lawrence Campus Safety staff adhere to a campus community public safety philosophy, where our Campus Safety officers are expected to have positive interactions with our community daily and to enhance the quality of life of the entire College community and its immediate surrounding area by maintaining a safe environment in an all-hazards approach to responding to security, fire, medical, and service calls. The department strives to accomplish its mission while adhering to its core values of service, courtesy, and respect. The success of this mission depends upon an effective working relationship between Campus Safety officers and the diverse population of the Sarah Lawrence College community, including students, staff, faculty, visitors, and the surrounding community. Critical to this relationship is mutual respect. Therefore, we pledge to respect the diverse needs and interests of the community we serve while being vigilant in the protection of both persons and property. In return, we ask that our partners in the community assume their individual and collective responsibilities to make Sarah Lawrence College a safe campus with the goal of providing a safe haven that fosters an oasis for learning.

Emergency & Nonemergency Contact Numbers

Campus Safety is located in Swinford Annex and is staffed 24 hours a day, seven days a week, 365 days a year. The emergency number is 914.395.2222; the nonemergency number is 914.395.2209 for questions, information, and nonemergency requests. Campus Safety not only acts as the operator for emergency and nonemergency calls, but also as a dispatcher via radio to Campus Safety officers in the field and city first responders (fire/police/emergency medical) as needed, while monitoring campus-wide fire, intrusion, duress, access control alarms, emergency phones, and surveillance cameras.

Campus Safety Officers

Our Campus Safety officers are New York State Licensed Security Officers who are trained, certified, and registered with NYS, which entails maintaining compliance with the New York State Security Guard Act of 1992. The officers receive additional training by the College in various areas, including report writing, CPR, first aid, use of AEDs, emergency medical responder, Title IX, fire safety, nonviolent crisis intervention, active threat awareness, campus community policing philosophy, diversity, and ethics. Campus Safety officers enforce the laws and regulations of the federal government, New York State, the City of Yonkers, and Sarah Lawrence College. Campus Safety officers do not have arrest powers above that of a private citizen. They do have the authority to ask persons on campus property for identification and to determine whether individuals have lawful business at Sarah Lawrence College.

Campus Safety officers have the authority to issue parking tickets on campus. Parking tickets issued to students are billed to their College financial accounts. The Campus Safety Department works closely with state and local police agencies/fire departments and emergency medical service providers, where appropriate. Campus Safety officers patrol the campus on foot and in vehicles 24 hours a day, seven days a week. In addition to their regular patrols, officers respond immediately to emergencies, escort students when requested, operate the Campus Shuttle, open and close various facilities, patrol parking areas, issue parking tickets, control and respond to all intrusion and fire alarms, respond when students, faculty, or staff are locked out of dorms or offices, and document all incidents.

Campus Safety Procedures and Updates

Campus Safety utilizes various methods, including the College website, to advise students about security procedures and updates. Campus Safety alerts and advisories are sent in the form of emails to all students via their Sarah Lawrence accounts. Text messages are also sent out in emergency situations via the RAVE emergency notification system. In addition, at the beginning of each academic year, the director of campus safety or his designee gives a safety orientation to all incoming first-year and transfer students.

The Clery Act

The Clery Act requires colleges and universities to publish a yearly security and fire safety report. This report includes statistics for the previous three calendar years concerning reported crimes that have occurred on campus; in certain off-campus buildings or property owned or controlled by Sarah Lawrence College; and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies regarding campus security, such as policies about sexual assault, emergency procedures, missing students, hate crimes, and other matters. Fire statistics and a description of the fire safety system for each on-campus student housing facility can also be found in the report. The report can be accessed on our College website at sarahlawrence.edu/security. The College's crime and fire statistics can also be found at the U.S. Department of Education's website at <https://ope.ed.gov/campussafety>.

CAMPUS SAFETY ADVISORY COMMITTEE

In accordance with New York State law, the College will appoint an Advisory Committee on Campus Safety. The committee reviews campus security policies and procedures and makes recommendations for their improvement. The committee shall specifically review current policies and procedures for the following:

- Educating the campus community, including Campus Safety personnel and those who advise or supervise students, about sexual assault (in conjunction with the College's Sexual Violence and Education Committee)
- Educating the campus community about personal safety and crime prevention
- Referring Complaints to appropriate authorities
- Responding to inquiries from concerned persons

The committee shall report, in writing, to the president its findings and recommendations at least once each academic year. The report will be available upon request.

RESIDENTIAL LIFE

Office of Residential Life

The Office of Residential Life focuses on building and stewarding a positive living and learning experience for students. The work of Residential Life involves developing and implementing a Residential Education curriculum, leading a team of undergraduate resident advisors as they work to enhance the well-being of their communities, managing housing-related operations including the annual housing process, and overseeing the student conduct process. The Residential Life professional staff consists of the assistant director of residential education, the assistant director of housing operations, the assistant director of community standards, and four resident fellows. They work together to accomplish the mission of Residential Life primarily through their partnership with the Office of Student Diversity, Equity, Inclusion, and Belonging; Student Involvement and Leadership; International Student Support and Belonging; and Spiritual Life.

Resident advisors

Thirty-three undergraduate students serve as Resident advisors (RAs). RAs are vital members of the Residential Life team who are charged with engendering positive, respectful, and sustainable communities that demonstrably promote students' learning, personal growth, and belonging. RAs endeavor to directly support their peers and enhance their campus experience. RAs are expected to build community through intentional programming, one-on-one encounters with residents, and other engagement and interventions. RAs are expected to safeguard the campus community by understanding, articulating, and enforcing community standards and other housing and College policies. Communication will be established at the beginning of the year between the RAs and their individual residents.

STUDENT DIVERSITY, EQUITY, INCLUSION, AND BELONGING

The mission of the Office of Student Diversity, Equity, Inclusion, and Belonging (DEIB) is to support student success and development at Sarah Lawrence College. The Office of Student DEIB focuses on the whole student and how student intersectional identities like race, class, gender identity, religion, spirituality, ability, and sexuality impact daily interactions and experiences. The Office of Student DEIB collaborates with student organizations, campus-wide committees, and other administrative offices to provide programs and learning opportunities that

explore issues related to social identity and equity, facilitate dialogue across differences, and promote inclusion and belonging.

Some initiatives include:

- **The Real Talk Fireside Dialogue Series**, with student-facilitated sessions that engage students in conversation and learning around social identity and equity issues. It is the goal and mission of Real Talk to help break down the barriers that exist in talking about difficult topics such as race, class, sexuality, and other social identities.
- **The THRIVE Mentorship Program for Students of Color**, which is a yearlong program that connects first-years and transfer students with upperclass students of color.
- **The BIPOC, 1G, and International Student Preorientation Program** for new students who identify as students of color, first generation students, and/or international students.
- **Friday Breakfast in The HUB**, an opportunity to connect, network, and connect over a cooked meal.

The Student DEIB staff also provides advising and supervision for identity-based student organizations and student-managed spaces including Common Ground and the LGBTQIA Space; provides mediation support and serves as a resource for students dealing with prejudice and exclusion on campus; and manages the Chosen Name form and the Meal Swipe Sharing Program. The Office also helps manage the Bias Incident process.

INTERNATIONAL STUDENT SERVICES

International Student Services (ISS) is dedicated to supporting our diverse community of international undergraduate and graduate students, including non-U.S. citizens, dual citizens, and U.S. citizens who have resided abroad. Our team is here to ensure that your transition to life on campus is smooth and enriching.

ISS offers a comprehensive range of services tailored to the unique needs of international students. The Designated School Officials (DSO) are ready to assist international students with obtaining I-20 forms, navigating F-1 student visa regulations, securing on-campus employment opportunities, as well as guiding students through the processes of obtaining a U.S. Social Security card and Curricular and Optional Practical Training.

Misplaced I-20 forms can be replaced for a \$50 fee. Be proactive and schedule an appointment with your DSO, who will be your primary point of contact for support and guidance throughout your academic journey.

You are encouraged to regularly explore the International Student Support and Belonging page on MySLC, a valuable resource designed to foster a sense of community and belonging: https://my.slc.edu/ics/Campus_Life/Departments/International_Students/. The webpage has important information, updates, and resources to support your academic and personal growth during your time with us.

STUDENT INVOLVEMENT AND LEADERSHIP

The Office of Student Involvement and Leadership works to cultivate diverse and engaging involvement experiences for SLC students. Through campus-wide events, leadership workshops, program development,

and student organization advising, the office provides students with opportunities to build leadership skills and experience interpersonal connections meant to promote individual growth and community engagement.

The office provides advising and supervision for the following function and program areas: Barbara Walters Campus Center, Sarah Lawrence Activities Council (SLAC), student organizations and publications, Undergraduate Student Senate, Student Activities Fund, two of our student-managed spaces (the Teahaus and WSLC Radio), leadership education, and student programming.

Student Organizations

To ensure that all interests are represented, students are welcome to propose new organizations at the beginning of each semester. Student organizations seeking recognition or rerecognition must complete a registration form with the Office of Student Involvement and Leadership. To qualify for recognition, an organization must have two leaders, a total of five members, a mission statement, a set of bylaws, and participate in the annual Student Organization Training. Student publications must have a minimum of two total members. Once submitted, the registration form will be reviewed by the Student Involvement staff, who will address any concerns regarding College policy and, if these concerns are satisfied, preliminarily approve the organization. Next, the organization will be reviewed and receive final approval by the Undergraduate Student Senate. Organization approval may be suspended or revoked at any time if it is deemed in the best interest of the College.

Student organizations are expected to follow all College policies, both during on-campus and off-campus activities. In addition to the policies in the Student Handbook, the Student Organization Manual (https://my.slcc.edu/ICS/Campus_Life/Departments/StudentAffairs/Student_Involvement_and_Leadership/Student_Leader_Resources.jnz) outlines policies regarding the conduct of student organizations. Student organizations suspected of violating College policy will be required to participate in a hearing convened by a member of the Student Life staff. Outcomes of a hearing may include, but are not limited to, monetary fines, restriction of activities, or suspension of organization recognition.

FACILITIES AND OPERATIONS

Repairs

For basic maintenance repairs, students can submit their work order through MySLC.

Basic repairs consist of, but are not limited to, furniture, shades, screens, dripping faucets, etc. For maintenance emergencies such as loss of power or heat, excessive heat, a broken pipe, overflowing toilets, or ceiling leaks, IMMEDIATELY call Campus Safety at 914.395.2209. Do not wait to report any type of maintenance problem, especially emergencies.

Pest Management

The College contracts with an outside pest control company to treat the campus for any type of insect or rodent problem. The technician comes to campus every Tuesday morning during the academic year. Students should inform Campus Operations via a work order on MySLC immediately if they have an insect or rodent problem in their room, house, or common area. Please note: Unless it is a major emergency, the problem will be addressed on the following Tuesday. For pest emergencies, contact Campus Operations at 914.395.2385 and email

Duplicating Center for Copying

The Duplicating Center is located in Bates (across from the Science Center), and the hours of operation are 8:30 a.m. to 5 p.m., Monday through Friday. For convenience, there are two self-service copiers (black & white and color). In addition to those at the Duplicating Center, there are copy machines across campus: library main level, lower level, and upstairs level; computer lab in the Heimbold Visual Arts Center; Barbara Walters Campus Center Student Organization space; lower level of 45 Wrexham; second floor of Slonim House; study space in Hill House; William Schuman Music Library in Marshall Field; and 24-hour study space in MacCracken. Additional color copiers are located on the main level computer lab in the Heimbold Visual Arts Center and the second level computer lab in the library.

Post Office

The Post Office is located in Bates (next to the Duplicating Center), and the hours of operation are 8:30 a.m. to 5 p.m., Monday–Friday. To reduce unclaimed/lost packages, include your mailbox number (this can be found on MySLC) when addressing items to campus.

Student's Full Name
Sarah Lawrence College
Mail #XXXX
1 Mead Way
Bronxville, NY 10708

Hill House residents: Do NOT address your mail/packages to 1225 Midland Ave. Items delivered to 1225 Midland/Hill House will not be accepted.

IDENTIFICATION CARD (1CARD)

All students, faculty, and staff are issued a College identification card called the Sarah Lawrence College 1Card. The 1Card may also be referred to as Sarah Lawrence 1Card, ID card, SLC ID card, or SLC 1Card. A cardholder is any individual who is issued an official Sarah Lawrence ID, and an acceptor is any department or entity accepting the 1Card for the purposes of identification.

Card Ownership

The 1Card is the property of Sarah Lawrence College. It must be surrendered upon request of an authorized party. Sarah Lawrence College produces the card and maintains the database of cardholders. The College administers a set of card policies for the production and use of the card. Any and all cardholders and card acceptors must adhere to these policies for any use of the card.

Card Eligibility and Insurance

All official members of the Sarah Lawrence community should obtain a Sarah Lawrence College ID card. Students/faculty/staff are required to have a Sarah Lawrence College ID card. The status and permissions

granted to each cardholder are determined by their official College status within the Card Management System. A card will only be issued if the individual requesting the card is on file in the Card Management System. No person shall possess more than one Sarah Lawrence ID card. This card is void upon termination or interruption of enrollment and/or employment. All individuals must show official photo proof of identity issued by a government office in order to obtain a Sarah Lawrence ID card. Best forms of ID include New York State (or other state) driver's license, state-issued nondriver's ID, or passport.

Identification

The Sarah Lawrence College ID card is required for identification at Sarah Lawrence College, must be carried at all times, and is nontransferable. It must be presented upon request of any law enforcement officer, Campus Safety personnel, or authorized College personnel.

Alterations and Damage

The card may not be altered in any way. No individual or entity may alter the card for any reason. Students are not permitted to punch holes or add stickers to their ID card aside from an official Sarah Lawrence validation sticker. The card may not be reencoded. The cardholder and acceptor may be held responsible for any damage caused to equipment by an altered card. Any card found meeting any of these criteria will warrant confiscation and possible conduct action by the College. Replacements for altered cards will be reissued at the cardholder's expense. This fee will not be waived. It is the cardholder's responsibility to prevent damage (see Caring for Your ID Card below).

Defects and Wear

Cards deemed by a card office employee to be defective will be replaced free of charge. Cards deemed to be unusable due to normal wear will be replaced free of charge. Only designated card office employees may make the determination of a card's condition.

Lost or Stolen Cards

Lost or stolen Sarah Lawrence College ID cards must be reported lost or stolen immediately at the 1Card website, <https://my.sl.c.edu/1card> or to Campus Operations located in Andrews. Cardholders may be held responsible by any of the agencies using the card until it is properly deactivated. Once a new ID is produced, any previous ID cannot be reactivated. All previous ID cards should be destroyed immediately, if found.

Confiscation

The Sarah Lawrence College ID card issued to a cardholder is theirs exclusively. Due to the nature of the card, it is not transferable for any reason. If a person tries to use a card not their own, the card must be confiscated and cut on sight. Authorities may also be summoned. Replacement of a confiscated card carries a fee that cannot be waived.

Misuse of Cards

Any misuse or illegal acts involving a Sarah Lawrence College ID card will be investigated. The College will prosecute any violators of card policy or law pertaining to the card and the services attached to it.

Identification Replacement

You can obtain an ID Replacement at Campus Operations, Andrews House, at the purple door. The cost to produce a replacement ID is \$40. Once a new ID card is produced, all other cards are deactivated and, if found, should be destroyed immediately. The replacement fee can only be waived if it is deemed by the card office to meet the criteria mentioned under Defects and Wear, or if the ID was stolen and a police report is filed. (A copy of the police report must be submitted as proof.)

Caring for Your ID Card

To ensure durability of the card, please refrain from:

- Using the card in any fashion that may damage it.
- Punching holes in the card, which may result in denied access to buildings and some services (don't allow anyone else, including campus offices, to do so either).
- Placing the card on stereo equipment or computers, or near any magnetic fields.
- Placing the card in a pocket with coins, as this will damage the magnetic strip.

Photos

Sarah Lawrence reserves the right to require that a new ID photo be taken when a new ID card is produced if the card office staff feels that the current photo on file no longer resembles the cardholder or if it does not meet the photo requirements. Photos cannot include sunglasses, hats, head covering (nonreligious), headbands, bandannas, scarves, or any other wear that detracts from the face. Hands or other objects cannot be visible in the photo, and only the shoulders and head of the subject should be visible. The subject's expression should be natural, and eyes should be open and looking at the camera.

1Card-Cash Accounts

1Card-Cash is carried over from year to year as long as the account holder is associated with Sarah Lawrence College. 1Card-Cash balances will be credited to the student's account upon graduation or withdrawal from the College; resulting credit balances \$20 and under will be forfeited; those over \$20 will be refunded to the student.

1Card-Cash Deposits

In addition to the student's ability to deposit online possibly being revoked, please note that a \$25 processing fee will be charged to the student account for each charge-back/retrieval/dispute request initiated with the credit card company for deposit transactions on the 1Card-Cash account. Questions about any deposit or purchase on the 1Card-Cash account should be addressed first to Student Accounts.

Meal-Money

Subscribers to a meal plan that contains Meal-Money will be allotted the value at the start of each semester. Meal-Money is nonrefundable and does not transfer from semester to semester.

Refunds

Sarah Lawrence College will only grant refunds due to machine malfunction/error. Some examples of machine malfunction include: laundry machine would not start, poor print quality, copier/printer jam, etc. A Refund Request form must be filled out and submitted in person to the department designated on the form within three business

days of the transaction. Refund Request forms are available in the Campus Operations Office, Help Desk, and Duplicating Services. Refund requests will be reviewed within three business days of submission date. An email will be sent with the status of the refund. For a refund to be reviewed, all information pertaining to the transaction must be filled out on the form; incomplete, illegible, or incorrect forms will be rejected. The amount approved will only be refunded to the account that was used. Any mischarges or refunds dealing with a cashier should be handled directly with the cashier, unless the student feels mistreated. Then the incident should be reported to Campus Operations.

Off-Campus Merchants

The College has partnered with local merchants to allow students, faculty, and staff to pay for items using their 1Card-Cash account on their ID card. A full list of merchants is available on the Campus Operations section of MySLC: https://my.sl.c.edu/ICS/Campus_Life/Departments/Campus_Operations/.

Lost and Found

Lost and Found is located at Swinford Annex. All items should be returned to Campus Safety's 24/7 Desk at Swinford Annex.

STUDENT-MANAGED SPACES

There are a variety of student-run spaces on the campus. Each space is supervised by a staff member. Events in student spaces are subject to all College policies.

Common Ground (The HUB)

Common Ground's mission is to serve students of color and student-of-color identity groups, as well as to engage the Sarah Lawrence community in discussions about the perceptions, realities, and consequences of racial and ethnic identity in our society and in the world at large. The space serves as a meeting room, event space, lounge area, and resource center for students of color and members of student-of-color identity groups. While Common Ground primarily works with student-of-color identity groups, it also hosts events with other student organizations, faculty, and administrative offices committed to campus dialogue surrounding issues of multiculturalism and racial and ethnic diversity. Common Ground programming includes speakers, performances, discussions, movie nights, conferences, workshops, and other activities. For more information, please contact commonground@gm.sl.c.edu.

LGBTQIA Space (The HUB)

The LGBTQIA Space seeks to create a physical space for LGBTQIA students and LGBTQIA student identity groups to engage in dialogues regarding the realities and perceptions of their identities. Its purpose is to uplift LGBTQIA student voices and to foster greater understanding of LGBTQIA identities in the Sarah Lawrence community and abroad. The space hosts group meetings, speakers, workshops, study sessions, and other campus events. It also functions as a meeting room, lounge area, and resource center for LGBTQIA students and their allies. For more information, please contact lgbtqiaspace@gm.sl.c.edu.

Spiritual Space (The HUB)

The mission of the Spiritual Space is to foster exploration of spirituality and inner calm, to forge connections of spirituality within the Sarah Lawrence community, and to grow as a center of faith and peace. It can also be reserved as a meeting place for religious groups or spiritually based events. It also houses a religious/spiritual library and items to be used in religious practices. For more information, please contact spiritualspace@gm.slc.edu.

Teahaus (North Lawn)

The Teahaus is a small stone building in the center of the North Lawn that provides a quiet space for reading, reflection, and conversation. This student-run space offers light refreshments and a wide variety of international teas. The Teahaus is open during the day and sometimes hosts poetry readings, study groups, and open mic nights. Student organizations may also hold meetings or small events in the Teahaus. All proceeds benefit the Students for Students Scholarship Fund (SSSF). For more information, please contact teahaus@gm.slc.edu.

WSLC Student Radio Station (The HUB)

SLC's student-run radio station features a number of student DJs, each with a unique style. WSLC presents a variety of student-selected programs and music, and also hosts several music-focused community events throughout the year. You can listen to the station's online broadcast at live365.com. To get involved with WSLC or for more information about the station, please contact wslc@gm.slc.edu.

OTHER STUDENT SPACES

Student Organization Space (Barbara Walters Campus Center)

The Student Organization Space is a resource room and collaborative workspace for registered student organizations. Members can meet to plan events or work on organization projects. The space provides computers and supplies to support student organizations' activities and initiatives. Each organization may request storage for files and equipment (available on a first-come, first-served basis). For more information, please contact studentinvolvement@sarahlawrence.edu.

Prehealth Community Space (Bates)

The Prehealth Community Space offers an inviting, comfortable, and engaging space for students in our pre-health program (as well as any friends) to gather, grab a cup of coffee or snack, hold study groups, participate in the prehealth alliance meetings, and more! The prehealth community space first opened in fall 2021 and has been outfitted with a couch, microwave, coffee machine, large and small tables, whiteboards, and bean bag chairs. It is located on the third floor of Bates (best accessed by taking the elevator to the third floor) and is open during business hours, evenings, and weekends. The space is managed by our prehealth student program assistant and prehealth alliance board. For more information, please contact prehealthprogram@sarahlawrence.edu.

MacCracken Lounge

The MacCracken Lounge is located on the lowest level of MacCracken. Access to the space is from the north end exterior entrance or under the North Bridge. Students may use the space from 7 a.m.–2 a.m. daily using

their SLC ID cards.

PREPARATION FOR GRADUATE STUDY

The process of preparing a path to graduate school can begin as early as a student's first year on campus. The critical thinking, independent primary research, experiential learning, and analytical skills at the heart of the Sarah Lawrence education are essential ingredients to one's success as a graduate student. Still, because graduate school course requirements range from none to several specific prerequisites, it is important to know graduate program requirements. Students who begin exploring program options early in their college careers are in a better position to make informed course selections that provide the necessary foundation to become a competitive graduate school applicant. Students should seek the guidance of their dons, who can serve as an important resource for how best to research and approach their applications.

Sarah Lawrence College provides three preprofessional advising programs for continued study in education, health, and law to support students in their professional development.

The Office of Career Services can also assist with the application process through individual counseling and workshops.

Five-Year Programs

Undergraduate students can begin graduate work during their senior year and earn their master's degree in their fifth year through four of Sarah Lawrence College's unique graduate programs: The Art of Teaching (BA/MSEd), Child Development (BA/MA), Dance/Movement Therapy (BA/MS), and Health Advocacy (BA/MA). The Art of Teaching master's program prepares students for the three exams necessary for New York State certification in Early Childhood/Childhood Education, providing them with the flexibility to work in preschools, elementary schools, and middle schools. The Dance/Movement Therapy master's program prepares students to take the New York State licensing exam for creative arts therapists and to receive the R-DMT credential from the American Dance Therapy Association (ADTA) upon graduation.

Students apply in the early spring of their junior year, no later than March 1. Students studying abroad during their junior year are encouraged to apply early.

Students interested in applying to one of the five-year programs should attend a Five-Year Programs Info Session and speak with the program director before applying. Students' applications will be reviewed by both the graduate program and by the Dean of Studies Office. Students should plan to complete at least 90 undergraduate credits before entering their senior year and the five-year program.

For more information, please contact the Graduate Studies Office at 914.395.2373 or at gradadministration@sarahlawrence.edu.

Prehealth Program

The Prehealth Program in the Dean of Studies Office strives to guide and support students each step of the way as they explore and pursue a career in the health professions. Through individual advising, group advising sessions, workshops, and programming, the Prehealth Program provides students with a rich array of academic and advising information and resources. The goal is for students to feel connected, integrated, and supported by

our pre-health community of students, faculty, and staff.

The Prehealth Program partners with faculty and many campus offices to offer prehealth students academic guidance, and connect our students with clinical, research, and community opportunities. In addition, the program helps prepare students and alumni for application to health professional programs. Students and alumni have significant contact with the prehealth adviser to receive guidance and feedback.

Prerequisites and Recommended Classes

To meet the course requisites for the majority of health professional schools in the United States, students supplement required courses in biology, chemistry, and physics with additional courses offered by the division, as well as courses in social sciences and the humanities. This coursework will also prepare students to successfully complete the standardized entrance exams (e.g., MCAT, DAT) required by medical and dental schools. In addition, conference work provides students with opportunities to develop original research projects, pursue independent learning, and critically examine professional literature—skills fundamental to future success in health professional programs.

The majority of medical and dental programs in the United States require/recommend applicants to successfully complete the following courses:

- Two semesters of general chemistry with labs
- Two semesters of organic chemistry with labs
- One semester of biochemistry
- Two semesters of general biology with labs
- One to two semesters of upper-level biology (strongly recommended)
- Two semesters of physics with labs
- Two semesters of writing and/or English (may be satisfied by your First-Year Seminar, may use AP/IB credits)
- One to two semesters of calculus and/or statistics (may use AP/IB credits)
- One to two courses in social or behavioral sciences (strongly recommended)
- One to two semesters of SLC EmbeddED (strongly recommended)

For students interested in pursuing veterinary medicine, physician assistant, nursing, or other allied health programs (e.g., physical therapy, occupational therapy, etc.), please consult with the Prehealth Program and the individual programs' admissions websites as prerequisites may vary.

More information about academic preparation as well as all other aspects of the Prehealth Program can be found on the Prehealth Program MySLC site: https://my.slc.edu/ICS/Campus_Life/Departments/Dean_of_Studies/Pre-Health_Program/.

Programming

Each year, the Prehealth Program offers an array of workshops and programs to guide and support prehealth students and alumni. In August, the Prehealth Program hosts an orientation session for all incoming students. Each registration period, the program runs a Registration Support Process required for all prehealth students in an effort to support their registration for the science and math prerequisite courses. Each spring, we host our annual alumni event in partnership with the Office of Alumni Relations and Student Prehealth Alliance group.

Throughout the year, students and alumni can partake in several workshops and programs geared toward exploring the health professions and preparing for their application to health professional programs.

Application to Health Professional Programs

Sarah Lawrence students and alumni will receive individualized guidance and support when applying to health professional programs. In addition, applicants to medical and dental schools are eligible to receive the College's Committee Letter of Evaluation. This institutional letter is composed by our College's Prehealth Advisory Committee, comprised of our science faculty and administrative deans, and serves to holistically assess an applicant's level of preparedness and fit for entry into their desired health professional program. Our Committee Letter of Evaluation is highly valued by health professional schools' admissions committees.

Applicants wishing to receive a Committee Letter of Evaluation must declare their intent to apply in the fall semester prior to the summer in which they plan to apply to medical or dental programs (for example, applicants wishing to apply to medical school in the summer of 2025 to matriculate in 2026 must inform the prehealth dean of their intent to apply in fall 2024). For more information, please contact the Prehealth Program at prehealthprogram@sarahlawrence.edu.

Join Our Program

Students wishing to join the Prehealth Program should visit the program's website and complete the steps outlined in the Getting Started & Staying Connected checklist at https://my.sl.c.edu/ICS/Campus_Life/Departments/Dean_of_Studies/Pre-Health_Program/. This will also connect students with our program's resources, including our weekly program newsletter. Students can email any questions to prehealthprogram@sarahlawrence.edu.

The Student Prehealth Alliance of SLC

The Prehealth Alliance, our College's prehealth student organization, serves to promote a community for prehealth students to engage with one another. The Alliance is governed by a student board to encourage leadership and teamwork. The Alliance meets biweekly and engages in a variety of activities, such as study groups and workshops. In addition, they cosponsor an annual alumni program in the spring, open to the entire Sarah Lawrence community. The Alliance board members also serve as an advisory board to the Prehealth Program, advised by Dean Melinda Perlo Cohen. The advisory board ensures strong lines of communication between student leadership and the administration to meet the interests and needs of the student community. If you are interested in joining the Prehealth Alliance, please contact prehealthcommunity@gm.sl.c.edu.

Contact Information:

Dean Melinda Perlo Cohen, Prehealth Program Director

Email: mcohen@sarahlawrence.edu

Direct Phone: 914.323.6005

Office Location: Bates 320

Prelaw Program

This program offers a variety of panels to provide insight into the work of lawyers and the demands of a legal career, legal education, and anticipating law school. It offers individual advising and access to group meetings

with programming that focuses on the law school admission process and the field of law in general. The prelaw advisers provide a full range of information and advising to help you launch your legal career: course selection, resume building, LSAT prep, and assistance in helping you explore your interest in a legal career.

Call or email to make an appointment with either of our prelaw advisers:

Angela Cherubini
Director of Career Services
914.395.2566
acherubini@sarahlawrence.edu

Mark Shulman
History Faculty Member
917.400.1879
mshulman@sarahlawrence.edu

UNDERGRADUATE STUDENT SENATE

The Student Senate is the governing organization of the undergraduate student body and is a forum for student voices. Members of the Senate are elected each fall to make essential decisions on issues that impact the daily lives of undergraduate students. The Senate posts minutes from all meetings on MySLC in order to maintain an accessible and transparent governing body. All Senate meetings are open to the community, and students are highly encouraged to attend as many meetings as possible. The executive team is elected in the spring of the previous year and consists of the chair, vice chair, treasurer, parliamentarian, and DEI chair. The general members include the four class presidents with possible co-president for the senior class, two representatives from each of the six College governing committees, two SSSF senators, two Student Activities Subcommittee (SAS) senators, one New-Students-at-Large senator, one Student Sustainability senator, one representative from transfer students at large, and one representative from the Student Athletic Advisory Committee (SAAC). A copy of the Student Senate bylaws can be obtained on MySLC or by contacting the Student Senate chair.

The Senate has one standing subcommittee:

Student Activities Subcommittee (SAS)

SAS is responsible for allocating the funds collected from the annual student activities fee paid by all undergraduate students. The committee meets monthly to hear and approve budget proposals for student-sponsored campus events, publications, and student spaces. The committee is composed of the two SAS senators, the treasurer, vice chair, and the president of each class. The treasurer serves as the chair of SAS. A member of the Office of Student Involvement and Leadership staff attends meetings and serves as the committee's adviser.

Campus Offices

PHYSICAL EDUCATION AND ATHLETICS

The Sarah Lawrence College Department of Athletics and Physical Education provides recreational and competitive athletics opportunities that contribute to the physical, social, and emotional well-being of our students. We are dedicated to assisting student-athletes in achieving balance and intellectual success in an inclusive environment that fosters leadership, commitment, and sportsmanship.

Campbell Sports Center

This 48,000-square-foot facility offers a variety of recreational opportunities for students. The Campbell Sports Center includes a gymnasium with a basketball/volleyball court, an elevated jogging track, swimming pool, one squash court, lobby seating, a rowing tank, and a studio that provides space for activities ranging from aerobics to fencing. The Sports Center also houses the Caspar Whitney Fitness Center, which features a variety of cardiovascular equipment, including treadmills, ellipticals, bikes, rowing machines, Truweigh-training circuit, and a free-weight area. Fitness assistants are on hand to assist in the safe and effective use of all equipment.

914.395.2560—Campbell Sports Center, www.GoGryphons.com

Physical Education

Exercise increases physical energy, mental alertness, and self-confidence, and is believed to help foster creativity. With these rewards in mind, the physical education (PE) program is designed to help students pursue meaningful activities. The program emphasizes participation and enjoyment in a noncompetitive atmosphere.

Students are required to take four credits of physical education, which should be completed in the first year. Registration for classes takes place at the beginning of each semester, and each course is worth two credits. Graduate students have no PE requirement, but may register for courses when space is available. PE credits are

not included in a student's GPA calculation and cannot be applied to the credits required to complete a degree.

The College offers an average of 25 courses per semester. Courses vary seasonally and may include yoga, dance, swimming, basketball, bowling, nutrition, aerobics, fencing, and martial arts. Suggestions for new activities are always welcome.

Athletics

The athletics program provides students the opportunity to participate in competitive intercollegiate sports. At Sarah Lawrence, competition is viewed as a challenge for excellence and an incentive for commitment. Reflecting the College's educational philosophy, success is measured by the growth and development of the individual and the team.

Sarah Lawrence College sponsors intercollegiate teams in basketball, cross country, equestrian, soccer, softball, swimming, tennis, and volleyball. These teams have active schedules competing against area colleges. The College is a member of NCAA Division III, the Skyline Conference, and the Intercollegiate Horse Show Association.

STUDENT-FOCUSED CAMPUS OFFICES

Anita L. Stafford Office of Community Partnerships and Engagement

914.395.2573, my.sl.c.edu/communitypartnerships or partnerships@sarahlawrence.edu

220 Bates, 2nd floor

Sarah Lawrence College has a rich history of education for social responsibility and a commitment to linking classroom learning and community-based work. Through on-site work, students can develop deep relationships with their community beyond the campus, expand their academic inquiry, learn more about their beliefs, develop skills in community organizing, assist in the mission of a local agency, and explore their ideas about what it means to be an engaged and contributing citizen. The staff of the Anita L. Stafford Office of Community Partnerships and Engagement supports and connects students and faculty interested in working for social change with agencies and organizations in Yonkers, Westchester County, and New York City.

Community-Based Learning

The Office of Community Partnerships helps students find community-based sites to complement their academic studies, whether through a practice-based course or for conference work. The College and community organizations collaborate to help students learn about their placements and the social issues pertaining to them, before and throughout their work experience. Opportunities include, but are not limited to, tutoring and mentoring elementary school-aged children, teaching English as a second language, leading writing workshops with prison inmates, organizing for unions throughout New York City, promoting environmental causes, community organizing, and working with the elderly through assisted living sites. Students can also come to the office to discuss other options they might like to pursue. Staff also coordinate College vehicles and stipends for transportation for students to and from community-based sites.

Cocurricular Projects

There are several ways students can engage in cocurricular projects. Our office sponsors and supports student-

led initiatives, programs that are developed and sustained by students. Some examples of these include Right to Write, Health and Science Afterschool Program (HASAP), and Enviro-Earth. For students wishing to volunteer on their own time, Community Partnerships maintains a database of community-based organizations. The office organizes an annual day of service for Martin Luther King Jr. Day for students to work in local agencies.

CAREER SERVICES

914.395.2566—Bates, second floor south

Ready to explore, define, or just begin to think about life after Sarah Lawrence? Whether it's finding that perfect internship, getting practical information for landing the job, or just looking to explore your options, the Office of Career Services is the place to start. Meet with your career advisers to learn how they can support you on how to get started. It's never too early to start exploring!

Sarah Lawrence students can access a variety of programs and services through the Office of Career Services, ranging from individual career advising to networking events and internship fairs. Believing in Sarah Lawrence's core philosophy, centered upon the growth of the individual, our office takes a developmental and student-centered approach to career counseling.

Career Advising

One-on-One Career Advising

Similar to the donning system, our career advisers meet with students one on one, developing a rapport that will last during their time at Sarah Lawrence and beyond. We approach career development by class year and by each student's individual needs.

Our appointments with students typically cover one or more of the following topics: career exploration, resumes and cover letters, internship and job search strategies, personal branding, mock interviews, and networking advice. To make an appointment, visit <https://sarahlawrence.joinhandshake.com/login> or email careerservices@sarahlawrence.edu.

Career Communities

Career Communities, or "industry clusters," connect students with peers, faculty, and alumni professionals who share an interest or expertise in a particular industry. Each Career Community is led by a career adviser and provides an opportunity to connect to specific, tailored industry resources and programs. By joining one or more communities, students have access to:

- Individual/group consultations facilitated by career advisers
- Industry-tailored resources, information, and advice
- Targeted internship, entry-level, and professional development opportunities
- Networking events and other Career Services programming
- Advice from faculty and alumni professionals

Internship Program

Internships provide Sarah Lawrence students a way to finesse their professional interests while they complete an enriching, interdisciplinary education. The Office of Career Services works closely with individual students to search for and apply to internships around the country.

As a College, we recognize that not all students have the privilege to complete internships, which are often unpaid opportunities. Addressing this inequity is of utmost importance to our community. We are grateful for our donors who have enabled our office to grant our students various internship funding opportunities from our fall/spring travel stipend program to our competitive summer internship grants.

Career Exploration and Networking Programs

We offer a comprehensive array of programming designed to engage and excite students about entering the world as a new professional. Whether it is an employer info session, an alumni networking event, or a panel of peers, students are able to make lasting connections and see how they can apply their interdisciplinary coursework to the global workforce.

Alumni Connections

Our ongoing partnership with the Office of Alumni Relations has allowed us to continue to offer innovative and creative programming, connecting current students with alumni. We are grateful for the extraordinary commitment of our alumni, many of whom participate in programs and networking events, provide mentorship and career advice, and/or post internships and entry-level job opportunities for our students.

Handshake

Handshake continues to be our main online platform where students can make appointments with career advisers, RSVP to events, and search for internships and entry-level jobs. Over 27,000 employers are utilizing Handshake to connect with students, offering thousands of internships and entry-level opportunities in all industries, locally and nationally.

SLC Connect

Our secondary online platform, SLC Connect (<https://connect.sl.c.edu/>), is an extension of Sarah Lawrence's Career Communities program, which connects students with peers, faculty, and alumni professionals who share an interest or expertise in a particular industry. This platform enables students to join a career community, message alumni for career advice, and apply to internships and jobs posted by alumni.

Communications

Follow Career Services on Instagram, and remember to open and read Career Services emails, including our weekly newsletter to the SLC community, which regularly features select internship opportunities, upcoming programs, and resources.

SPECIAL EVENTS

Event Planning

914.395.2412, events@sarahlawrence.edu

Special Events assists in the planning of on-campus events and provides on-site support to ensure resource requests have arrived and are set up to your needs. Special Events will provide guidance through the steps in organizing a successful event. The following items should be kept in mind:

Room Bookings/Reservations

To reserve space through GryphonLink:

1. Navigate to your organization's event management page (GryphonLink > Left Navigation Menu > Gear Icon Next to Organization Name > Events).
2. Select "Create Event".
3. Complete the event information at the top of the form.
 - A. Please note that this information will be shared on the calendar, so be clear with your event title and description. It's often helpful to include the name of your organization in the event title, if the title you're planning is generic ("Info Session" vs. "Chess Club Info Session").
4. Select "Add Reservation Request" under "Time and Place".
 - A. You should not select "Add Location Manually" unless you previously reserved a space in some other way (special space request, etc.).
5. Input the date, event times, setup time and teardown time.
6. Select "Browse Available Rooms".
 - A. You will be able to filter by building, room capacity and/or room features.
 - B. Select the room you would like to reserve. Additional information about the room will come up and you will be asked to select a layout.
 - i. Please keep the default room layout unless you absolutely need a special setup.
 - C. Select "Add Request to Event".
7. Select your desired event visibility:
 - A. Public: DO NOT MAKE EVENTS PUBLIC
 - B. Students & Staff: All events open to the campus community
 - C. Organization Members: Meetings and events for group members only
 - D. Invited Users Only: If you want to invite a specific group of people or not have the event listed on the calendar at all
8. Complete the remainder of the event submission form.
9. Additional Event Information:
 - A. The final page of the event form asks additional questions about your space reservation. These answers will be shared with the Special Events Office to assist them in reserving your space.
10. Submit for approval.
 - A. Your event will then be reviewed in both GryphonLink and the space reservation system. Once approved, you will receive a confirmation from GryphonLink. If there are issues with your space reservation, the Special Events team will reach out to you directly.

If you have questions about reserving space or need suggestions for what space to select, please contact the Special Events Office, events@sarahlawrence.edu. Please Note: Only student organization leaders and groups affiliated with a department are allowed to book space on campus. If you're a student looking for rehearsal space, you will need to work with your professor to reserve space.

Timing

Successful events require proper timing. A time frame of four to six weeks is recommended for planning and publicizing an event. Please note that any event/room reservation planned less than four weeks in advance may not be accommodated.

Event Attendance

General Guidelines

- Unless specified otherwise, SLC events are intended for the Sarah Lawrence College community, including current students, faculty, and staff. All attendees must carry their SLC ID, and event staff or Campus Safety may request to check IDs.
- Student Organization events are for the SLC community and are not open to the public. Students wanting to host an event open to the public must receive written approval by emailing the Office of Student Involvement and Leadership (studentinvolvement@sarahlawrence.edu) and the Events Office (events@sarahlawrence.edu).

Invited Guest Policy

- Invited guests may attend Sarah Lawrence College events with prior approval from the Office of Student Involvement and Leadership. The College may request a guest list in advance depending on the nature of the event.
- A campus guest is defined as anyone not affiliated with Sarah Lawrence College as a current student or employee.
- Guests must be accompanied by their SLC host and carry a photo ID.
- SLC hosts are responsible for their invited guests. All guests must adhere to College regulations and may be required to leave if they do not comply.

Resource Requests

If your event will need facilities equipment (e.g., tables, chairs, trash cans) or audiovisual equipment (microphones, laptops, projection), requests should be made a minimum of two weeks prior to the event via the Resource Request form in GryphonLink.

Campus Safety (Security)

Room openings, extra security, and additional parking requests are arranged through Special Events. A minimum of two weeks is required for Campus Safety notifications.

Food Services

Catering for events is provided by AVI Fresh, the exclusive campus caterer. AVI Fresh must be used for all on-campus events; no outside caterers are allowed. In the rare instance that AVI Fresh is unable to create the food requested, a catering waiver may be issued at AVI Fresh's discretion. There is a pizza exemption for student events ONLY. *A minimum of seven days' notice is required for catering. Orders placed with less than seven days' notice may not be accommodated.*

CaterTrax is the system used to place catering orders on campus. You will need to create an account and use AVI Fresh's CaterTrax website (<https://sarahlawrencecatering.catertrax.com>) to see menus and pricing estimates,

and to place orders. You must reserve your room and receive confirmation BEFORE placing a catering order. A budget number is also required to place a catering order. *Custom catering order requests are possible, but must be placed with events@sarahlawrence.edu with a three-to-four-week lead time.*

FINANCIAL AID

914.395.2570—Westlands, first floor

Undergraduate procedures

Returning students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/>. The FAFSA is available each October 1 and must be submitted no later than January 1 for consideration for Sarah Lawrence resources the following academic year. **Financial Aid Application Checklists** become available in October, and all requirements must be completed and uploaded by January 1. See Financial Aid Application Checklists at <https://apply.sl.c.edu/account/login?r=https%3a%2f%2fapply.sl.c.edu%2fapply%2fstatus&cookie=1>.

Copies of parents' and students' tax returns used to complete the FAFSA must be uploaded via your application portal no later than January 1. For students whose parents are separated or divorced, both parents are required to submit their tax returns.

Applications submitted after the deadline may reduce institutional aid eligibility.

Notification of the following year's awards will begin in early May. Merit scholarships and renewable awards are automatically renewed as long as the Committee on Student Work determines that the student is making satisfactory progress toward a degree. Merit and renewable awards from Sarah Lawrence will be forfeited if a student is suspended for any reason or if they do not meet satisfactory academic progress (SAP). Merit and renewable awards will not be reinstated. Review the college's SAP Policy at <https://www.sarahlawrence.edu/financial-aid/undergraduate/faq.html#acc-1020-what-does-satisfactory-academic-progress-mean>.

Students who, at the time of admission, are considered dependent upon parental resources remain so for Sarah Lawrence Need-Based Grant purposes throughout their undergraduate studies.

In the event that information used to determine a student's financial aid eligibility changes or ability to continue studies at Sarah Lawrence comes into question, the student should immediately contact the Office of Financial Aid in Westlands. Please see our Guide to Financial Aid at <https://www.sarahlawrence.edu/media/financial-aid/pdf/FinAid-UG-Guide.pdf> or visit the Financial Aid page of MySLC at https://my.sl.c.edu/ICS/Campus_Life/Departments/financialaid/Undergraduate_Financial_Aid.jnz.

International Students

Only students who are citizens or permanent residents of the United States are eligible for federal aid. International students are advised to visit their Financial Aid Application Portal to review their checklist for required documents. International students are also encouraged to investigate other financing opportunities offered by their governments or by private institutions.

FOOD SERVICES

914.395.2387

www.my.slc.edu/foodservices or email avifresh@sarahlawrence.edu

Dining Facilities

Bates Dining at the Bates Center for Student Life is open Monday through Friday, 8 a.m. to 8 p.m., and Saturday and Sunday, 9 a.m. to 2 a.m.

Campus Center Dining Pavilion is open Monday through Friday, 11 a.m. to 10 p.m., and Saturday and Sunday, 2 p.m. to 10 p.m. Café is open 7:30 a.m. to 11 p.m., weekly.

Dining venues accept credit/debit cards (Visa, Mastercard, Discover, and American Express), cash, 1CardCash, Meal-Money, and meal plan combo swipes. Meal plans are loaded onto each student's Sarah Lawrence College 1Card. Use of the meal plan will be denied to those without their Sarah Lawrence College 1Card. If a Sarah Lawrence College 1Card is misplaced or lost, a 24-hour meal/ID card is available by speaking with the Food Services manager on duty. The College reserves the right to alter dining facilities and operating hours during the academic year.

Meal Plan Changes

All residential students must be on a meal plan for the fall and spring semesters. Students can contact the Office of Student Accounts at studentaccounts@sarahlawrence.edu with questions about their meal plan.

HELP DESK, COMPUTER SUPPORT SERVICES, MYSLC

Help Desk staff members are available to work out any problems with SLC email (Gryphon Mail), campus Wi-Fi, computer labs, and more. The Help Desk provides consultation and training to aid students in getting the most out of campus digital resources.

The Help Desk can assist students in learning about their computers, fixing software problems, or buying a new computer with their academic discount. Check out the website at sarahlawrence.edu/hd for all the details and answers to computer questions at Sarah Lawrence.

For support, call the Help Desk at 914.395.2460 or email hd@sarahlawrence.edu.

MySLC

my.slc.edu

MySLC is the primary source of information and online services for the Sarah Lawrence College community. Through MySLC, students can:

- Get course catalogues/schedules, attend online interviews for courses, and register for classes.
- Access course materials and communicate with faculty and classmates.
- View evaluations, assessments, and grades.

- Learn what departments can offer and get forms, policies, and more.
- Find on-campus and work study jobs.
- View student accounts and make payments online.
- Read and post campus classifieds, including for-sale and lost-and-found items.
- View events, calendars, and announcements.
- And much more.

Tips for Using MySLC

- Click the three vertical dots icon in the upper left to expand the main navigation.
- Or, with the menu collapsed, roll over the “hamburger” menu icon to see the list of pages in the current section.
- MySLC’s idle timeout is 45 minutes (with a warning at 40 minutes). Therefore, save work often and/or keep a backup of any text.
- Search MySLC using the magnifying glass near the upper right.
- Need more help? Click “?” or “MySLC Help” at the bottom left or go to my.slc.edu/help.
- Follow MySLC on Instagram, [instagram.com/MySLCedu](https://www.instagram.com/MySLCedu); Threads, [threads.net/@MySLCedu](https://www.threads.net/@MySLCedu); Facebook, [fb.me/my.slc.edu](https://www.facebook.com/my.slc.edu); and X, x.com/MySLCedu, for the latest updates.

Accessing MySLC

Students can access MySLC at my.slc.edu by logging in with their Sarah Lawrence College ID number (leaving off any leading zeros) and password. SLC ID numbers can be found on the front of student ID cards.

Students who forget their password should enter their SLC ID number, click the “Forgot Password?” link, enter their SLC email (Gryphon Mail) address, and click “Send” to have a password reset link sent to their SLC email (Gryphon Mail). Those continuing to experience problems logging in to MySLC should contact Web Systems Support at sysweb@sarahlawrence.edu using their Gryphon email. The email should include the student’s full name and SLC ID number but NOT any password information.

Changing Passwords

Students should change their MySLC passwords after receiving their login information:

1. Log in to MySLC.
2. Click your photo in the upper right.
3. Click “My Profile & Settings.”
4. Click “Password & Privacy.”
5. Click the down arrow next to “Change password.”
6. Complete the form, noting that the new password must be between 8 and 100 characters, and click “Save.”

Please note: MySLC accounts are separate from Sarah Lawrence email (Gryphon Mail) accounts; changing a password in one system will not change the password in the other.

STUDENT EMPLOYMENT

914.395.2572 — Westlands, first floor in Financial Aid Office

The Office of Student Employment is the central point for information about on- and off-campus job opportunities for all students. Undergraduate students who are awarded Federal College Work-Study as part of their financial aid package are given priority for on-campus positions at all times. This priority includes the interviewing and hiring process. Experience, skill level, job responsibilities, and application requirements vary by position. All on-campus positions are part time.

On-campus positions can be found on the Student Employment page of MySLC. Departments with open positions are highlighted in green. Off-campus opportunities are posted in the Classifieds section of MySLC. Local job postings might include tutoring, clerical positions, and childcare, among others. See the Student Employment Handbook for more information.

OFF-CAMPUS HOUSING

Sarah Lawrence has partnered with College Pads to provide an off-campus housing marketplace for SLC students and community members. For the most up-to-date listings for Sarah Lawrence students, please visit: <https://offcampushousing.sarahlawrence.edu/listing>.

College Pads also provides students with online educational tools to help them become more educated renters, compare off-campus housing options, find potential roommates, and sublet their existing units, when applicable.

Community Standards

Responsibility for the care of the Sarah Lawrence community is shared by all of its constituents, including students, faculty, and staff. As critical members of the community, students are expected to abide by the policies found in this handbook and the Student Housing License Agreement, where applicable. Failure to do so will result in disciplinary action and sanctions as outlined below. Additional sanctions, such as those outlined in the [Student Conduct Process \(p. 172\)](#) may be issued based on the severity of the violation.

CONDUCT CODE

The following policies set expectations for student conduct and behavior in order to support a positive living and learning environment.

Violations and alleged violations will be investigated according to the College's [Student Conduct Process \(p. 172\)](#). Violators may also be subject to arrest depending on federal, state, and local laws.

Alcohol and Other Drugs

Sarah Lawrence College observes all federal, state, and local laws and regulations governing the sale, purchase, and/or use of alcohol and other drugs. See [Appendix 4 \(p. 194\)](#). The College expects that these laws will be adhered to at all events associated with the College. The College cannot and will not protect any member of the Sarah Lawrence community who has broken federal, state, and/or local law.

Residents must adhere to all New York State laws and Sarah Lawrence College regulations concerning alcohol use. These regulations stipulate that individuals under the age of 21 are not permitted to possess or consume any alcoholic beverages.

Students (both residential and nonresidential) and guests who are 21 years of age or older are permitted to possess and consume alcoholic beverages within Sarah Lawrence residence halls, provided they adhere to the following guidelines:

- Students who are of legal drinking age and bring alcohol into a residence hall or have alcohol in their possession within a residence hall are accountable for ensuring its lawful use. This responsibility includes taking appropriate measures to prevent underage students and guests from possessing alcohol.
- Activities that encourage or involve the rapid, hazardous, or coerced consumption of alcohol (such as drinking games) are strictly prohibited.
- Selling or distributing alcohol in the residence halls is not allowed. This ban includes, but is not limited to: cash bars; events where tickets are sold or fees are charged (such as entertainment fees or membership dues); fees for access to an open bar; and parties where alcohol is served and contributions or donations to cover party expenses are requested.

Marijuana, in any form, is not allowed on campus. Any student found possessing, using, or being in the presence of marijuana will face disciplinary sanctions. Additionally, items like water pipes, bongs, hookahs, and other drug-related paraphernalia are also banned. Under the Drug Free Schools and Communities Act, a federal law, marijuana remains classified as an illegal substance, and schools must prohibit it on campus. Therefore, Sarah Lawrence, in accordance with federal law, does not allow the possession, use, or distribution of marijuana in any form or for any purpose on campus.

The possession or use of narcotics, other controlled substances, or the misuse of prescribed medications and other legal substances, is strictly prohibited. Students are required to comply with federal and New York State laws concerning the use, possession, sale, and distribution of controlled substances.

Prohibited Behaviors — Alcohol

Some of these behaviors may also be violations of local, state, and federal laws and may be subject to off-campus legal action. See [Appendix 4 \(p. 194\)](#).

Category A

Consumption and/or possession of alcohol by an individual under the age of 21. Possession of an open container of alcohol in public, regardless of age.

Category B

Participating in or sponsoring activities that encourage excessive consumption (e.g., drinking games or contests). Possession of mass consumption containers (e.g., kegs, beer balls, beer bongs, etc.) Providing alcohol to an individual under the age of 21. Providing alcohol to someone who is visibly intoxicated.

Category C

Consumption of alcohol that causes a disruption to the community or necessitates assistance from others but does not require medical intervention (e.g., ER evaluation).

Category D

Consumption of alcohol that necessitates medical intervention (e.g., ER evaluation).

Prohibited Behaviors — Other Drugs

Some of these behaviors may also be violations of local, state, and federal laws and may be subject to off-campus legal action. See [Appendix 4 \(p. 194\)](#).

Category A

- Possession or use of illegal drugs.
- Possession or use of legal drugs not lawfully prescribed for the individual.
- Intentional misuse of legally prescribed drugs.
- Possession or use of drug paraphernalia.

Category B

Use of drugs that leads to medical intervention.

Category C

Intent to distribute or distribution (including purchase, sale, illegal transfer, or gifting) of legal or illegal drugs, including prescription medication.

Good Samaritan Policy

We expect that all community members will take active steps to protect the safety and well-being of other community members. To ensure that students receive prompt and appropriate medical attention for alcohol or other drug intoxication, and to reduce impediments to seeking such assistance, the College has instituted this Good Samaritan Policy.

The Good Samaritan Policy applies when:

- A student requests medical assistance for themselves by contacting Campus Safety or other College officials.
- Student(s) request medical assistance for another student.
- A student remains cooperative with each step of the process as outlined below.

The Good Samaritan Policy does not apply when:

- A student violates other College policies beyond the Alcohol and Other Drugs policy.
- Action by police or other law enforcement personnel takes place.
- A student possesses drugs with the intent to sell.

If the Good Samaritan Policy has been applied for a prior incident, it is at the discretion of the dean of student life or a designee whether a subsequent incident also falls under the Good Samaritan Policy.

In lieu of formal disciplinary action, the student requiring medical attention will meet with a Student Life staff member to discuss the incident. The student requiring medical attention will be referred to Health & Wellness for a consultation and should complete any resulting treatment recommendations in a timely manner. Students who requested medical assistance for a peer may also receive outreach from Student Life offering support and resources.

Bias-Related Incidents and Crimes

Bias-Related Incidents

An event that targets and/or denigrates a member or members of the SLC community on the basis of actual or perceived race, color, sex, gender, national origin, ancestry, gender identity or expression, religion, age,

disability, sexual orientation, socioeconomic status, language, or citizenship can constitute a bias incident. Such incidents need not rise to a criminal level in order to violate Sarah Lawrence policies or other applicable antidiscrimination laws.

If you believe you are the victim of, or witness to, a bias incident, you may report it using the Bias Incident Report found on MySLC. Please visit the DEI website on MySLC for FAQs about bias incident reporting. You may also contact the Student Diversity, Equity, Inclusion, and Belonging Office at studentdeib@sarahlawrence.edu for information and/or support.

Bias-Related Crimes

Any crime committed by a defendant against a victim when that victim (either a person or an institution) is intentionally selected, in whole or substantial part, because of that victim's perceived race, color, national origin, ancestry, gender, religion, age, disability, or sexual orientation or expression is considered a hate or bias crime.

Federal and state laws specifically regulate crimes that are motivated by hate or bias, and the College is required to report them to the local police. Any bias-related crime against a member of our community is viewed as an attack on the entire community and will not be tolerated. Students, faculty, staff, and visitors are encouraged to immediately report all bias-related crimes by contacting Campus Safety at 914.395.2222. You may also contact the Student Diversity, Equity, Inclusion, and Belonging Office at studentdeib@sarahlawrence.edu for information and/or support.

To help ensure an environment free of such hateful acts, the College has enacted policies and procedures that specifically deal with bias-related crimes.

Possible penalties for bias-related crimes committed by faculty or staff include warnings, formal reprimands, suspension without pay, or termination of employment.

Note: If the bias crime involves an alleged sexual assault, the Sexual and Gender-Based Misconduct Policy will be followed and will supersede the College's bias-related crime policy and procedures. See [Sexual and Gender-Based Misconduct Policy \(p. 100\)](#).

New York State Law Involving Bias Crimes

Under the NYS Hate Crimes Act of 2000 (Section 485.05 of the NYS Penal Code), in addition to the criminal charges and the penalties a perpetrator must face for the "crime" element of a hate crime, the law allows for additional charges for the "hate" element as well. This significantly increases the crime the perpetrator is charged with as well as the penalties and time of imprisonment if convicted.

Compliance

Students must comply with the requests of College officials, including, but not limited to, requests for responses, meetings, identification, or information. Violations of this policy also include lying to a College official, failing to provide relevant information, and/or running away when approached by a College official.

Damage to Property and Vandalism

Students are expected not to cause damage to or otherwise vandalize College property or property owned or controlled by a community member. Violations include, but are not limited to, damaging, removing, tampering with, adhering something to, vandalizing (including etching, painting, drawing upon, or otherwise marking

something without permission), or otherwise altering property owned, operated, or controlled by the College or one of its members. This includes, but is not limited to, fire safety and electronic security devices such as smoke detectors, carbon monoxide detectors, emergency phones, windows, elevators, flagpoles, signs, doors, gardens, lawns, and landscapes.

Dishonesty and Falsification of Information

Students are expected to be honest with and produce truthful information to the College and/or College officials. Students will be considered in violation of this policy if they:

- Lie or furnish false information to the College or to College officials, including resident advisors.
- Are aware of false information being furnished by others with the intent to deceive (and do not correct that false information in a timely manner).
- Withhold information pertinent to student misconduct.
- Alter, misuse, enter any false information, or forge signatures on any official documents or College resources including, but not limited to, registration forms, audit forms, academic transcripts, drop/add forms, or electronic communication.
- Alter or have in their possession an altered identification card of any form.
- Counterfeit, forge, and fabricate official documents, paperwork, and/or electronic communications.
- Intentionally issue a bad check/payment or other financial instrument in order to remove a hold, register for classes, or receive an official transcript or diploma.
- Provide false information or fail to provide current information for the purpose of defrauding Sarah Lawrence College or other Parties.

Disruptive Behavior

Students should refrain from behavior that disrupts, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the College, including, but not limited to, classes, performances, meetings, and events; self-destructive conduct that may impact the larger community; and interference with the rights of others to enter, use, or leave any College facility, service, or activity.

False Identification

Students are expected not to possess false identification or falsely identify themselves. Possessing false identification is a Class D Felony (170.10 of the Penal Code — Forgery in the Second Degree or 170.25 of the Penal Code — Criminal Possession of a Forged Instrument in the Second Degree).

Freedom of Expression

At Sarah Lawrence College, freedom of expression is a core value that fosters an environment of open dialogue and intellectual growth. However, this freedom must be exercised responsibly, ensuring that it does not harm others or infringe upon their rights. Specifically, free expression must not:

- Cause injury or violate the rights of any member of the College community.
- Damage institutional facilities.
- Disrupt classes or other College activities or business.

This policy encompasses all forms of communication, including but not limited to oral, written, and electronic media (such as social media). Violations of this policy will be addressed through the student conduct process.

Graffiti

Graffiti of any kind is forbidden on College property. Violations include, but are not limited to, altering, writing on, adhering to, painting, or chalking on walls, furniture, sidewalks, emergency phones, elevators, light poles, existing signage, and landscapes. Graffiti can lead to additional charges for repairing damage to College property.

Hazing

The College defines hazing as any action taken or situation created that, regardless of location or consent of the participants, recklessly or intentionally endangers mental or physical health or involves forced use of alcohol and/or other drugs for the purpose of initiation into or affiliation with any organizations at the College. Hazing includes, but is not limited to, physical and psychological shocks, morally degrading or humiliating games and activities, coerced or forced illegal acts, personal servitude, and sexual harassment.

According to the New York State Penal Code, “a person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person and thereby causes such injury.”

The College prohibits all forms of hazing, and any instances of hazing should be reported immediately to Campus Safety at 914.395.2222.

Physical Assault

Physical assault is defined as striking, shoving, kicking, or otherwise subjecting another person to physical contact that causes them harm, is harassing, or alarms that person. Physical assault also includes hitting a person with anything thrown or propelled.

If it is determined that a student found responsible for violating this policy had no other option but to use physical violence in self-defense, this will be taken into consideration in the sanctioning process.

Individuals who believe they have been physically assaulted should seek immediate assistance by contacting Campus Safety at 914.395.2222. If medical assistance is required, contact Health & Wellness at 914.395.2350 during business hours or Campus Safety at 914.395.2222 at any time.

Retaliation

Threats or other forms of intimidation and/or retaliation against a student or employee, or their family or friends, for bringing a Complaint of any alleged violation of College policy, assisting another person with bringing a Complaint, or participating in the investigation and/or student conduct process are prohibited.

All incidents that are believed to constitute retaliation committed by or against a student should be reported immediately using the Residential Life Incident Reporting form found on MySLC (https://cm.maxient.com/reportingform.php?SarahLawrence&layout_id=100).

Theft and Unauthorized Use

Sarah Lawrence community members are expected to respect College property, the private property of others, and the property of the larger community in which we live. Violations of this policy include, but are not limited to, the theft, attempted theft, unauthorized use, or possession of property or services owned or controlled by the College or a community member of the College.

Weapons

The use, possession, and storage of any weapons of any kind (e.g., firearms, ammunition, air guns, knives, bows and arrows, replicas of such, etc.), including those defined in Sections 265.01(3) and 265.06 of the New York State Penal Code, are strictly prohibited on campus. Exceptions, for educational purposes only, must be arranged in advance via written approval by the AVP of Campus Safety.

RESIDENTIAL LIFE AND HOUSING POLICIES

All students living in College housing must adhere to the Housing License Agreement, which every student signs before submitting their housing application. In addition, all students must abide by all Residential Life and Housing Policies and procedures in addition to the Conduct Code and General College Policies. Violations and alleged violations will be investigated according to the College's [Student Conduct Process \(p. 172\)](#).

Antennas

No wires or other objects such as TV antennas or satellite dishes may be attached, hung, or placed outside any residential living unit or building.

Bed Bugs

Students who suspect they have bed bugs must **immediately** contact Campus Safety at 914.395.2209. Campus Safety will notify Campus Operations, who will call the pest control company and schedule a room inspection as soon as possible. Students must contact Health & Wellness. The Health & Wellness staff will examine any bites to confirm whether they are bed bug bites. In the event bed bug bites are confirmed, it is imperative that the affected room(s) are treated as soon as possible to prevent spreading.

Once contacted, Campus Operations will provide instructions on what must be done before the room(s) can be treated. To avoid additional work, it is strongly recommended that the student speak with a member of the Campus Operations staff prior to washing linens or clothes, or before removing anything from the room(s). Before the College can treat the affected areas, the affected student(s) must follow the bed bug protocol provided by Campus Operations within 24 hours. Failure to do so will result in the student(s) forfeiting their housing for the remainder of the semester or year. Early and immediate intervention is the key to handling this pest problem, so never hesitate to call Campus Operations and have your room checked.

Body or Head Lice

Students who have or think they have lice must go to Health & Wellness for a body and/or head check. Health & Wellness will conduct an examination and give the student(s) hair/body washing instructions and directions on how to clean and bag items in the room.

Damages and Losses, Charges, and Fines

The College expects that student rooms, common areas, and bathrooms will be in the same condition when the student vacates the space as they were when the student moved in. Rooms or common areas left in exceptionally poor condition relating to damages and/or cleanliness may result in fines and/or a student's loss of future housing privileges. There is also an expectation that the exterior of buildings and the grounds around residence halls be kept clean and uncluttered.

Students will be billed for damages to their rooms and/or common areas. Assessable damages include alterations or defacement of the building structure or furnishings. Charges and fines for damages that occur in common living areas such as living rooms, corridors, bathroom facilities, and cooperative areas will be equally divided among the residents if the person(s) responsible is/are not known or identified. Common areas are inspected on a regular basis, and fines are assessed accordingly. Anyone who causes damage to or removes common area furniture will be subject to charges and conduct action.

Walls and ceilings should be left in the same condition as they were found. If any damage is done, students will be charged a fine of \$50, plus any additional labor and/or repair costs. The use of sticky tack or any similar adhesive is prohibited. Damage to surfaces from adhesives will result in a fine. Students whose walls have been painted or written on will be charged between \$200 and \$400 per wall to repaint.

If rooms or common areas are painted by students for any reason or found with graffiti or other markings, they will be repainted by Facilities staff. The student responsible will be charged a fine and the cost of repainting. Students may not repaint the area themselves (or have someone else repaint the area) in order to avoid the repainting charge and fine.

Closing inspections at the end of each semester may also result in cleaning and/or damage charges being assessed by Campus Operations.

Each piece of furniture that needs to be replaced because of student abuse will carry a \$50 fine and the replacement cost (mattress \$140, bed frame \$312, desk \$430, chair \$193, dresser between \$339 and \$493, screens \$40–\$125, window shade \$90–\$240). Damaged furniture has a \$50 fine plus an additional repair cost. Furniture may not be brought outside. Any furniture found outside will be removed. The resident(s) responsible for taking furniture outside will be charged a fine. If the responsible student(s) cannot be identified, residents of that house or dorm will be charged a replacement or repair fine. Other damages will be charged at the replacement/repair cost plus a fine of \$50. Students are charged the full cost for missing furnishings. Fines are assessed when SLC staff have to remove any additional non-SLC furnishings found in rooms at the end of the year.

Room Furnishings

The College supplies a bed frame, mattress, desk, chair, closet, window shade/blind, and dresser. The College does not accept requests for furniture exchanges. For the safety of our students, only beds provided by the College designed to be lofted may be lofted. The option to loft beds is specific to the dormitory room configuration and at the discretion of Campus Operations. Students may not build or purchase lofts. Students who reside in rooms that have loft frames and would like to have their beds raised or lowered must submit a work order. Students may not raise or lower loft beds without the assistance of Facilities staff. Waterbeds are not permitted in the residence halls. Please review the lists of approved appliances and prohibited items under the Fire Safety Policies. The College does not install shower heads or water filtration heads purchased by students. Damage caused by students who install such devices may result in fines and disciplinary action.

Any furnishings brought into the residence halls that are not owned by the College are the responsibility of the student. The College is not responsible for the loss or damage of these furnishings.

Housekeeping

Students are responsible for cleaning their bedrooms and shared common spaces, including kitchens and bathrooms. The College does not provide cleaning supplies. The College only cleans the large communal

bathrooms located in Garrison, Taylor, and the third floor of Westlands. In all other residence halls, students are responsible for cleaning their bathrooms, common areas, and kitchens. We suggest cleaning kitchens, especially stoves, once a week or at least once every two weeks. For bathrooms, we suggest cleaning weekly; for safety and hygiene, students must use bathmats (not supplied by SLC) when exiting showers. Students must maintain their spaces to standards acceptable to Residential Life and Facilities. Failure to maintain spaces to acceptable cleaning standards may result in fines and disciplinary action.

Keys

If any student keys are lost or stolen and Campus Operations deems it necessary to change the lock(s), the lock(s) will be changed at a cost of \$50, along with an additional cost for a new set of keys that is billed to the student's account. The College reserves the right to require a student to have the room lock changed. If a student loses a key and Campus Operations determines the lock does not need to be changed, the student can obtain new keys from Campus Operations at a cost of \$50 per key. Lost keys should be reported and replaced immediately. Failure to do so puts other residents at risk.

Unreturned keys will be replaced at a cost to the student of \$50 per key. Charges for unreturned keys will be removed/refunded to the student if the student returns the lost or unreturned keys within 30 days of when the charge occurred. Because each key is unique and assigned to a particular student, students may not trade keys. Failing to return the specific key issued will result in a fine of \$50 per key. Keys must be returned to Campus Operations or the Campus Safety 24/7 Desk located at Swinford Annex.

For everyone's safety, all exterior and interior residence doors should be closed and locked at all times.

Guests, Residential Guests, Occupancy Limits, and Overnight Guests

Guests

A campus guest is defined as any person who is not affiliated with Sarah Lawrence College as a current student or employee. All campus guests must conform to all College regulations. Those who do not will be required to leave. In the event of violations of law or noncompliance with a request to leave, a guest may be considered a trespasser and Campus Safety will be notified.

At no time is it acceptable for a resident to be deprived of sleep, privacy, or study accommodations due to the presence of another student's guest.

Students who are banned from Sarah Lawrence College are not allowed to be in and/or around any College residences including student apartment buildings. Residential Life staff have full authority to limit guests in a room, reject guests, or dismiss guests, if, in their judgment, the health and safety of students are being jeopardized and/or reasonable standards of behavior are being violated.

This policy does not apply to Facilities personnel, authorized contractors, Campus Safety, Residential Life staff or any other College employee or agent who must enter a residential area as part of their College duties (i.e., to assist students and maintain/secure Sarah Lawrence College property).

Residential Guests

A residential guest is defined as any individual not registered or assigned by the College to the bedroom, apartment, residence hall, or house they are occupying. Residential guests must have a valid form of picture ID (driver's license, school ID, etc.) in their possession while inside any College residence.

All residential guests must be escorted by an authorized resident at all times, with the exception of SLC students who may have keycard access to a classroom or other authorized student common area within a residence. Otherwise, at no time is a residential guest allowed to walk through any College residences without being in the company of their student host. Student hosts are responsible for the behavior of their guests, including in the case of conduct action.

Occupancy Limits with College Residencies

The number of occupants at any time in any single-occupancy bedroom, including those within apartments and houses, may not exceed three (3). The number of occupants at any time in any double-occupancy bedroom may not exceed six (6). The number of occupants at any time in any triple-occupancy bedroom may not exceed nine (9). The number of occupants at any time in any bedroom or total overall living space — suites, apartment units, and houses — shall not be more than the total number of residents assigned to that living space, plus two guests each, and must also not exceed a maximum capacity of 15 people altogether. Care and prudence should be taken whenever multiple residents of an apartment or house may be hosting guests simultaneously. The College retains all rights to remove guests or limit the number of individuals in residential or other spaces at any time.

Overnight Guests

Permission must always be secured from each resident of a room, apartment, and/or house before a residential guest may remain, particularly overnight. An overnight guest is any individual not registered or assigned by the College to the bedroom, apartment, residence hall, or house they are occupying and who visits and/or remains in the space between midnight and 7 a.m., regardless of whether they plan to sleep during the stay. Students are required to register any overnight guests with the College using the Overnight Guest Registration form managed by the Office of Residential Life, found on MySLC.

Any guest may not stay overnight on campus for more than two consecutive nights or more than five nights within a 30-day period, unless authorized in advance by Residential Life. For fire safety purposes, students may only host one guest per bedroom at a time.

Guests younger than 18 years of age must be directly related to their host and must obtain specific permission from the Office of Residential Life prior to their arrival by emailing Residential Life. Guests younger than 16 years of age are not allowed to stay overnight.

Locking Doors

In an effort to create a safer environment, residents must lock the exterior door to their room, apartment, or house at all times. Some interior bedroom doors within apartments or suites do not have locks if they lead to a fire escape or fire exit.

Lockouts

If a student is locked out of their room, they may call Campus Safety at 914.395.2209 for access. The student will need to show Campus Safety their SLC ID and provide their Student ID Number.

Quiet and Courtesy Hours

Quiet hours are in effect Sunday–Thursday from 11 p.m. to 8 a.m. and Friday–Saturday from midnight to 10 a.m. They are designated to support an environment that is conducive to learning and rest. Residents have the right

to sleep and study in their rooms at any time without interference from those around them. During quiet hours, no noise should be audible outside an individual's room.

Courtesy hours are in effect at all times. During courtesy hours, your music, voice, or noise should not be disruptive to your community. Residents are expected to demonstrate courtesy and consideration toward others at all times. Violations include any time a disruption is caused to the community or a community member. It is expected that all students will respond to any noise complaint or request to lower their volume by lowering the noise level.

Individuals affected by loud or excessive noise should first approach the person(s) making the noise and ask for the noise level to be lowered. If the noise persists, students should contact an RA and may also call Campus Safety if necessary.

Storage

Furniture Storage During the Academic Year

Sarah Lawrence College does not store any furniture, except in the case of students having approved documented medical accommodations. Students needing such accommodation must contact the director of access and disability services and provide that office with appropriate documentation.

Summer Storage

The College does not offer on-campus storage of student items during the winter or summer breaks. However, the College has partnered with Collegeboxes and Pack & Go, local shipping and storage companies. Campus Operations will send an email regarding summer storage options during the spring semester. Any personal belongings left on campus by students, including in residences, class spaces, common areas, and student club spaces, will be discarded. Students will be charged for the disposal of items. Please note: at the end of spring semester, students must remove all their belongings, even if they are returning to the same housing or nearby housing in the fall. Any items left in dorm rooms after the end of the spring semester will be discarded.

Yards and Lawns

Because Sarah Lawrence College is part of a larger residential community, all of the campus green spaces must be kept neat and clear of items including, but not limited to, tools and equipment, trampolines, hammocks, tents, barbecue grills, lawn ornaments, decorative flags, pools, patio furniture, and clotheslines. Items found will be discarded, and students may be responsible for the removal charge.

Windows

No items including, but not limited to, air conditioning units, flags, towels, banners, and signs may be placed on the inside or outside of residence hall windows. Those violating this policy will have 24 hours to remove items. If the item is not removed in a timely manner, College staff will remove the items. Some items may be immediately removed by College staff.

GENERAL COLLEGE POLICIES

This section contains general College policies such as emergency plans, fire safety protocols, parking rules, installations in public spaces, and other general campus policies.

Bicycles

Students must register their bicycles with Campus Operations. To obtain your free bike permit, complete the form on the Campus Operations Bike Registration page on MySLC. After registering your bike, visit Campus Operations to receive the permit sticker to be displayed on the bike. Campus Operations is located in Andrews House (Purple Door).

Exterior bicycle racks are located throughout the campus. Indoor bicycle racks are located at Hill House, and residents must store bicycles on the racks provided. Bicycles cannot be parked or stored in hallways, entranceways, stairwells, or common areas. Bicycles cannot be locked to handrails or banisters, as this constitutes an accessibility issue and fire hazard. If an unregistered bicycle is found attached to or blocking any egress, it will be immediately removed and confiscated by Campus Safety and the student will be notified to retrieve property.

Bicycles are permitted inside a building only in a student's single room or a faculty or staff member's office. This policy does not apply to motorized devices; motorized devices are never permitted inside campus buildings. E-bikes, hoverboards and any other motorized devices that are gas powered or lithium ion battery powered cannot be stored in any campus building, including dorms, for any length of time for fire safety reasons.

Registered bicycles should be removed from campus at the end of the spring semester. Returning fall students who want to keep their bicycles on campus over the summer must register their bicycle with Campus Operations and lock it to the indoor bike racks at Hill House. Unregistered bicycles will be removed from campus at the conclusion of the spring semester.

Bike Repair Station

Located outside the main library is a bike repair station that is fully equipped with a stand, air pump, and necessary tools to repair bicycles.

Sanctions

Each offense: \$50 fine plus removal of the bicycle and a \$25 per week storage fee.

Billing, Payment of Tuition, Fees, and Related Charges

Timely payments are required to maintain a student's account in good standing. Payments must be made in full by the due date. If payment cannot be made in full by the due date, students will be required to enroll in a payment plan with Nelnet by the statement due date. The College has partnered with Nelnet to administer the College's payment plan.

Students with past due balances may not register for courses until satisfactory payment arrangements have been made.

Past due balances greater than \$100 will be assessed a late payment fee equal to one percent of the past due balance or \$10, whichever is greater. Late payment fees are required by the due date.

Chosen Name Policy

As a community that strives to be inclusive, Sarah Lawrence College recognizes that some students may wish to be known by a name that is different from their legal name. Students may select a Chosen Name by which they can be identified within the Sarah Lawrence community (e.g., in class rosters, email address, MySLC forums,

and student IDs). Chosen Names can be first and/or middle names. Changing the surname would require a legal change of name. For further information and to access the SLC Chosen Name form, please go to https://my.slc.edu/ICS/Campus_Life/Departments/StudentAffairs/Diversity_Equity_and_Inclusion/Chosen_Name_Policy_FAQs.jnz.

Students who wish to register a legal change of name must do so with the registrar on the second floor of Westlands. A Name Change form is available on MySLC. Email: regoff@sarahlawrence.edu; phone: 914.395.2301.

Closed Captioning

All televisions in common spaces on campus must have the option for the user to turn on closed captioning. All academic and nonacademic screenings of video and film must have the option of turning on closed captioning or subtitles when available. It is strongly recommended that all advertising for public video and film screenings include a statement regarding the availability of closed captioning/subtitles and contact information for anyone who needs this accommodation.

Computer and Network Acceptable Use

Sarah Lawrence College provides computer resources to students, faculty, and staff for academic purposes and for their use on College business. The College has established standards and policies for the acceptable use of these resources and expects users to be familiar with and honor them.

In order to maintain a computing environment that best serves the needs and protects the welfare of both individuals and the academic community, the College regulates access to and use of College-owned computing resources. These resources include connections to the College network, access by means of College-sponsored communication links, and access to computing resources located off campus.

Access to computers and computing resources is a privilege granted by the College to its students, faculty, and employees unless such access is suspended or denied for cause. Access to some computer programs, features, information, and networks may require a written request. Access to information that is private or confidential, as determined by the owner or by the College, may be restricted.

Acceptable Behavior

Because computing systems have such great power, activities that might seem at first to be merely mischievous can harm the entire College community and beyond. Any unauthorized access or interference with system functionality is unacceptable. Guidelines such as those established in the Student Handbook, Facts for Faculty, and the Personnel Manual apply to the use of computing resources, as do community standards of consideration for others and the primacy of Sarah Lawrence's educational mission. Federal, state, and local laws, regulations, and judicial decisions also apply.

In general, any uses of Sarah Lawrence College's computer facilities that infringe on another individual's right to privacy, adversely affect the user community, or are not allowed under the terms of our software licenses are prohibited. Examples of prohibited uses include, but are not limited to, the following:

- Accessing or using a password-protected computer account assigned to another person
- Hiding your identity or using someone else's identity in electronic communications
- Sharing a password to a protected account with another person

- Any deliberate act which denies or interferes with the access and use rights of others
- Unauthorized access or attempts to access data, computer systems, and/or networks on or off the College's campus (hacking)
- Intentional damage to hardware, software, security devices, or codes
- Intentional creation or distribution of viruses, worms, or other forms of electronic mayhem
- Commercial activities, such as development of software for sale, work undertaken to support any company, or other contracted work
- Use of deliberately offensive language or other communication that has the effect of harassing or intimidating another person as guided by the existing harassment policy
- Violations of copyright/civil law including, but not limited to, the copying, storing, displaying, or distributing of copyrighted material using College systems or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law (under the Federal Digital Millennium Copyright Act of 1998, repeat infringements of copyright by a user can result in termination of the user's access to College systems and networks)

While recreational use of computing facilities is not prohibited, all such use is of the lowest priority. If there is contention for access, games and other recreational uses are prohibited. The use of video games and other software that produces sounds, or is by other means disruptive to others, is prohibited in public facilities.

Student Email Policy

Email is considered an official method for communication at Sarah Lawrence College because it delivers information in a convenient, timely, cost-effective, and environmentally aware manner. Our policy ensures that all students have access to this important form of communication, and ensures that students can be accessed through a standardized channel by faculty and other staff of the College as needed.

College Use of Email

The College may send communications to students via email. Students are responsible for the consequences of not reading, in a timely fashion, College-related communications sent to their official Sarah Lawrence College email accounts.

Student Email Accounts

All students obtain an official Sarah Lawrence College student email account when they enroll. The email account that is created by the College is the official email address to which the College will send email communications. This official address will be recorded in the College's electronic directories and records for that student.

Expectations Regarding Student Use of Email

Students are expected to check their Sarah Lawrence College official email on a frequent and consistent basis to remain informed of College-related communications. The College recommends checking email at least daily.

Appropriate Use

All use of email must be consistent with other College policies, including the Sarah Lawrence College Acceptable Use Policy. All use of email must be consistent with local, state, and federal laws.

Communications sent to a student's official Sarah Lawrence College email address may include notification of College-related actions. In general, email is not appropriate for transmitting sensitive or confidential information.

Redirecting Email

Students may elect to redirect (auto-forward) messages sent to their Sarah Lawrence College official email address. Students who redirect email from their official address to another address (such as AOL, Yahoo!, Gmail, or any email server other than the official College servers) do so at their own risk. Having email lost as a result of redirection does not absolve a student from the responsibilities associated with communication sent to an official email address. The College is not responsible for the handling of email by outside vendors or unofficial servers.

Copyright Information

The EDUCOM Code

Respect for intellectual labor and creativity is vital to academic discourse, and this principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, trade secrets, and copyright violations, may be grounds for sanctions against members of the academic community.

Students should be aware that the unauthorized peer-to-peer sharing of copyrighted work files, including music, pictures, and movies, is illegal and may carry significant monetary and/or criminal sanctions. It is the responsibility of students who are downloading or uploading documents to make certain they are not copyrighted works or that the student has the permission of the copyright holder.

Security and Privacy Rights

Individuals using College-owned computing equipment can expect the College to take reasonable steps to ensure the security and integrity of information kept in or on, or transmitted by, that equipment. At the same time, the College reserves the right to protect the integrity of its computing enterprise. The privacy rights of individuals using College-owned equipment, therefore, have some limits. In particular, the College claims the following rights:

- The right to monitor volume (but not content) of information communicated on campus networks
- The right to audit for the presence of commercial software packages installed on its computing equipment
- The right to examine, under specific instances where there is evidence that a violation of computing use regulations has occurred, the content of data, text, images, and/or executable computer files
- The right to implement procedures to protect the integrity of the systems and networks (e.g., virus scans)

The College cannot guarantee the security of individual offices nor can it guarantee any piece of equipment against failure. It is, therefore, the responsibility of the user to ensure that data and other valued information assets are adequately backed up and secured.

Computer networks are not secure. Although it is counter to policy for an unintended recipient to deliberately read another person's electronic communications, the College cannot guarantee that an electronic message will not be read or examined by an unintended recipient, either on or off campus. It is therefore recommended that computer networks not be used to transmit information that is confidential, sensitive, or for which privacy rights might be a concern.

Official servers (email, web, name service, etc.) follow guidelines designed for that specific type of service and are approved by the College. Private servers are not prohibited, but must abide by standard College policies and are not supported. Excessive use of resources (e.g., high network use or server utilization and/or denial of services to others) will be subject to review, and limits may be imposed. Misuse could result in denial of network services.

Failure to comply with guidelines for acceptable use of computer resources will normally result in a warning. Serious or multiple infractions of computer-use policies may result in sanctions by the College. The due process rights of individuals in cases of possible infractions are the same as for noncomputing violations of College regulations, and are described in the relevant handbooks. Some computer-use infractions may violate local, state, or federal law; civil and/or criminal sanctions may be independently applicable.

Computer Accounts

Issuance of Accounts

All members of the Sarah Lawrence College student body are provided accounts on the mail server and MySLC, and are subject to the Acceptable Use Policy (AUP), which is available for review on the Help Desk website. Services associated with these accounts include electronic mail, access to the internet, and remote access to library resources. Accounts are created for incoming students by Information Technology Services, and information is mailed to incoming students during the summer.

Should students need support for their MySLC account or email, they should visit the Help Desk website at sarahlawrence.edu/hd to locate several self-help tutorials and documents on common issues, or visit the Help Desk in the library. No account information is discussed or disseminated over the phone; under no circumstances can a password be changed over the phone. Students needing to change account information such as usernames or passwords must visit the Help Desk during office hours: 9 a.m. to 9 p.m., Monday through Thursday, and 9 a.m. to 5 p.m. on Fridays, during the fall and spring semesters.

Termination of Accounts

Students may retain their remote access to library resources until August 15 of the year in which they graduate. Gryphon Mail (gm.slc.edu accounts) will continue to be supported indefinitely.

Additional information about student computer accounts is available at my.slc.edu/ICS/Campus_Life/Departments/Help_Desk/About.jnz

Emergency Notification

In case of school closings, delayed openings, or a crisis on campus, the College uses an external notification system that sends an email, text message, and voicemail. Students are expected to sign up with this system and keep their information current. If a student changes to a different cell phone provider, the student will need to

update the emergency notification database.

Emergency Response Plan

The current emergency response plan is on the College website. Go to the Campus Safety page of the College site and click on the link. All members of the community should familiarize themselves with the plan.

Sarah Lawrence College is an open campus; sometimes uninvited people who do not have legitimate business here have access to the campus. In order to protect everyone:

1. Students must carry their Sarah Lawrence College ID card at all times and show it to Campus Safety officers or other College officials upon request.
2. Students are asked to take normal security precautions including locking room doors and refusing to admit strangers to their residence halls and/or rooms.
3. Duplication of keys by a locksmith is prohibited. Unauthorized keys will be confiscated.
4. Ground-floor windows must be locked whenever the room is unoccupied. Facilities will provide ground-floor residents, free of charge, a “Charlie Bar” for use upon request.
5. Please dial 914.395.2222 for any campus emergency — Fire/Medical/Environmental Health & Safety and Campus Safety assistance — or 914.395.2209 (both always covered) for assistance and advice concerning any service, shuttle, security, and safety matter.
6. For a Safety escort, whether by foot or vehicle during off hours on campus or in isolated areas, call 914.395.2209 to arrange for an escort or ride through Campus Safety.
7. Emergency telephones are installed at various locations around the campus for emergency use. These telephones are clearly marked with a blue light and painted white for easy identification. These phones are linked directly to Campus Safety. As students walk around campus, they should note the locations of these phones.
8. Never give a student’s housing location to a stranger.
9. Never prop open exterior doors of residence halls.

Please see the Campus Safety section on MySLC: https://my.slc.edu/ICS/Campus_Life/Departments/Campus_Safety/.

Filming on Campus

Any student wishing to film on campus must submit a Location Request to Film form to Campus Operations (Request for Film form https://my.slc.edu/ICS/Campus_Life/Departments/Campus_Operations/Campus_Operations) at least seven days in advance of the shoot day. If the location is inside a building, other permissions may be required. If filming takes place in a residence hall, permission must be secured from the director of residential life. If the location is the common area/hallway of a residential building, then the signatures of all the residents of that building will be required. If the location is in a specific student room, then signatures of students in all of the adjacent rooms, including above and below, will be required. All other buildings and outdoor or common spaces must be approved by the department head that occupies that space. To ensure you have approvals from the correct staff/faculty, it is recommended that filmmakers contact Campus Operations (operations@sarahlawrence.edu) well in advance of submitting a Location Request to Film form.

Note: For any usage of prop weapons, Campus Safety must be notified and consulted at least 72 hours prior.

Students are not permitted to film (video or audio) SLC faculty or staff unless permission is granted by the SLC employee.

Fire Safety Procedures and Regulations

The College campus is a unique community. We live in close quarters, sharing various spaces. Our living environment affects many of the choices we make about living habits as well as the impact of those choices on the community members around us. Nowhere is the shared responsibility for a safe and healthy community more important than in the area of fire safety and prevention.

To this end, the College's Fire Safety procedures and Regulations stem from the belief that each member of the community must work to ensure the fire safety of all. Each member of the community is responsible for knowing and following the procedures and safety regulations set forth in this policy. Violations of the policy will result in conduct action.

What to Do in Case of a Fire

If you discover or suspect a fire, pull the building fire alarm if it is on your way out of the building. As you leave, warn other occupants by knocking on doors and shouting a warning on your way out. Evacuate the building and notify emergency personnel from a safe location. Call 911 first, then 914.395.2222. Give as much information as possible: the name of the building, the location of the fire, your name, and a call-back number. You should stay on the phone until the dispatcher hangs up. Do not assume someone else has called.

If you hear a fire alarm, evacuate the building immediately. Stay low to the floor if smoke is present. Before opening a door, feel the knob. If it is hot, do not open the door. If the knob is not hot, brace yourself against the door and open it slightly. (Fire can create enough pressure to open a door if it is not held firmly.) If heat or heavy smoke is present in the corridor, close the door and stay in the room. When opening the door, stay below the level of the door handle and off to the side.

If you cannot leave the room, keep the door closed and open the windows. If the windows can be raised and lowered, open the top slightly to let out heat and smoke; open the bottom slightly to let in fresh air. Seal the cracks around the door with clothing or other material, soaked in water if available. To attract attention, hang an object out the window, such as a shirt, jacket, or towel. Shout for help. Do not jump from windows above the first floor.

If you can leave the room, close all doors behind you as you exit. This will slow the spread of smoke and lessen damage. Go to the nearest exit or stairway. Do not use an elevator. If the nearest exit is blocked by smoke, heat, or fire, go to an alternate exit. If all exits from the floor are blocked, go back to a remote room, close the door, open the windows, and follow the procedure described above.

After leaving the building, move away from the building to ensure your safety and allow emergency personnel and equipment to enter and maneuver around the building. Follow the directions of Campus Safety and/or Yonkers Fire Department personnel, and try to get to assigned assembly locations, if feasible.

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year. Any student who fails to leave a building/area during a fire alarm is subject to disciplinary action and a \$50 fine.

Fire Safety Policies and Sanctions

Policies regarding fire safety are outlined below. Violations and alleged violations will be investigated according to the College's [Student Conduct Process \(p. 172\)](#).

Approved Appliances

- Keurig coffee machines
- Electric teapots
- Mini and cube refrigerators; we recommend the following dimensions:
20"–24" tall with a weight between 30 and 55 pounds

These appliances should be plugged directly into a wall outlet or an approved surge protector.

Possession of Prohibited Items

The following items are considered fire hazards and are prohibited in student rooms:

- Hanging items from the ceiling
- Paper lanterns and/or paper lamp shades
- Extension cords
- Open flames of any kind
- Hot plates
- Toasters
- Toaster ovens
- Halogen lamps
- Appliances with a heating unit (except UL-listed hair dryers and irons)
- Live cut trees such as evergreens
- Hoverboards
- Lava lamps
- Window and floor air conditioning units
- Gas-powered devices
- Propane or grills
- Vaping and electronic cigarettes
- Candles, incense burners, and candle warmers

Tapestries, posters, and papers are permitted as long as they are hung to the wall and secured on all sides. Nothing may be hung from the ceiling. LED string lights are approved to use in student residence halls as long as they are plugged directly into the wall or surge protector. Two or more string lights should not be connected. String lights cannot be used near draperies or any type of flammable material. String lights cannot be hung on fire equipment including, but not limited to, sprinkler pipes and fire extinguishers. String lights cannot impede escape routes. They cannot be hung externally and can never be hung on an external door or window. Damaged string lights should be disposed of and not used.

Possession of Prohibited Appliances

The following items are considered fire hazards and are prohibited in student rooms:

- Air conditioners not installed by the College
- Electric heaters

- Heavy-duty appliances (except for cube-sized refrigerators and small microwaves)

Possession and/or Use of Candles and/or Incense

Candles, regardless of if they have been lit, and incense, whether lit or unlit, are prohibited. Wax melters are also prohibited.

Candles needed for religious purposes must be registered with the director of student diversity, equity, inclusion, and belonging at the beginning of the year. These candles may not be lit in student rooms or common areas. For candle use for religious purposes, contact DEI/Student Life in reference to the Spiritual Space.

Possession and/or Use of Grills

The use of unregistered barbecue grills on campus is prohibited.

Unauthorized Burning of Any Item on Campus

State and local laws prevent the burning of paper, wood, leaves, rubber, plastic, or any toxic material on campus.

Tampering with Fire Safety Equipment

Tampering with fire safety equipment in any way is strictly prohibited. Tampering with fire safety equipment includes, but is not limited to: moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads.

Tampering with Smoke Detectors/Carbon Monoxide Detectors/Heat Detectors

Covering, removing, and/or damaging the heads of smoke, carbon monoxide, or heat detectors is extremely dangerous and prohibited. If a detector in a common area or shared room is covered or disabled, all occupants will be assessed the sanctions, regardless of who tampered with the detector, unless resident(s) take responsibility. In this case, not removing the cover or reporting that the detector is disabled is as dangerous as covering the detector.

Tampering with, Dismantling, or Damaging Door Emergency Alarms or Locks that are Found on Attic, Balcony, and Roof Doors

Students are not permitted to tamper with, dismantle, or damage the alarms or locks on doors leading to attics, balconies, or roofs.

Blocking of Fire Exit and Propping Fire Doors

Blocking fire exits (e.g., doors to hallways, entrances, and any area that leads to an outside door) or propping open fire doors (i.e., those that help contain a fire) is prohibited.

Failure to Leave a Building During a Fire Alarm or Fire Drill

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year.

Activating a False Fire Alarm or Improper Use of an Emergency Door (Malicious)

Intentionally activating a fire alarm or using an emergency door when there is no safety emergency necessitating the alarm is a criminal offense, and any student found to have done so is subject to criminal charges along with College disciplinary action.

Activating a False Fire Alarm (Unintentional)

In cases where a policy violation leads to the unintentional activation of a fire alarm, additional sanctions will be assessed. For example, students who set off a fire alarm by smoking in their rooms will be subject not only to the smoking policy sanctions, but also to the sanctions listed in the chart below.

Activating a Fire Alarm Due to Cooking

It is the responsibility of the person(s) using the kitchen to ensure that their cooking does not activate a fire alarm. Burning or smoking food will set off the fire alarm and initiate a response from the Yonkers Fire Department.

Health and Safety Emergencies

The health and safety of our community members is a top priority at Sarah Lawrence College. However, the College, a microcosm of the greater community, is not immune from emergencies that may pose a threat to the health and safety of students, faculty, staff, and campus visitors. Given this, the College reserves the right to take appropriate action in emergency situations that pose an immediate threat to the health and safety of its community members, the determination of which will be made in the sole discretion of the College. Examples of such emergency situations may include, but are not limited to, violence against community members or an outbreak of serious illness on campus. Responsive emergency action by the College may include entering residence halls, classrooms, and other campus facilities without prior notice when necessary to address immediate risks, campus evacuation, medical intervention, suspension of activities on campus, and contacting emergency services. At any time deemed necessary by the College, additional measures, including the adoption and implementation of policies, procedures, and programs, may be taken to prevent future health and safety threats to those in the Sarah Lawrence community. This policy applies to all situations and activities occurring on the campus of Sarah Lawrence College, as well as College-sponsored events occurring off-campus, to the degree they have a direct impact on campus safety.

Campus members may report concerns about potential health and safety threats to Campus Safety, Residential Life staff, or through appropriate online reporting forms available in MySLC. Such reports will be reviewed and action will be taken by the College when deemed necessary in its sole discretion.

Health Insurance and Fees

The College requires each student to be covered by a health insurance plan. The annual premium for the Student Health Insurance Plan offered by the College will be included on the student's bill. The Student Health Insurance can be waived only if the online waiver form is completed annually, demonstrating comparable insurance coverage for the student. Although many families have some form of insurance, it's important to ensure that students have comprehensive medical, mental health, and prescription drug coverage in the local New York area while attending school. All too often situations arise where a student requires care beyond what is available at the Sarah Lawrence College Health & Wellness Center, only to discover that their insurance covers them only in the event of an emergency or in their home geographic region. Students who waive the Student Health Insurance Plan are responsible to check with their own insurance companies regarding coverage for off-campus providers.

A detailed brochure about the Student Health Insurance Plan is available on the Health & Wellness Center website at www.sarahlawrence.edu/health-and-wellness/. There are no fees for any office visits provided at the Health & Wellness Center. In-house laboratory tests, medical supplies, vaccinations, and some prescription medications are provided for a fee that covers cost. Any prescription medication not available in-house may be purchased at a local pharmacy and may be covered by insurance, depending on the student's insurance plan. Copayments at local pharmacies must be made at the time medication is purchased. Special diagnostic services, such as laboratory tests, x-rays, and diagnostic procedures, are provided off campus and will be billed to the student's health insurance.

Installations in Public Spaces

The following guidelines are in place to ensure a safe and accessible campus and to support the artistic expression of members of the Sarah Lawrence community. These guidelines apply to all art and other installations proposed for public locations outside of the Heimbold Visual Arts Center.

1. All art or other installations proposed for a public location, including outside spaces (other than in the Heimbold Visual Arts Center), must receive approval from Campus Operations. If the proposed location is in a residence hall, approval must also be obtained from the director of residential life and residents of the hall/house/apartment.
2. Installations may be approved for up to a seven-day period.
3. Proposals should include:
 - A written description of the proposed installation, including a description of the installation and the proposed location, the materials to be used, and how the installation will be secured.
 - A drawing of the installation and proposed location.
 - The requested date(s) and time(s) for the installation (note: the requested dates and times should include setup and removal).
 - The name and contact information (both a reliable phone number and email address) of the person(s) responsible for the installation.
4. Students should make an appointment to meet with the AVP of facilities in Campus Operations (Purple Door/Andrews House) to review the proposed project for accessibility and safety issues at least two weeks before the installation start date. This will ensure time to get proper approvals from other departments or students. The student should also meet with the associate director of fire safety to assess possible fire hazards.
5. Approved installations must have an "artist's statement" about the installation and the name of the person responsible for the installation located next to the installation.
6. If an approved installation becomes a safety hazard for any reason, Facilities will attempt to contact the artist via phone or email to address the problem. Facilities maintains the right to remove the installation, if necessary, for safety reasons.
7. These guidelines exist to ensure a safe, accessible, and clean community environment. Failure to comply with these guidelines and the installation's approved expectations and conditions, including, but not limited to, removal by the specified date and time or use of unapproved materials, will result in removal of the installation by Facilities. Students may be charged with costs associated with the removal of an art installation and may be subject to disciplinary action.

The College is not responsible for any damage to or theft of public installations.

Library Noise and Food/Drink Policy

The library is committed to providing an environment that is comfortable, inviting, and conducive to study. In order to provide various experiences throughout the library, we have different noise expectations for each floor in the library:

Lower Level: Talking Zone

Expectations:

- Voices at average talking volume.
- Food is only allowed near vending machines in the Lower Level.

Main Level: Quiet Zone

Expectations:

- Any conversations will be conducted in muted voices.
- Exceptions where louder conversation is often necessary:
 - Information & Circulation Desks
- Food is only allowed near vending machines in the Lower Level.

Upper Level: Silent Zone

Expectations:

- There will be no conversations or disruptions of any kind.
- Exceptions where conversation is necessary and sound will bleed through:
 - Information & Circulation Desks downstairs
 - Study Rooms
 - The Pillow Room

Patrons should report noise situations to the Information Desk, and all library staff and student supervisors have the responsibility to intervene in these situations. Patrons who fail to comply may be asked to leave the building.

The library's policy regarding **Food and Drink** is intended to preserve library materials, equipment, and furnishings, and to ensure a pleasant and comfortable workspace for our patrons.

- Drinks in spill-proof containers or sports bottles are allowed throughout the library — food is allowed only in the vending machine area.
- No food deliveries of any kind are permitted.
- Occasionally, events are scheduled in the library during which refreshments are served. In that case, food and drink are restricted to the event area.
- Patrons who fail to comply with these restrictions may be asked to leave the building.

Nondiscrimination

Pursuant to Revenue Procedure 75-50 dated December 8, 1975, Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Department of Health and Human Services regulations promulgated to effectuate Title IX and Section 504, Sarah Lawrence College

hereby gives notice of its nondiscriminatory policy as to students and employees.

Continuing its longstanding policy to actively support equality of opportunity for all persons, Sarah Lawrence College does not discriminate on the basis of race, sex, gender, color, sexual orientation, gender identity or its expression, disability, religion, age, veteran status, or national or ethnic origin in the administration of its admission, employment, educational policies, scholarship or other financial aid programs, athletics, or other College-administered programs. Sarah Lawrence affirms that it admits students and selects employees regardless of race, gender, color, sexual orientation, gender identity or its expression, veteran status, disability, religion, age, or national or ethnic origin, and thereafter accords them all the rights and privileges generally made available to students or employees at the College. The College is strongly committed to basing judgments about individuals solely upon their qualifications and abilities, and to protecting individual rights of privacy, association, belief, and expression.

Sarah Lawrence College is committed to the ideal of a community founded on mutual respect and tolerance. Free and robust debate and exchange of ideas are at the heart of our academic enterprise. However, the College makes a distinction between free expression of ideas and physical or verbal abuse or harassment, which threatens or inhibits such expression or significantly interferes with a person's education or work. The College takes the issues of discrimination and harassment seriously, and will thoroughly investigate any Complaints that are brought to its attention in accordance with the policies and procedures set forth in this handbook. If the investigation determines that discrimination or harassment has occurred, appropriate disciplinary action will be invoked, up to and including permanent separation from the College. Retaliation against an individual for reporting or providing information about discrimination or harassment is an equally serious violation of College policies.

Inquiries concerning the application of the aforementioned Revenue Procedure, Title IX, or Section 504 to any policy, program, or other activity at Sarah Lawrence may be referred to the vice president for human resources, who has been designated by the College to oversee the continued application of the College's nondiscriminatory policies, or to the College's Title IX coordinator. In addition, inquiries may be addressed to: Director, Office for Civil Rights, Department of Education, Washington, D.C.

Complaint procedures for Discrimination Claims

If any employee believes they have been subjected to discrimination, whether by a student, faculty member, administrator, or other College employee, or any other person who comes on school property with permission, the employee should report the incident promptly.

- Complaints against an administrator or staff member should be brought to the vice president for human resources.
- Complaints against a faculty member should be brought to the provost and dean of the faculty.
- Complaints against a student should be brought to the vice president and dean of students or the Office of the Dean of Studies.

A faculty member, an administrator, or other College supervisor who receives a complaint of discrimination is a Mandated Reporter and, therefore, required to notify the appropriate administrator (listed above) immediately to initiate an investigation. A faculty member, an administrator, or other Mandated Reporter for the College who receives or learns of a complaint of sexual harassment, misconduct, or assault is expected to notify the

Title IX coordinator.

Official Communication

The College uses several methods for communicating official information to students. This information may include policy or regulation changes, emergency procedures, academic information, notification of a conduct hearing, or other official correspondence from the College. For all students, information may be distributed through campus mail or email using Sarah Lawrence email addresses. Students are responsible for all information communicated through these media and are therefore strongly encouraged to check email and mailboxes daily. For assistance in setting up Sarah Lawrence email accounts, contact the Help Desk. Forwarding to another email address is possible from a Sarah Lawrence email account.

Operating a Business/Solicitation

Sales including, but not limited to, running a business out of a residence hall room or any type of solicitation in the halls is not permitted. Fundraisers on campus must get approval from the Office of Student Involvement and Leadership. Requests should be submitted via the Fundraiser Proposal form on GryphonLink at least one week prior to the proposed date of fundraiser.

Parking and Driving

Regulations

1. Resident undergraduate first-year students are not permitted to have a car on campus.
2. All student-owned vehicles parked on campus must be registered with the College and must display a valid parking permit sticker.
3. All staff and faculty-owned vehicles parked on campus must be registered with the College and must display a plastic hang tag parking permit.
4. Vehicles parked on campus that are owned by visitors and community members must display a temporary parking pass which can be obtained at Campus Operations Monday–Friday, 8:30 a.m.–5 p.m. Guests using the Sports Center facilities can obtain a temporary permit there.
5. Student parking permits are issued by Campus Operations for a fee to cover administrative costs. The permit can be purchased in advance of the academic year or per semester. Full-time residential students' rate is \$200 per semester, full-time commuters' rate is \$100 per semester, and part-time commuters' rate is \$50 per semester. This fee is charged to the purchaser's student account. The fee is nonrefundable. The cost of a permit is not prorated. Only one permit sticker at a time will be issued. Students must register their vehicles and obtain new permits every academic year.
6. To obtain a parking permit sticker from Campus Operations, students must go to my.slc.edu/parkingpermit. The fee will be billed to their account, and they can pick up the permit in Campus Operations, Monday–Friday, 8:30 a.m.–5 p.m.
7. A student parking permit must be posted on the inside lower left corner of the rear window.
8. Any transfer of ownership, such as the purchase, sale, or exchange of a vehicle bearing the College parking permit, should be reported promptly to Campus Operations. Students must return their permits at this time. If for any reason a student no longer needs their parking permit, it must be returned to Campus Operations. Permits are nontransferable. Students are responsible for any violations against

their permits.

9. Students are responsible for campus parking of any vehicle registered in their name, even if someone else is driving it or has parked it.
10. All state and local motor vehicle and traffic laws are necessarily a part of Sarah Lawrence's regulations and must be observed.
11. The campus speed limit is 15 miles per hour.
12. Winter parking — From Monday, December 16, 2024–Monday, March 31, 2025, all residential students with vehicles are **required to park exclusively in Kober lot**. Both upper and lower Kober lots are available for use. **Commuter** and/or **graduate students** are permitted to park both in **Kober** and **Wrexham** lot with the exception of overnight parking. **ALL** SLC community members and guests who wish to leave their vehicle overnight must park in Kober lot. Individuals with medical accommodations must email operations@sarahlawrence.edu.
13. If a student or a guest needs to park an unregistered vehicle on campus, a one-day parking pass or temporary parking pass may be requested from Campus Operations.
14. Anyone appealing a parking fine must write a letter of appeal to the director of campus operations at operations@sarahlawrence.edu. The appeal must be made within two weeks of receiving the ticket. Your appeal will be reviewed by Campus Operations.
15. Due to a finite number of campus parking spots, purchasing a Sarah Lawrence parking permit does not, at any time, guarantee a space in a campus parking lot.
16. Illegally parking a car will result in a ticket, fine, and/or booting or towing. Parking is not permitted on campus roads or in the driveways of the College's houses.

Accessible Parking

1. Students, faculty, and staff who are in need of accessible parking on campus due to a disability and who have city- or state-issued accessible plates or permits may park in any designated accessible parking space on campus. Accessible parking is available in the Westlands, Kober, Andrews, 45 Wrexham, and North parking lots and near the Performing Arts Center, Mead Way, and Swinford Lot. To park in the designated accessible spaces, vehicles must also display a valid Sarah Lawrence parking pass.
2. Students with temporary disabilities requiring parking accommodations should contact Health & Wellness, healthservices@sarahlawrence.edu, or Assistant Dean of Access and Disability Services Kara Barrows, kbarrows@sarahlawrence.edu, to request a temporary accessible parking permit. Faculty and staff with temporary disabilities should contact Human Resources to request a temporary accessible parking permit. These permits will allow parking in specific lots on campus close to where classes or programs are held. These permits do not allow parking in the designated accessible parking spaces; a city- or state-issued accessible plate or permit would still be required. Once approved for the temporary accessible parking permits, students, faculty, and staff with temporary disabilities will need to go to Campus Operations in Andrews House to obtain the Sarah Lawrence temporary parking permit. Their vehicle must be registered at my.slc.edu/parkingpermit.

Sarah Lawrence College assumes no responsibility for vehicles operated or parked on campus property. Operation and parking are fully at the risk of the owner of the vehicle.

Parking Violation Penalties

For Registered Vehicles and Applicable to ALL SLC Community Members

First violation.....\$35 fine
Second violation.....\$50 fine
Third and all subsequent violations
for the academic year.....\$75 fine and/or booting or towing
Booting\$75 fine per day

All fines will be billed to the student's account.

Students with more than 10 violations during the school year will automatically lose their parking privileges and must remove their vehicles from campus for the remainder of the school year.

For Unregistered Vehicles

A \$75 fine and/or towing or booting will occur on the first and all subsequent violations.

Exceptions to Parking Violation Penalties for Registered Vehicles

The following will occur on the first and all subsequent violations:

1. Parking in any lot, other than Kober, during a snow emergency will result in a daily \$100 fine and/or booting or towing.
2. Parking in a handicapped-accessible spot or fire zone will result in a \$100 fine and/or booting or towing.

Payment for a Fine/Boot

1. Violators who are not Sarah Lawrence students, faculty, or staff must pay fines in cash only. Fines to students not paid within 30 days will automatically be charged to the violator's student account and will be collected through the Student Accounts billing process.
2. To have a boot removed, the violator must go to Campus Operations to pay the fine or have the fine billed to the violator's College account. After business hours on weekdays and on weekends, one must pay in cash only at Westlands Desk.

Vans

The College maintains a limited number of passenger vans and vehicles for College-sponsored activities, class trips, community partnership programs, and athletic events. Vans must be scheduled in advance through the Office of Campus Operations. To ensure that each trip is valid, a faculty/staff member must submit a van request online via the Events Management System (EMS).

It is strongly recommended that vans be reserved at least a week in advance. The 15-passenger vans accommodate 14 passengers and a driver, while a minivan accommodates six passengers and a driver. Vans traveling more than an hour's distance or overnight from the Bronxville Campus must have a faculty or staff member in the van as either a passenger or registered driver. Vans may only travel a maximum of 500 miles from campus. No driver may drive more than five consecutive hours. On trips where the driving time exceeds five hours, there must be two registered drivers. Due to the high demand for vehicles during our academic year, vans may be reserved for a maximum duration of three consecutive days. Scheduled van trips may be canceled by the College due to weather conditions or public safety emergencies. The assistant vice president of campus safety and assistant vice president of facilities/operations will hear requests for exceptions to this policy.

Van Drivers: The group requesting the van is responsible for driving the van or for finding an authorized student driver. Start with the class or organization; check to see if there is an authorized driver among the students intending to go on the trip. If not, email the van coordinator at vancoordinator@sarahlawrence.edu at least one week prior to the scheduled trip. Van reservations are unconfirmed until an authorized driver has been found.

Van Drivers' Responsibilities: All approved van drivers will receive a notice stating the College's rules and regulations while operating a vehicle. More information on payment, tolls, accidents, and driving concerns can be found on MySLC — search Campus Operations or visit https://my.sl.c.edu/ICS/Campus_Life/Departments/Campus_Operations.

Pets

Sarah Lawrence has a no-pet policy for students. Pets or other animals are not allowed inside any College building. If animal or pet paraphernalia is found in any area of a College building, the student responsible will be fined \$100 per occurrence. A residential student will face additional sanctions, up to loss of housing, and will be charged \$100 per day until the animal is removed from campus. A student will be held financially responsible for any extra cleaning, pest control, and/or repairs that result from the animal's presence. In cases where an animal was not observed in a student's room but its presence was made known due to smell, fleas, and/or damage, the resident(s) will be held accountable for the costs of cleaning, pest control, and repairs.

There are two exceptions to this policy.

1. Students may request to keep an Emotional Support Animal (ESA) in their residence hall room as an accommodation for a documented disability. If a student wishes to request this accommodation, they can review the policy and procedure on MySLC or contact the Office of Access and Disability Services at disabilityservices@sarahlawrence.edu. ESAs are only allowed in the student's room, not in communal areas or any other buildings. ESAs are allowed outside if they are on a leash or under the control of the student at all times. Students who have animals in the residence halls without the approval of the Office of Access and Disability Services will be sanctioned according to the language above, and the animals will have to be removed within 48 hours. If students with ESAs are found to be in violation of the ESA agreement they have signed, they will be subject to a conduct process.
2. Service dogs, as defined by the Americans with Disabilities Act (ADA), are dogs that are individually trained to do work or perform tasks for people with disabilities. Service dogs are allowed to accompany people with disabilities in all areas of the campus where the public is normally allowed, and they must be under the control of the handler at all times.

Photography and Video Policy

All students are advised that Sarah Lawrence College's Office of Marketing & Communications photographs and videotapes members of the campus community throughout the year, which may include students in classrooms, in study and social areas, at athletic events, and at other Sarah Lawrence on- and off-campus activities. Sarah Lawrence College reserves the right to incorporate this collected imagery in its internal and external communications efforts, as well as to retain them in the College Archives. Therefore, students who enroll at Sarah Lawrence College do so with the understanding that their images, names, voices, and likenesses may be included, published, or used in Sarah Lawrence College publications including print, online, broadcast, social, and/or other electronic media for publicity, commercial, or marketing purposes, and their enrollment

constitutes consent to such inclusion.

Students who prefer not to allow their photographic or video likeness, name, or voice to be thus utilized should alert photographers or videographers they encounter that they do not wish to be photographed or recorded; these wishes will be respected. Students may also email the Sarah Lawrence College Office of Marketing & Communications with the subject line “Photo/video opt out” to advise that they prefer not to be included in College materials, and every effort will be made to avoid using photos of these students. Students must include their full name and Sarah Lawrence College ID number, as well as a current photo for identification purposes, without which requests cannot be accommodated. Please direct such requests to:

Sarah Lawrence College
Office of Marketing and Communications
communications@sarahlawrence.edu

Publicity and Posting

Individuals or groups are entitled to post a maximum of 25 posters and/or flyers around campus to announce an event. All posters/flyers must be stamped at the BWCC Information Desk, first floor, main entrance. The stamping of these posters/flyers is the only way to ensure a limit on the amount of paper used. Any poster/flyer that is not stamped and/or is posted improperly, including postings outside of the spaces designated below, will be removed. Any form of graffiti is not permitted as advertising. Chalking and stickers are not permitted.

Content: Posters/flyers containing violations of College policies or regulations will not be stamped. The groups/individuals responsible for the event must identify themselves on the poster and are encouraged to include contact information when possible.

Approved Posting Locations: Posters/flyers can only be put up in the designated bulletin board spots listed below. Posters/flyers should be hung using only push pins or blue painter’s tape. No other kind of tape is allowed. Posters/flyers may not cover other posters/flyers. Approved posting locations include the following:

- Barbara Walters Campus Center — four bulletin boards
- Bates common dining lobby
- Campbell Sports Center
- Heimbold Visual Arts Center
- Ilchman Science Center first, second, and third floors
- Laundry rooms (all locations)
- Library copy machine area
- MacCracken lower level
- Marshall Field lobby
- Reisinger lobby bulletin boards
- The HUB
- Slonim Living Room
- Wrexham lower level

Residence Halls: Resident advisors are responsible for posting in the residence halls. If a student would like to post a flyer in their residence hall, they may contact their RA for permission.

Enforcement: The spaces for posting are community-monitored. Individuals or groups may post stamped announcements in these designated spaces with the expectation that they allow others fair access to the limited space available. Any outdated and unstamped posters may be taken down by anyone to be reused or recycled.

Violation of this policy is subject to disciplinary action.

Alcohol: For event publicity, including flyers and posters, alcohol should not be the primary focus of the advertisement. Any reference to binge drinking, underage drinking, other abuse of alcohol, and/or the total amount of alcohol to be served is not permitted. Reference to alcohol in the title of an event is not permitted.

TV Screens: LCD TVs are located in a number of high-traffic areas around campus for the purpose of distribution of campus information, including the promotion of campus events. To request space on the TVs, send a simple, landscape-oriented image to events@sarahlawrence.edu. Due to limited space in the rotation, large campus-wide events and announcements take priority.

Free Expression Spaces: There are two free expression boards on campus, located at Bates and Hill House, which may also be used to promote events. Messages and images painted on these boards must comply with the College's Freedom of Expression policy and other relevant policies. The boards may be repainted at any time, regardless of the current content.

Outside Individuals/Organizations: Individuals or groups not associated with the College that wish to announce a community event must get prior approval from events@sarahlawrence.edu. Outside individual organizations are not permitted to table on campus.

Sarah Lawrence College prohibits the advertising, marketing, or merchandising of credit cards anywhere on campus.

Roofs, Attics, Balconies, and Fire Escapes

Students are prohibited from entering attics and climbing on roofs, balconies, or fire escapes, except in emergencies. Students are also prohibited from storing items on or otherwise blocking these spaces.

Student Group Travel Policy

Statement of Purpose

These guidelines provide recommendations related to predeparture information, safety, and health, as well as emergency response procedures for Sarah Lawrence College students traveling off campus for SLC-related activities. Sarah Lawrence College and the Office of Student Involvement and Leadership cannot guarantee or ensure the safety of students traveling off campus. Personal safety is the responsibility of each participant. The College can help students prepare for travel, but ultimately, they must accept responsibility for their own personal safety and take actions to ensure their security and well-being.

Registration Process

The Office of Student Involvement and Leadership can provide students and organizations with predeparture information to aid in the planning of a student group trip. It is each student's responsibility to read the contents of this policy and ask the Student Involvement and Leadership Office any specific questions prior to departure. It is required that students register their trips with the Office of Student Involvement and Leadership and take copies of the registration documents with them.

Definition: Student Group Trip

For the purposes of this policy, a student group trip is defined as any group of students leaving campus for a College-sponsored or supported activity that requires overnight stay and/or involves a hazardous activity.

Groups must register their trip with the Student Involvement and Leadership Office at least two weeks prior to departure if any of the following conditions exist:

- The activity requires overnight stay.
- The activity or event involves a hazardous component.
- The activity is in any part funded by the College (including Student Senate).
- The trip is coordinated by a Sarah Lawrence College student organization.
- Attendance of the participants (regardless of how many there are) is based on their affiliation rather than individual initiative (i.e., it is more likely that they attended because of their affiliation with a College organization).

Exceptions:

- Trips sponsored by a Sarah Lawrence College office, department, or faculty member. It is, however, recommended that all SLC-sponsored trips mirror the guidelines outlined in this policy.
- Day trips within the local area that do not include hazardous activities.

Before departure, the following documents must be filed with the Student Involvement and Leadership Office. Copies of these documents are available on the Student Involvement and Leadership page on MySLC.

- **Personal Emergency Information for Student Travel Form.** Each participating student must complete this form. Any changes must be reported to the Student Involvement and Leadership Office as soon as possible, and all information must be accurate at the time of departure.
- **Student Travel Information and Roster Form.** One copy must be filed with the Student Involvement and Leadership Office before departure. Any changes must be reported to the Student Involvement and Leadership Office as soon as possible, and all information must be accurate at the time of departure.
- **Release and Assumption of Risk.** Each participating student must complete this release. One copy must be filed with the Student Involvement and Leadership Office prior to departure.
- **Student Leader/Adviser Checklist for Student Group Travel.** One copy must be filed with the Student Involvement and Leadership Office prior to departure.

Trespass

Sarah Lawrence College buildings, grounds, and facilities are for the use of Sarah Lawrence community members and their registered guests and other guests of the College. Being a member of the community or a guest does not give an individual unlimited access to all areas of the College at all times of the day. In certain situations, a person's legal right to be on Sarah Lawrence College property or in a specific area/building can be rescinded by Sarah Lawrence officials. If an individual fails to leave immediately after being asked to do so by a College official, they may be charged with trespassing.

Behaviors considered to be violations of this policy include, but are not limited to:

- The entry or attempted entry of or remaining in any College-owned or operated building, area of a building, or facility without authorization or the legal right to do so.
- The unauthorized possession, duplication, or use of keys or ID cards, including the use of such to enter or use any College facility.

Violations of this policy will result in disciplinary action including, but not limited to, a community impact fine; any applicable repair, replacement, and/or cleaning costs; warning; housing probation; social probation; or loss of housing. Multiple violations may result in suspension from the College. Non-SLC community members found to be in violation will be asked to leave campus, may be issued a “No Trespass” or “Persona Non Grata” letter prohibiting them from campus, and may be subject to arrest.

Unmanned Aircraft (Drones and Model Aircraft)

This policy applies to Sarah Lawrence College employees, students, and third parties.

The operation of unmanned aircraft systems (UAS) and model aircraft is prohibited on or above the College’s property because of the inherent risk in the operation of such equipment and the close proximity and density of kilovolt overhead electrical wires and aerial phone and network cabling.

Definitions

Unmanned Aircraft Systems (UAS) — UAS are also known as or may be characterized as drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight. Model aircraft are not considered by the FAA as UAS and have different regulations. *The operation of unmanned aircraft systems is prohibited on or above the College’s property unless a formal exception is granted by the dean of the college.*

Model Aircraft — Model aircraft are considered differently by the FAA than other UAS and have different regulations. Model aircraft are not for business purposes, only for hobby and recreation. Model aircraft must be kept within visual sightline of the operator, and should weigh under 55 pounds unless certified by an aeromodeling community-based organization. Model aircraft must be flown a sufficient distance from populated areas. *The operation of model aircraft is prohibited on or above the College’s property.*

Certificate of Authorization (COA) or Waiver — According to the FAA, a COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UAS activity. After a complete application is submitted, FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAS can operate safely with other airspace users. In most cases, the FAA will provide a formal response within 60 days from the time a completed application is submitted.

333 Exemption — This is an FAA exemption based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA), which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.

procedures

1. Any College employee or student wishing to operate a UAS as part of academic work or research must contact the dean of the college to obtain permission by submitting their request electronically at least two weeks prior to operating a UAS on College property.
2. All members of the College community are personally responsible for complying with FAA regulations, state and federal laws, and College policies.

3. Any College employee or student who obtains permission to operate a UAS as part of their College employment or as part of a College academic or research program must first obtain a 333 Exemption or Certificate of Authorization (COA) or Waiver issued by the FAA.
4. Third parties engaged by any College employee or student who obtains permission to operate a UAS must also provide proof of FAA approval. In addition, operation of a UAS by a third party over College property must be under a contract which holds the College harmless from any resulting claims or harm to individuals and damage to College property and must provide evidence of insurance as required by the College.
5. If the approved use involves recording or transmitting visual or oral images, operators must take all reasonable measures to avoid violations of areas normally considered private. Under New York State law, unlawful surveillance constitutes a felony.
6. Use of UAS must comply with all other applicable College policies.

Prohibited Uses

- UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
- UAS shall not be used to monitor or record residential hallways, residential lounges, or the insides of campus daycare facilities.
- UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, in an individual's workspaces, on a computer, or on other electronic displays.

Sanctions

Any violations of College policies by an individual will be handled in accordance with applicable College policies and procedures, which may include disciplinary actions up to and including termination from the College. Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS in violation of this policy. Fines or damages incurred by individuals or departments that do not comply with this policy will not be paid by the College and will be the responsibility of those persons involved.

Smoke-Free Policy

Summary

Sarah Lawrence College is committed to providing a smoke-free environment for students, faculty, staff, and visitors.

Policy Statement

Sarah Lawrence College maintains an environment where students, employees, and visitors are not exposed to secondhand smoke. Therefore, smoking is prohibited on all College-owned and College-managed property in New York State, hereafter referred to as "College property," both indoors and outdoors. This includes but is not limited to:

- All buildings on the Sarah Lawrence College Bronxville Campus, including but not limited to classrooms, lecture halls, residences, residence halls, apartments (excluding legacy tenants of Hill House), laboratories, faculty and administrative offices, work areas, study areas, reception areas, meeting rooms,

- lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms.
- All outdoor spaces on the Sarah Lawrence College Bronxville Campus, including but not limited to lawns, patios, terraces, fields, open land areas, parking lots, garages, athletic venues, outdoor paths, bridges, and wooded areas (city-owned streets and sidewalks are excluded from this policy).
 - All partially enclosed areas, including but not limited to covered and uncovered walkways, breezeways, loading docks, building entrances, exterior stairways, and landings.
 - All vehicles owned and leased by Sarah Lawrence College or its affiliated organizations.
 - All off-site locations, buildings, and/or properties leased and managed by Sarah Lawrence College in New York State.

Organizers of and attendees at all events, such as conferences, meetings, lectures, social events, cultural events, and athletic events, including property rentals using College property, will be required to abide by the Sarah Lawrence College Smoke-Free Policy. In addition:

- The sale of tobacco and/or vapor products, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, vapor pipes, bong, and hookahs, is not permitted on College-owned and College-managed property.
- The free distribution of tobacco and/or vapor products at College events or to College organizations by vendors or organizations is not permitted.
- Tobacco- or vapor-related advertising or sponsorship is not permitted.
- Tobacco- or vapor-related advertising is permitted in newspapers or magazines not produced by the College and which are lawfully sold, bought, or distributed on College property.

Background

Health risks associated with smoking are well documented. Research findings show that tobacco use, including smoking and breathing secondhand smoke, constitutes a significant health hazard. National studies also found that smoking contributes to institutional costs including increased medical costs, lost productivity in the workplace, fire damage, cleaning, and maintenance.

Applicability

This policy applies to all members of the College community including but not limited to faculty, students, and staff — including those employed through contract agencies, contractors, vendors, and contracted parties. This policy applies to all guests, visitors, and any other individuals while on College property.

Definitions

Secondhand Smoke and/or Vapor: A mixture of the smoke and/or vapor given off by the burning or heated element of products, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, vapor pipes, bong, and hookahs, and the smoke and/or vapor exhaled from the users of these products.

Smoking: Burning and/or heating any type of matter or substance that contains tobacco and/or nicotine or any other legal or illegal substances and drugs, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, vapor pipes, bong, and hookahs.

Tobacco-Related: Applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern or colors, or any other indicia of a product identical to or similar to,

or identifiable with, those used for any brand of tobacco products or company that manufactures tobacco products.

College Property: New York State property or facilities owned, managed, maintained, leased, or controlled by Sarah Lawrence College.

Compliance and Enforcement

Effective implementation of this policy depends on the mutual respect and cooperation of all members of the Sarah Lawrence College community.

Failure of students, faculty, or staff to comply with this policy will result in a \$100 fine for the first violation, a \$200 fine for the second violation, and a \$300 fine for each subsequent violation per academic year. In addition, an indoor violation by a resident student will result in housing probation for one year. All reports of student violations shall be referred to the Office of Student Life. All reports of faculty and staff violations shall be referred to the Office of Human Resources.

Visitors, guests, volunteers, trainees, vendors, contracted parties, and supplemental staff employed through contract agencies are expected to observe the Sarah Lawrence College Smoke-Free Policy. College employees, event coordinators, and sponsors/hosts of events held at the College are responsible for notifying individuals of the policy, including the restrictions on the sale or distribution of tobacco products. Individuals who smoke will be requested to extinguish the cigarette, electronic cigarette, cigar, pipe, etc. and will be informed of the policy. Refusal to extinguish or a repeated request to extinguish will constitute a violation of the policy and may result in removal from or denial of readmission to the building or event or removal from campus.

SEXUAL AND GENDER-BASED MISCONDUCT POLICY

1. Purpose

Sarah Lawrence College (hereafter “the College”) is committed to providing an educational and employment environment that is free from sex discrimination, sex-based harassment, and retaliation for engaging in protected activity.

The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the Resolution Process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local sex discrimination laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of sex discrimination, sex-based harassment, or retaliation.

2. Notice of Nondiscrimination

The College seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting sex discrimination in private postsecondary education institutions.

The College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived sex.

This Policy covers sex discrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, unreasonably interfere with, or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived sex, is in violation of this Policy.

The College will promptly and effectively address any such discrimination of which it has Knowledge or receives a report using the Resolution Process in the Sex Discrimination, Sex-Based Harassment, and Retaliation procedures.

3. Dissemination^{1,2}

The College provides this Policy and associated procedures annually to all enrolled students and employees at the College. This Policy is also posted on the College's website at: www.sarahlawrence.edu/handbook.

4. Title IX Coordinator Contact

The College has appointed the Title IX Coordinator to coordinate the College's compliance with federal, state, and local sex discrimination laws and ordinances:

For sex discrimination, sex-based harassment, and retaliation allegations:

Title IX Coordinator

Kristin N. Collado, Esq.

Title IX Coordinator & Dean of Accessibility

Bates Center for Student Life, Suite 220

1 Mead Way

Bronxville, NY 10708

914.323.6138

kcollado@sarahlawrence.edu

titleix@sarahlawrence.edu

<https://www.sarahlawrence.edu/svps/>

This individual is responsible for providing comprehensive sex discrimination education and training; coordinating the College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from sex discrimination, sex-based harassment, and retaliation.

The College recognizes that allegations under this Policy may include multiple forms of sex discrimination and sex-based harassment, as well as violations of other College policies; may involve various combinations of students, employees, and other members of the College community; and may require the simultaneous attention of multiple College departments. Accordingly, all College departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable College policies, to provide uniform, consistent, efficient, and effective responses to alleged sex discrimination, sex-based harassment, or retaliation.

5. External Contact Information

Concerns about the College's application of this Policy and compliance with Title IX of the Education Amendments of 1972 may be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: 800.421.3481
Facsimile: 202.453.6012
TDD: 877.521.2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and non-employees, regardless of immigration status. A Complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within three years of the act.³ If an individual did not file at DHR, they can sue directly in state court under the HRL. An individual may not file with DHR if they have already filed an HRL Complaint in state court.

Complaining internally to the College does not extend an individual's time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

An attorney is not needed to file a Complaint with DHR, and there is no cost to file with DHR.

DHR will investigate Complaints and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call 718.741.8400 or visit: www.dhr.ny.gov.

Contact DHR at 888.392.3644 or visit dhr.ny.gov/complaint for more information about filing a Complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the Civil Rights Act of 1964.⁴ An individual can file a Complaint with the EEOC anytime within 300 days from the alleged misconduct. There is no cost to file a Complaint with the EEOC. The EEOC will investigate the Complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a Complaint in

federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining Parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within EEOC jurisdiction.

An employee alleging discrimination at work can file a Charge of Discrimination. The EEOC has district, area, and field offices where Complaints can be filed. Contact the EEOC by calling 800.669.4000 (TTY: 800.669.6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov.

If an individual filed an administrative Complaint with DHR, DHR will file the Complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they live to find out if such a law exists.

6. Mandated Reporting, Confidential Employees, and Employee Training

All College faculty and employees (including the following student-employees: resident advisors and gryphon guides), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal College action.

Students who are pregnant or have a pregnancy-related condition are entitled to supportive resources and accommodations to prevent sex discrimination and ensure the student's equal access, to be coordinated by the College's Title IX Coordinator. All employees (both Mandated Reporters and Confidential Employees) shall provide the student with the Title IX Coordinator's contact information and inform the student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access. Additionally, Mandated Reporters are expected to inform the Title IX Coordinator when a student, or a person who has a legal right to act on behalf of the student, informs a Mandated Reporter of the student's pregnancy or related condition.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.⁵

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately report this information to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the College's reporting options for a Complainant or third party (including parents/guardians when appropriate):

A. Confidential Employees

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law

or professional ethics, such as medical professionals, clergy, and mental health counselors; 2) Those whom the College has specifically designated as Confidential Resources for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by the College's Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the report. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

To enable Complainants to access support and resources without filing a Complaint, the College has designated specific employees as Confidential Resources. Those designated by the College as Confidential Resources are not required to report actual or suspected sex discrimination, sex-based harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or the College official unless a Complainant has requested the information be shared.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees/Resources⁶

- Health & Wellness Staff
- Director of Spiritual Life
- Employee Assistance Program

Institutional counselors and/or the Employee Assistance Program is available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who have confidentiality as described above and who receive a report within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act statistical reporting purposes unless they believe it would be harmful to their client, patient, or parishioner.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sex discrimination, sex-based harassment, or retaliation of which they become aware is a violation of College Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Policy is not required to report their own experience, though they are encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with the College without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources

- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

B. Employee Training

All College employees will receive training related to their duties under Title IX and this Policy promptly upon hire or upon any change of position that alters their duties under Title IX or this Policy, and annually thereafter. The training will not rely on sex stereotypes. Training will be provided as follows:

1. **All College Employees**

The College will ensure that all employees receiving training on the College's obligation to address sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct in its education program or activity; the scope of conduct that constitutes sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct, including the definition of Sex-based Harassment; and all applicable notification and information requirements under the Title IX regulations.

2. **Investigators, Decision-Makers, and Employees Responsible for Implementing the Resolution Process and Modifying or Terminating Supportive Measures**

In addition to the responsibilities outlined in the preceding paragraph, the College will ensure that all Investigators, Decision-Makers and other persons who are responsible for implementing the College's Resolution Process or have the authority to modify or terminate supportive measures receive training on the College's obligations under the Title IX regulations; the College's Resolution Process; how to serve impartially, including by avoiding a prejudgment of the facts at issue, conflicts of interest, and bias; and the meaning and application of the term relevant in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the Title IX regulations.

3. **Informal Resolution Facilitators**

In addition to the training requirements for all College employees, Informal Resolution Facilitators will be trained on the rules and practices associated with the College's Informal Resolution Process and on how to serve impartially, including avoiding conflicts of interest and bias.

4. **Title IX Coordinators and Designees**

In addition to the training requirements outlined in Sections 1–3, the College will ensure that the Title IX Coordinator and any designees receive training on the College's recordkeeping system and other training necessary to coordinate the College's compliance with Title IX. Any materials used to train College employees on this Policy will be made available upon request for inspection by members of the public.

7. Scope

This Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sex discrimination or sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Title IX Coordinator.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the College's program or activities, including education and employment.⁷

This Policy prohibits all forms of sex discrimination and may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

8. Jurisdiction⁸

This Policy applies to the College's education programs and activities (defined as including locations, events, or circumstances in which the College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a College-recognized student organization. A Complainant does not have to be a member of the College community to file a Complaint, at the discretion of the Title IX Coordinator.

This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the College's education program or activities. The College may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial College interest.

A substantial College interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- Any situation in which it is determined that the Respondent poses an imminent and serious threat to the health or safety of any student, employee, or other individual.
- Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- Any situation that substantially interferes with the College's educational interests or mission.

For disciplinary action to be issued under this Policy, the Respondent must be a College faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the College community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., issuing a *Persona Non Grata*). The College can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sex discrimination or sex-based harassment in an externship, study away program, or other environment external to the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Title IX Coordinator if brought to their attention.

9. Supportive Measures

The College will offer and implement appropriate and reasonable supportive measures to the Parties upon receipt of a report of alleged sex discrimination, sex-based harassment, and/or retaliation. Supportive measures are nondisciplinary, nonpunitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all Parties and/or the College's educational environment and/or to deter sex discrimination, sex-based harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving a report or a Complaint. All Parties will be provided with a comprehensive electronic brochure detailing options and resources, which the Title IX Coordinator may review with the Parties in person. Hard copies are available upon request. At the time that supportive measures are offered, if a Complaint has not been filed, the College will inform the Complainant, in writing, that they may file a Complaint with the College either at that time or in the future. The Title IX Coordinator will work with a Party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. The College will act to ensure as minimal an academic/occupational impact on the Parties as possible. The College will implement measures in a way that does not unreasonably burden any Party.

For a detailed description of supportive measures, please review [Addendum F \(p. 162\)](#).⁹

Violations of No Contact Orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them.^{10,11} A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. The College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted Party(ies) and the Title IX Coordinator.

10. Online Harassment and Misconduct

College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the College's education program and activities, or when they involve the use of College networks, technology, or equipment.

Although the College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to the College, it will engage in a variety of means to address and mitigate the effects. These means may include use of the Resolution Process to address off-campus conduct whose effects contribute to limiting or denying a person access to the College's education

program or activity.

11. Inclusion Related to Gender Identity/Expression

The College strives to ensure that all individuals are safe, included, and respected in their education and employment environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by the College. If a member of the College community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, the College supports the full integration and healthy development of those who are gender diverse and seeks to eliminate any stigma related to gender identity and expression.

The College is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. The College will administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do the College's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all, but understanding them is essential to the College's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a Policy violation if the effect is greater than *de minimis* harm. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender diverse, their cisgender identity may be something that is in their past — dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can often be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender-diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law.
- Ensuring all students have equal access to educational programming, activities, and facilities, including

- restrooms and locker rooms.
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities.
- Providing professional development for employees and education for students on topics related to gender inclusion.
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the College community.

The College uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, the College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, the College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

12. Prohibited Conduct

Students and employees are entitled to an educational and employment environment that is free of sex discrimination, sex-based harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited sex discrimination, sex-based harassment, and retaliation that are also prohibited under College Policy. When speech or conduct is protected by academic freedom, it will not be considered a violation of College Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

A. Sex Discrimination

Sex discrimination is different treatment with respect to a person's employment or participation in an education program or activity based, in whole or in part, upon the person's actual or perceived sex.

Discrimination can take two primary forms:

1. Disparate Treatment Discrimination:

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived sex and that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or

- Otherwise adversely affects a term or condition of a person's participation in a College program or activity.

2. Disparate Impact Discrimination:

- Disparate impact discrimination occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on the basis of sex that:
 - Excludes a person from participation in;
 - Denies a person benefits of; or
 - Otherwise adversely affects a term or condition of a person's participation in a College program or activity.

B. Sex-Based Harassment (Applicable under Title IX, Title VII, the Fair Housing Act, and New York State Law)

Sex-Based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex,¹² including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking, as defined below.

1. Quid Pro Quo Harassment:

- an employee, agent, or other person authorized by the College,
- to provide an aid, benefit, or service under the College's education program or activity,
- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

2. Hostile Environment Harassment:

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

The College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment or (2) is of a generic nature and not prohibited by law. Addressing such conduct will not result in the imposition of discipline under College Policy, but may be addressed through respectful conversation, remedial actions, education, effective alternative resolution, and/or other Informal Resolution mechanisms.

For assistance with alternative resolution and other Informal Resolution techniques and approaches, contact the Title IX Coordinator.

3. Sexual Assault:^{13,14}

• Sexual Assault — Penetration:

- Penetration, no matter how slight,
- of the vagina or anus,
- with any body part or object, or
- oral penetration by a sex organ of another person,

- without the consent of the Complainant.¹⁵
- **Sexual Assault — Contact:**
 - The touching of the private body parts (buttocks, groin, breasts),
 - for the purpose of sexual gratification,
 - without the consent of the Complainant,
 - including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental incapacity.
- **Incest:**
 - Sexual intercourse,
 - between persons who are related to each other,
 - within the degrees wherein marriage is prohibited by New York law
- **Statutory Rape:**
 - Sexual intercourse,
 - with a person who is under the statutory age of consent of 17 per the NYS penal law.

4. Dating Violence, defined as:

- violence,
- committed by a person,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
- The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence,¹⁶ defined as:

- violence,
- committed by a current or former spouse or intimate partner of the Complainant,
- by a person with whom the Complainant shares a child in common, or
- by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of New York, or
- by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of New York

6. Stalking, defined as:

- engaging in a course of conduct,
- directed at the Complainant, that
 - would cause a reasonable person to fear for the person's safety, or
 - the safety of others; or
 - suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

C. New York State Requirements Related to Sexual Harassment in Employment

Additionally, in the State of New York, the following definition of sexual harassment will be applied to employee misconduct, as determined by the Title IX Coordinator:

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
2. Such conduct is made either explicitly or implicitly a term or condition of employment; or
3. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which is of a sexual nature, or which is directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which are offensive or objectionable to the Complainant, which cause the Complainant discomfort or humiliation, or which interfere with the Complainant's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this Policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy. Sanctions will be imposed on individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue.¹⁷

Examples of Sexual Harassment in Employment Situations

The following examples describe some of the acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body;
 - Rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping that occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender, such as:
 - Interfering with, destroying, or damaging a person's workstation, tools, or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

D. Sexual Misconduct

Sexual Exploitation:

- a person taking nonconsensual or abusive sexual advantage of another, that does not constitute sex-based harassment, as defined above,
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) a person's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of nonconsensual pornography
- Prostituting another person

- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI) without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to nonconsensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

E. Other Prohibited Conduct

Retaliation:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by the College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under this Policy and procedures, including an Informal Resolution process, or in any other appropriate steps taken by the College to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under this Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any Party has made a materially false statement in bad faith.

Unauthorized Disclosure:¹⁸

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by the College; or
- Publicly disclosing institutional work product that contains personally identifiable information without authorization or consent.

Failure to Comply/Process Interference:

- Intentional failure to comply with the reasonable directives of the Title IX Coordinator in the

- performance of their official duties, including with the terms of a No Contact Order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an Informal Resolution agreement
- Intentional failure to comply with mandated reporting duties as defined in this Policy
- Intentional interference with the Resolution Process, including, but not limited to:
 - Destruction of or concealing of evidence
 - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - Intimidating or bribing a witness or Party

F. Sanction Ranges

The following sanction ranges apply for prohibited conduct under this Policy. Sanctions can be assigned outside of the specified ranges based on aggravating or mitigating circumstances, or the Respondent's cumulative conduct record.

- **Sex Discrimination:** warning through expulsion or termination
- **Quid Pro Quo Harassment:** warning through expulsion or termination
- **Hostile Environment Harassment:** warning through expulsion or termination
- **Sexual Assault — Penetration:** suspension through expulsion or termination
- **Sexual Assault — Contact:** probation through expulsion or termination
- **Incest:** warning through expulsion or termination
- **Statutory Rape:** warning through expulsion or termination
- **Stalking:** probation through expulsion or termination
- **Dating/Domestic Violence:** probation through expulsion or termination
- **Sexual Exploitation:** warning through expulsion or termination
- **Retaliation:** warning through expulsion or termination
- **Unauthorized Disclosure:** warning through expulsion or termination
- **Failure to Comply/Process Interference:** warning through expulsion or termination

G. Affirmative Consent, Force, Coercion, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

- **Affirmative Consent**¹⁹ is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Valid Aspects of Consent: Consent must be all of the following:

Knowing: All individuals understand, are aware of, and agree as to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.

Active: Consent must take the form of “clearly understandable words or actions” that reveal

one's expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a verbalized "no") should not — in and of themselves — be understood as consent. Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date. It is the responsibility of the person initiating sexual activity to ensure that affirmative consent to that activity, and all sexual acts, has been given.

Voluntary: Consent must be freely given and cannot be the result of the Respondent's intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from Respondent if one does not engage in sexual activity), force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

Present and Ongoing: Consent must exist both at the time of initiation of sexual activity and at all times thereafter, throughout the entirety of sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each Party to determine that the other has consented before engaging in the activity.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to be kissed back.

Consent can also be withdrawn once given, and should be reasonably and clearly communicated so the other Party understands that they no longer have affirmative consent. If consent is withdrawn, sexual activity should cease immediately.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected.

Proof of consent or nonconsent is not a burden placed on either Party involved in a Complaint. Instead, the burden remains on the College to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.²⁰

Capacity to Consent:

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, as the result of:

- Age (generally, the age of consent to engage in sexual activity with a legal adult [18 years of age or older] is 17 in New York);
- Physical condition; or
- Disability that impairs the individual's ability to give consent.

Reasons why one could lack capacity to give consent based on a physical condition or disability include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) to the point of incapacitation (that being where the person, through drug or alcohol use, is incapable of appreciating that sexual activity is occurring or about to occur, or incapable of knowing, active, voluntary, present, and ongoing consent); or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring or about to occur, or otherwise in a condition rendering the person incapable of knowing, active, voluntary, present, and ongoing consent.

For the legal definition of consent under New York State law, see the Appendix to this Policy.

Force:

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, nonconsensual, but nonconsensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," which elicits the response, "Okay, don't hit me. I'll do what you want.>").

Coercion:

An unreasonable amount of pressure or an intimidating behavior. The use of emotional manipulation to persuade someone to do something they do not want to do or are reluctant to do, such as engaging in sexual activity or performing certain sexual acts, may constitute coercion. Coercing a person into having sex or performing sexual acts may negate consent, even when that consent otherwise may have been expressed by the subject in words or actions. Coercion may occur even where the Parties are otherwise in an ongoing relationship, such as a romantic or dating relationship.

Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear that they do not want to participate in a particular form of sexual activity, that they want to stop, or that they do not want to go beyond a certain type of sexual activity, continued pressure can be coercive if it overcomes the voluntariness of the decision.

In evaluating whether coercion was used, the frequency, duration, and intensity of the other person's verbal or physical conduct or threats are all relevant, as is the degree of confinement or isolation to which the person was subjected. Coercion may be evidenced by an interaction that can reasonably be interpreted as indicating that a Party will be harmed or restrained if they do not engage in sexual conduct.

Incapacitation:

When alcohol is involved, incapacitation is a state beyond drunkenness or being "buzzed" or intoxicated. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by

use of the drug. In general terms, the difference between intoxication or impairment, on the one hand, and incapacitation on the other, is that a person incapacitated by drug or alcohol use is incapable of appreciating that sexual activity is occurring or about to occur, or incapable of providing knowing, active, voluntary, present, and ongoing consent. Alcohol and other drugs impact each individual differently; some indicators of a lack of capacity to give consent based on consumption of drugs or alcohol may include:

- Lack of full control over physical movements (for example, significant difficulty walking or standing without assistance, or stumbling about);
- Lack of awareness of circumstances or surroundings (for example, lack of engagement with others in the environment, lack of an indication of awareness of where one is, how one got there, who one is with, or how or why one became engaged in ongoing interactions);
- Lack of consciousness or periodic episodes suggesting the person is “in and out” of consciousness; and/or
- Inability to effectively communicate (for example, inability to communicate coherently, inability to follow or meaningfully participate in a discussion, significant slurring of speech, inability to complete thoughts or sentences, difficulty finding words).

A person who is incapacitated but who may appear to be giving consent may not have the capacity to do so. When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the Respondent’s position knew or should have known that the other Party was incapacitated, and as a result could not consent to the sexual activity. It is especially important, therefore, that anyone engaging in sexual activity is aware of the other person’s level of intoxication and capacity to give consent. When a question is reasonably raised as to whether a potential partner is incapacitated by alcohol or drug use, one should assume that consent is not able to be given. Being intoxicated or impaired by drugs or alcohol also does not excuse one from the responsibility to obtain consent, or from ensuring that a potential partner is capable of consenting. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual violence or to engage in nonconsensual sexual activity.

Because the impact of alcohol and other drugs varies from person to person, the amount of alcohol and/or drugs a person consumes will not ordinarily be sufficient, without other evidence, to prove that they were incapacitated under this provision.

Another effect of alcohol consumption can be memory impairment or forgetting entire or partial events (sometimes referred to as “blackout” or “brown-out”). A person may experience this symptom while appearing to be functioning “normally,” including communicating through actions or words that seem to express an interest in engaging in sexual activity. Whether sexual activity with a person who is “blacked out” constitutes a violation of this policy depends on the presence or absence of the observable factors that would indicate to a reasonable, sober person that a person is also incapacitated, as described above. Total or partial loss of memory, without more, is insufficient to demonstrate incapacitation.

H. Policy on Consensual Relationships — [See Addendum D \(p. 159\)](#)

13. Standard of Proof

The College uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

14. Reports/Complaints of Sex Discrimination, Sex-Based Harassment, and/or Retaliation

A Report provides notice to the College of an allegation or concern about sex discrimination, sex-based harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to the College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of sex discrimination, sex-based harassment, and/or retaliation may be made using any of the following options:

1. Submit a Report at https://cm.maxient.com/reportingform.php?SarahLawrence&layout_id=13. Anonymous Reports are accepted, but the Report may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of an anonymous Report.
2. File a Complaint with, or give a verbal report directly to, the Title IX Coordinator or the Title IX Liaison of Campus Safety. Such a Complaint may be made at any time (including during nonbusiness hours) by using the telephone number, email address, or mailing the office of the Title IX Coordinator or Title IX liaison of campus safety.
3. Reporting to New York State Law Enforcement: As a result of the New York State Enough Is Enough legislation, the state instituted a New York State Police Campus Sexual Assault Victims Unit. This unit acts as a liaison with all private and public colleges and universities within the state and is specifically trained to respond to Reporting Individuals. In addition to having the option to report to local law enforcement, Reporting Individuals may also make reports of sexual violence to the Campus Sexual Assault Victims Unit.

The state troopers within the Campus Sexual Assault Victims Unit are available to assist Reporting Individuals in reporting to law enforcement and to inform Reporting Individuals of the legal and criminal action they may pursue. The Title IX Office provides information on contacting state law enforcement and, at the individual's request, can assist an individual in doing so. However, the Office will not compel an individual to go to law enforcement.

To contact the Yonkers Police Department for incidents that occurred on campus:

Phone Number: 914.377.7900

Location: 104 South Broadway, Yonkers, NY 10701

Website: <https://www.yonkersny.gov/439/Police-Department>

To contact the New York City Police Department for incidents that occurred within New York City:

Phone Number: 212.267.RAPE (7273) (Sex Crimes Report Line)

Location: Visit this page to seek out the nearest precinct.

Website: <https://www.nyc.gov/site/nypd/bureaus/patrol/find-your-precinct.page>

To contact the New York State Police Department for incidents that occurred within the state of New York:

Phone Number: 844.845.7269 (nonemergent toll-free hotline)

Website: <https://troopers.ny.gov/campus-sexual-assault-victims-unit#:~:text=Call%201%2D844%2D845%2D,within%20a%20NYS%20college%20campus.&text=Provide%20training%20for%20our%20law,qualified%20personnel%20and%20services%20available>.

Reporting carries no obligation to initiate a Complaint, and in most situations, the College is able to respect a Complainant's request to not initiate a Resolution Process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the College may need to initiate a Resolution Process. If a Complainant does not wish to file a Complaint, the College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by making a Report that allows the College to discuss and/or provide supportive measures, in most circumstances.

15. Time Limits on Reporting

There is no time limitation on providing Reports/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Reports/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Title IX Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

16. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or Resolution Process can be subject to discipline under appropriate College policies.

17. Confidentiality/Privacy

The College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a Complaint of sex discrimination, sex-based harassment, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of sex discrimination, sex-based harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes of, applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.^{21,22} Additional information regarding confidentiality and privacy can be found in [Addendum C \(p. 158\)](#).

Unauthorized Disclosure of Information

Parties and Advisers are prohibited from disclosing information obtained by the College through the Resolution Process, to the extent that information is the work product of the College (meaning it has been produced, compiled, or written by the College for purposes of its investigation and resolution of a Complaint), without

authorization. It is also a violation of College Policy to publicly disclose institutional work product that contains a Party or witness's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

18. Emergency Removal/Interim Actions/Leaves

The College can act to remove a student Respondent accused of sex discrimination, sex-based harassment, or retaliation from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an imminent and serious threat to the health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with the associate vice president of campus safety, the director of counseling and psychological services, and other appropriate senior-level administrators using its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

19. Federal Timely Warning Obligations

The College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the College community.

The College will ensure that a Complainant's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

20. Amnesty²³

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in Resolution Processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to report misconduct to College officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault, occurs may be hesitant to report such incidents based on fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a Complainant acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to College code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.^{24,25}

The College maintains a Good Samaritan Policy for students who offer help to others in need. The College may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

21. Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 72 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement).
- Seeking medical treatment can be essential, even if it is not for the purpose of collecting forensic evidence.

Sexual Assault/Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name, if possible.

During the initial meeting between the Complainant and the Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

22. Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
2. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
3. Violence Against Women Act (VAWA)-based crimes, which include sexual assault, domestic violence, dating violence, and stalking
4. Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but with no addresses given) must be shared with the associate vice president of campus safety for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisers to student organizations, and any other official with significant responsibility for student and campus activities.

23. Independence and Conflicts of Interest

The Title IX Coordinator acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. Investigators, Decision-Makers, Appeal Decision-Makers, Informal Resolution Facilitators, and staff who coordinate Supportive Measures and Emergency Removals are vetted and trained to ensure they are not biased for or against any Party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the vice president and dean of students. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by Investigators, Decision-Makers, Appeal Decision-Makers, Informal Resolution Facilitators, and any staff who coordinate Supportive Measures and Emergency Removals should be raised with the Title IX Coordinator.

24. Revision of This Policy

This Policy succeeds previous policies addressing sex discrimination, sex-based harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for sexual harassment incidents occurring before August 1, 2024. The Title IX Coordinator reviews and updates these policies and procedures regularly. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE SEXUAL AND GENDER-BASED MISCONDUCT POLICY (HEREAFTER “RESOLUTION PROCESS”)

1. Overview

The College will act on any Report, Complaint, or Knowledge of a potential violation of the Sexual and Gender-Based Misconduct Policy (“the Policy”) that the Title IX Coordinator²⁷ or any other Mandated Reporter receives by applying the Resolution Process below.

The procedures below apply to all allegations of discrimination on the basis of sex, sex-based harassment, retaliation, or Other Prohibited Conduct involving students, employees, or third parties. Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

2. Report/Complaint

Upon receipt of a Report, a Complaint, or Knowledge of an alleged Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine the College's next steps. The Title IX Coordinator will contact the Complainant/source of the Report to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

3. Collateral Misconduct

Collateral misconduct is defined to include potential violations of other College policies not incorporated into the Policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all allegations. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these procedures. In such circumstances, the Title IX Coordinator may consult with College officials who typically oversee such conduct (e.g., Human Resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of the Title IX Coordinator. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the applicable policy.

4. Initial Evaluation

The Title IX Coordinator conducts an initial evaluation, typically within seven (7) business days of receiving a Report/Complaint or Knowledge of alleged misconduct.²⁸ The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
 - If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable.
- Determining whether the College has jurisdiction over the reported conduct, as defined in the Policy.
 - If the conduct is not within College jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate College office for resolution.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Hearing Resolution Process described below.
- Determining whether the Complainant wishes to initiate a Complaint.
- Notifying the Respondent of the available resolution options, including a supportive and remedial response, an Informal Resolution option, or the Hearing Resolution Process described below, if a Complaint is made or the Respondent is otherwise made aware of a report (i.e., a No Contact Order is issued).

Helping a Complainant to Understand Resolution Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator will help to facilitate the Complaint, which will include working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:

- A supportive and remedial response
- Informal Resolution
- The Hearing Resolution Process described below

The Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Hearing Resolution Process below, and the Title IX Coordinator has determined the Policy applies and that the College has jurisdiction, they will provide the Parties with a Notice of Investigation and Allegation(s) and will initiate an investigation consistent with these procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired, and the Respondent continues to be subject to this Policy's jurisdiction.

Title IX Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the College cannot ensure equal access without initiating a Complaint. The Title IX Coordinator will consider the following nonexhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to initiate a Complaint
- The Complainant's reasonable safety concerns regarding initiating a Complaint
- The risk that additional acts of sex discrimination would occur if a Complaint is not initiated
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence
- The age and relationship of the Parties, including whether the Respondent is a College employee.
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals
- The availability of evidence to assist a decision-maker in determining whether sex discrimination occurred
- Whether the College could end the alleged sex discrimination and prevent its recurrence without initiating its Resolution Process

If deemed necessary, the Title IX Coordinator may consult with appropriate College employees, and/or conduct

a violence risk assessment²⁹ to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

5. Dismissal

The College may dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

1. The College is unable to identify the Respondent after taking reasonable steps to do so
2. The College no longer enrolls or employs the Respondent
3. A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Title IX Coordinator declines to initiate a Complaint
4. The College determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven

In addition to a designee, as authorized by the Title IX Coordinator, a Decision-Maker can recommend dismissal to the Title IX Coordinator if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, the College will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, the College will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any Party.

6. Appeal of Dismissal

The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.

The Title IX Coordinator will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the Title IX Coordinator must then provide the Respondent (if the Respondent is able to be identified) with a NOIA and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, the College will:

- Implement dismissal appeal procedures equally for the Parties.
- Assign a trained dismissal appeal officer who did not take part in an investigation of the allegations or dismissal of the Complaint.
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal.
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

1. Procedural irregularity that would change the outcome.
2. New evidence that would change the outcome and that was not reasonably available when the

dismissal was decided.

3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.
4. The dismissal was erroneously granted or denied.

The appeal request should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. Upon receipt of a written dismissal appeal request from one or more Parties, the Title IX Coordinator will share the request with all other Parties and provide three (3) business days for other Parties and the Title IX Coordinator to respond to the request. At the conclusion of the response period, the Title IX Coordinator will forward the appeal, as well as any response provided by the other Parties and/or the Title IX Coordinator, to the dismissal appeal officer for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the dismissal appeal officer will deny the request, and the Parties, their Advisers, and the Title IX Coordinator will be notified in writing of the denial and the rationale.

In most circumstances, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The dismissal appeal officer has seven (7) business days to review and decide on the appeal, though extensions can be granted at the Title IX Coordinator's discretion, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The dismissal appeal officer may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, the dismissal appeal officer will notify all Parties and their Advisers, and the Title IX Coordinator, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

7. Emergency Removal of a Student

The College may remove a student accused of Sex Discrimination or Sex-Based Harassment on an emergency basis upon receipt of Knowledge, a Report, a Complaint, or at any time during the Resolution Process. Prior to an emergency removal, the College will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action.

When an emergency removal is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale and the option to challenge the emergency removal within two (2) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator will meet with the student (and their Adviser, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate, should be modified, or should be lifted. When

this meeting is not requested within two (2) business days, objections to the emergency removal will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Adviser may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable for them to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator for review.

An emergency removal may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

8. Placing an Employee on Leave

When the Respondent is an employee or a student employee accused of misconduct in the course of their employment, existing provisions for interim action are typically applicable instead of the above emergency removal process. procedures for unionized employees are governed by the relevant Collective Bargaining Agreements.

9. Counter-Complaints

The College is obligated to ensure that the Resolution Process is not abused for retaliatory purposes. Although the College permits the filing of counter-complaints, the Title IX Coordinator will use an initial evaluation, described above, to assess whether the allegations in the counter-complaint are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Title IX Coordinator's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

10. Advisers in the Resolution Process

A. Who Can Serve as an Adviser?

The Parties may each have an Adviser (friend, mentor, family member, attorney, or any other individual a Party chooses) present with them for all meetings, interviews, and hearings within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Adviser as long as the Adviser is eligible and available.³⁰

The Title IX Coordinator will offer to assign a trained Adviser to any Party if the Party chooses. If the Parties choose an Adviser from the pool available from the College, the College will have ensured the Adviser is trained and familiar with the College's Resolution Process.

The College cannot guarantee equal advisory rights, meaning that if one Party selects an Adviser who is an attorney, but the other Party does not or cannot afford an attorney, the College is not obligated to provide an attorney to advise that Party.

A Party may elect to change Advisers during the process and is not obligated to use the same Adviser throughout. Parties are expected to provide the Title IX Coordinator with timely notification if they change Advisers. If a Party changes Advisers, consent to share information with the previous Adviser is assumed to be terminated, and a release for the new Adviser must be submitted.

As this is a Party-driven process, the College expects the Parties to communicate with College officials on their own behalf. If a Party requests that all communication be made through their attorney Adviser instead of to the Party, the College will agree to copy both the Party and their Adviser on all communications.

Advisers appointed by the institution cannot be Confidential Employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-Makers absent an emergency, any new information that may violate this Policy that an employee learns while serving as an Adviser must be shared with the Title IX Coordinator, pursuant to the requirements specified in Section 6 of this Policy.

The College fully respects and accords the Weingarten Rights of employees, meaning that for Parties who are entitled to union representation, the College will allow the unionized employee to have their union representative (if requested by the Party) as well as an Adviser of their choice present for all resolution-related meetings and interviews. To uphold the principles of equity, the other Party (regardless of union membership) will also be permitted to have two Advisers. Witnesses are permitted to have union representation in Resolution Process interviews or meetings, though witnesses are not otherwise permitted to have an Adviser.

B. Adviser's Role in the Resolution Process

At the Party's request, an adviser may be present at any meeting conducted as part of the process under this Policy. The role of the adviser is limited to the following:

- Within any meeting or communication regarding the Complaint (except questioning in the hearing, addressed separately below), the adviser may not speak on behalf of their Party.
- The adviser may counsel their Party and may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- During the investigation, the adviser may not speak on behalf of their Party. The sole role of the adviser during the investigation is to provide private support and advice to the advisee outside of the interview. The adviser also may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- Where hearings are required, the role of the adviser during the hearing is to relay their Party's desired questions (subject to the Decision-Maker determining the question is appropriate and relevant) to the Decision-Maker to be asked of the other Party or witnesses. Advisers are not permitted to raise objections to questions posed by the other Party's adviser or the Decision-Maker, argue in support of their advisee's position, or otherwise "represent" the Party in the hearing. The Parties and their Advisers may consult in private during the hearing.

C. Records Shared with Advisers

Advisers are entitled to the same opportunity as their advisee to access relevant evidence and/or the same written investigation report that accurately summarizes this evidence.

Advisers are expected to maintain the confidentiality of the records the College shares with them, per

Section 16 of the Policy addressing Confidentiality. Advisers may not disclose any College work product or evidence the College obtained solely through the Resolution Process for any purpose not explicitly authorized by the College.

Accordingly, Advisers will be asked to sign Adviser Agreements. The College may decline to share materials with any Adviser who has not executed the Adviser Agreement. The College may restrict the role of any Adviser who does not respect the sensitive nature of the process or who fails to abide by the College's confidentiality expectations.

D. Adviser Expectations

The College generally expects an Adviser to adjust their schedule to allow them to attend College meetings/interviews/hearings when planned, but the College may change scheduled meetings/interviews/hearings to accommodate an Adviser's inability to attend, if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Adviser who cannot be present in person to attend a meeting/interview/hearing by telephone, video conferencing, or other similar technologies.

All Advisers are subject to the same College policies and procedures, whether they are attorneys or not, and whether they are selected by a Party or appointed by the College. Advisers are expected to advise without disrupting proceedings.

E. Adviser Policy Violations

Any Adviser who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with the College's established rules of decorum will be warned. If the Adviser continues to disrupt or otherwise fails to respect the limits of the Adviser role, the meeting/interview/hearing may be ended or other appropriate measures implemented, including the College requiring the Party to use a different Adviser or providing a different College-appointed Adviser. Subsequently, the Title IX Coordinator will determine how to address the Adviser's noncompliance and future role.

11. Resolution Options Overview³¹

This Resolution Process, consisting of Informal Resolution or Hearing Resolution, is the College's chosen approach to addressing sex discrimination, sex-based harassment, retaliation, and Other Prohibited Conduct under the Policy. The process considers the Parties' preferences but is ultimately determined at the Title IX Coordinator's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with College Policy.

12. Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator at any time prior to a Final Determination, or the Title IX Coordinator may offer the option to the Parties, in writing. The College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

When a Complaint is filed, before the initiation of an Informal Resolution Process, the College will provide the

Parties with a NOIA, where necessary and applicable, that explains:

- The allegations.
- The requirements of the Informal Resolution process.
- That prior to agreeing to a resolution, any Party has the right to withdraw from the Informal Resolution process and to initiate or resume the College's Hearing Resolution Process.
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the Hearing Resolution Process arising from the same allegations.
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties.
- What information the College will maintain, and whether and how it could disclose such information for use in its Resolution Process.

The College offers four categories of Informal Resolution:

1. **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation. For Supportive Resolution, a NOIA will not be sent to the Parties; however, information about the basis for a supportive measure involving both Parties (i.e., a No Contact Order) may be issued when necessary and appropriate.
2. **Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations.
3. **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and the College are agreeable to the resolution terms.
4. **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-Maker, or Appeal Decision-Maker and shall be free from conflicts of interest or bias.

It is not necessary to pursue Informal Resolution first in order to pursue a Hearing Resolution Process. Any Party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time prior to its completion and initiate or resume the Hearing Resolution Process.

While the preferences of the Complainant will be considered, as discussed above, the Title IX Coordinator also has the authority, in consultation with such other College administrators as deemed appropriate, to determine that an investigation and pursuit of the Hearing Resolution Process are necessary in order to ensure a safe campus environment.

Additionally, should statements made during Informal Resolution highlight aspects of the reported conduct not previously known to the College, or detail additional violations of the Policy, the College reserves the right to stop that Resolution Process and reevaluate the available Resolution Processes. However, statements made by a Party during Informal Resolution will not be included as evidence in reports made with respect to an ensuing Hearing Resolution Process.

If an investigation is already underway, the Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Process of Informal Resolution

1. Supportive Resolution

The Title IX Coordinator will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to the College's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Title IX Coordinator may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Title IX Coordinator does not initiate a Complaint.

2. Educational Conversation

The Complainant(s) may request that the Title IX Coordinator address their allegations by meeting with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is nondisciplinary and nonpunitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX Coordinator may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of the recurrence of any behaviors that may not align with Policy. If the Respondent chooses not to engage with an Educational Conversation, the Complainant will be informed and may decide to pursue other resolution options.

3. Accepted Responsibility³²

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for all alleged Policy violations, the ongoing process will be paused, and the Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Title IX Coordinator will determine whether all Parties and the College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of College Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Hearing Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the discrimination or harassment, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

4. Alternative Resolution

The institution offers a variety of alternative resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative resolution may involve agreement to pursue

individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX Coordinator or other appropriate College officials; and other forms of resolution that can be tailored to the needs of the Parties. Some alternative resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an alternative resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an alternative Resolution Process.

The Title IX Coordinator may consider the following factors to assess whether alternative resolution is appropriate, or which form of alternative resolution may be most successful for the Parties:

- The Parties' amenability to alternative resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in alternative resolution (e.g., time, staff)

The Title IX Coordinator has the authority to determine whether alternative resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisers, often including terms of confidentiality, release, and nondisparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the alternative Resolution Process. The Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the alternative resolution.

The Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the agreement and resumption of the Hearing Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the agreement). The results of Complaints resolved by alternative resolution are not appealable.

If an Informal Resolution option is not available or selected, the College will initiate or continue an investigation and subsequent Hearing Resolution Process to determine whether the Policy has been violated.

13. Hearing Resolution Process

A. Notice of Investigation and Allegations (“NOIA”)

Prior to an investigation, the Title IX Coordinator will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations.
- The identity of the involved Parties (if known).
- The precise misconduct being alleged.
- The date and location of the alleged incident(s) (if known).
- The specific policies/offenses implicated.
- A description of, link to, or copy of the applicable procedures.
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.
- The name(s) of the Investigator, along with a process to notify the Title IX Coordinator of any conflict of interest the Investigator may have in advance of the interview process.
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination.
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence.
- A statement that retaliation is prohibited.
- Information about the confidentiality of the process, including that the Parties and their Advisers (if applicable) may not share College work product obtained through the Resolution Process.
- A statement that the Parties may have an Adviser of their choice who may accompany them through all steps of the Resolution Process.
- A statement informing the Parties that the College’s Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process.
- Detail on how a Party may request disability accommodations or other support assistance during the Resolution Process.
- An instruction to preserve any evidence that is directly related to the allegations.
- A statement that Parties who are members of a union are entitled to union representation throughout the process.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the Parties’ local or permanent address(es) as indicated in official College records, or emailed to the Parties’ College-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

B. Resolution Timeline

The College will make a good faith effort to complete the Hearing Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Coordinator can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Hearing Resolution Process, as well as notification and a rationale for any extensions or delays, and, if possible, an estimate

of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a Party or witness chooses not to participate in the Hearing Resolution Process or becomes unresponsive, the College reserves the right to continue it without their participation to ensure a prompt resolution. Nonparticipatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Hearing Resolution Process.

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. The College will promptly resume its Hearing Resolution Process as soon as feasible. During such a delay, the College will implement and maintain supportive measures for the Parties as deemed appropriate.

The College's Resolution Process will run concurrently with any criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence.

Temporary delays should not last more than ten (10) days except when law enforcement specifically requests and justifies a longer delay.³³

College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The College will make a good faith effort to complete the Hearing Resolution Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the progress and timing of the process.

C. Ensuring Impartiality

Any individual materially involved in the administration of the Hearing Resolution Process, including the Title IX Coordinator, Investigators, and Decision-Makers, may neither have nor demonstrate a conflict of interest or bias for a Party generally or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigators, Decision-Makers, and Appeal Decision-Makers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Hearing Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another trained individual will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the vice president and dean of students.

The Hearing Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a

Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

D. Investigator Appointment

Once an investigation is initiated, the Title IX Coordinator appoints an Investigator to conduct it. The Investigator will be properly trained, whether internal or external to the College's community.

E. Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in the College's investigation and Hearing Resolution Process. Student witnesses and witnesses from outside the College community cannot be required to participate but are encouraged to cooperate with College investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, Webex), or, in limited circumstances, by telephone. The College will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator, though not preferred.

F. Interview Recording

It is standard practice for Investigators to create a record of all interviews pertaining to the Hearing Resolution Process. The Parties may review transcripts of their own interviews upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

G. Evidentiary Considerations

The Investigator and the Decision-Maker will only consider evidence that is deemed relevant and not otherwise impermissible.

Relevant Evidence is that which may aid in determining whether the allegation occurred or whether the behavior constitutes a violation of Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) it is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is factual evidence or relates to a pattern of

conduct.

H. Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-Maker is authorized to accept that admission, adopt it as their finding/Final Determination, and administer sanctions. This would waive the Respondent's right to appeal. If the Respondent rejects the finding/Final Determination/sanctions, or does not admit to all conduct charged, the Hearing Resolution Process continues to its conclusion. The Complainant retains their right to appeal a determination when a Respondent admits responsibility.

I. Investigation

All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviewing all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview (whether a recording, transcript, or summary is shared will be at the Investigator's and Title IX Coordinator's discretion). Parties may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

The College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator typically takes the following steps, if not already completed, and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all offenses implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the Title IX Coordinator, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- Work with the Title IX Coordinator, as necessary, to prepare the initial NOIA. The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a Party is expected, provide that Party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Interview the Complainant and the Respondent and conduct any necessary follow-up interviews with each.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed Party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.

- Allow each Party the opportunity to suggest witnesses and submit relevant and not impermissible evidence.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation and Party and witness interviews, and provides all relevant evidence.
- The Investigator may share the investigation report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- Provide the Parties and their respective Advisers an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each Party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.

J. Adjudication

a. Standard of Proof: Preponderance of the Evidence

Findings are made based on a preponderance of the evidence. A finding of responsibility based on a preponderance of evidence means that based on all relevant evidence and reasonable inferences from the evidence, the greater weight of information indicates that it is more likely than not the policy violation occurred. This standard of evidence is the same for Complaints against students as for Complaints against employees, including faculty, and for all College policy violations involving discrimination against another individual.

b. Adjudication of Complaints of Sex Discrimination, Sexual Misconduct, and Other Prohibited Conduct

1. Findings Provided in the Final Investigation Report

The Investigator will serve as the Decision-Maker for all Complaints of the Sexual and Gender-Based Misconduct Policy that do not involve allegations of Sex-Based Harassment. Prior to making the determination regarding responsibility, the Investigator will question the Parties and witnesses to adequately assess a Party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of Prohibited Conduct. The Investigator will:

- Review all relevant and not otherwise impermissible evidence and any Party responses to the draft investigation report and create a list of relevant and not otherwise impermissible questions to ask the Parties or any witnesses.
- Hold individual meetings with the Parties and witnesses to pose all relevant questions posed by the Investigator. These meetings will be recorded and transcribed, and all involved persons should be made aware of the audio and/or video recording. The recording and/or transcript of these meetings will be provided to the Parties for their review, after which the Parties may pose additional questions for each other or witnesses. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.
- At the conclusion of questioning, incorporate relevant elements of the transcripts into a

Final Investigation Report. The Final Investigation Report will include a summary of the relevant and not otherwise impermissible evidence; a Final Determination as to whether the preponderance of the evidence proves a violation of the Policy; the rationale for this finding; the sanctions and remedies to be imposed, if any; and notification of the available procedures to appeal the Final Determination and/or sanction.

- To determine sanctions, confer with the vice president and dean of students and/or the associate director of student conduct and community standards; the vice president for human resources and organizational development regarding staff and contractors;³⁴ or the provost and dean of the college regarding faculty.³⁵ When preparing the Final Investigation Report, the Investigator will confer with the Title IX Coordinator to ensure consistency in the application of this Policy, including the rendering of any sanctions and/or remedies.
- Simultaneously notify the Parties in writing of the Final Determination whether a violation of the Sexual and Gender-Based Misconduct Policy occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal.

c. Adjudication of Complaints of Sex Discrimination, Sexual Misconduct, and Other Prohibited Conduct

1. Final Investigation Report for Complaints of Sex-Based Harassment Involving a Student Complainant or Student Respondent

The Final Investigation Report for Complaints of Sex-Based Harassment will include a summary of the relevant and not otherwise impermissible evidence and an assessment of the Parties' and witnesses' credibility, and will not include a recommended finding or sanctions. Adjudication will occur following a live hearing. The Final Investigation Report will be provided to each Party and the Party's Adviser, if any, in an electronic format or a hard copy, at least seven (7) business days prior to the required live hearing, for their review and any written response they choose to provide in advance of or at the hearing.

2. Prehearing Preparation

The Title IX Coordinator will select an appropriate Decision-Maker; this individual may be from within the campus community or may be from outside the campus community and is a neutral factfinder. The College has the sole discretion to determine whether the Decision-Maker will be an individual from the College community or an external Decision-Maker. Decision-Makers will have the requisite training. While the Title IX Coordinator has oversight and coordination responsibilities for the hearing and may serve as the hearing facilitator, the Title IX Coordinator will not serve as a Decision-Maker. The Investigator also will not be a Decision-Maker.

The Title IX Coordinator will send the Parties a Notice of Hearing with sufficient time for the Parties to prepare for the hearing, typically at least seven (7) business days prior to the hearing. Once emailed and/or received in person, notice will be presumptively delivered. The hearing notice includes: a description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result; the time, date, and location of the hearing; a description of any technology that

will be used to facilitate the hearing; relevant information regarding hearing logistics, prehearing meetings, the Final Investigation Report, the Parties and witnesses participating in the hearing, the identity(ies) of the Decision-Maker, details related to questioning, the role of Advisers, impact/mitigation statements, and how to request disability accommodations or other assistance.

All objections to a Decision-Maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than five (5) business days prior to the hearing. Decision-Makers will only be removed if the Title IX Coordinator concludes that their actual or perceived bias or conflict of interest precludes an impartial hearing of the Complaint.

The Title IX Coordinator will give the Decision-Maker a list of the names of all Parties, witnesses, and Advisers at least five (5) business days in advance of the hearing. Any Decision-Maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the Parties, witnesses, and Advisers in advance of the hearing. If a Decision-Maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the period prior to the hearing, the Parties have the opportunity for continued review and comment on the Final Investigation Report and available evidence. That review and comment can be shared with the Decision-Maker at a pre-hearing meeting or at the hearing and will be exchanged between each Party by the Decision-Maker.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator, proffered a written statement, or answered written questions, unless all Parties and the Decision-Maker otherwise assent to the witness's participation in the hearing.

3. Advisers

The Parties may have the assistance of an Adviser of their choosing at the hearing or can request that the College appoint a trained Adviser for them. Appointed Advisers are not Confidential Employees or attorneys. If a Party wishes to have an attorney as their Adviser, they must locate and pay for that attorney themselves.

4. Prehearing Meetings

The Decision-Maker may convene a prehearing meeting(s) with the Parties and/or their Advisers and invite them to submit the questions or topics they (the Parties and/or their Advisers) wish to ask or discuss at the hearing. This allows the Decision-Maker to consider their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Parties from submitting a question at the hearing for the first time or asking for a reconsideration on a prehearing ruling by the Decision-Maker based on any new information or testimony offered at the hearing. The Decision-Maker will document and share their rationale for any evidence or question exclusion or inclusion, if any, at a prehearing meeting with each Party.

The Decision-Maker will work with the Parties to finalize a witness list for the hearing, and the Title IX Coordinator will notify any witnesses of the hearing's logistics. The Decision-Maker, only with

the agreement of all Parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator in the Final Investigation Report or during the hearing, and their presence is not essential to assess their credibility.

Prehearing meeting(s) will not be recorded. The prehearing meetings will typically be conducted as separate meetings with each Party/Adviser, and can be done remotely or as a written communication exchange. The Decision-Maker will work with the Parties to establish the format and timing of the meetings and will circulate a summary of any rulings made to ensure all Parties and Advisers are aware.

5. Impact/Mitigation Statements

Each Party may submit an impact and/or mitigation statement to the Title IX Coordinator that the Decision-Maker will review during any sanction determination. Impact and/or mitigation statements must be a single-spaced document written in 12-point font, Times New Roman and no more than five (5) pages in length. Impact and/or mitigation statements are not permitted to include impermissible evidence, as outlined in Section 18 of this procedure. Upon receipt of an impact and/or mitigation statement, the Title IX Coordinator will review the impact/mitigation statement to determine whether any immediate needs exist. The Title IX Coordinator will only provide the impact statements to the Decision-Maker if the Decision-Maker determines that the Policy has been violated. The Title IX Coordinator will ensure that any submitted statements are exchanged between the Parties if they are viewed by the Decision-Maker, though they will only be shared after the issuance of a written outcome letter.

6. Witness Participation at the Hearing

Student witnesses are encouraged to participate in, and make themselves reasonably available for, the hearing. Employee witnesses are required to participate in, and make themselves reasonably available for, the hearing. Witnesses may participate in person or via video technology that allows the Decision-Maker and the Parties to see and hear the witness while that person is speaking. Witnesses are not permitted to be accompanied by an Adviser. At the discretion of the Decision-Maker, a witness may join by phone if no other reasonable alternative is available.

The Title IX Coordinator will notify all witnesses of their requested participation in the hearing at least five (5) business days prior to the hearing. Witnesses will be present for the hearing only during their testimony.

If any Party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Title IX Coordinator may reschedule the hearing.

7. Hearing procedures

i. Evidentiary Considerations

The Parties must provide all evidence to the Investigator prior to completing the Final Investigation Report. Evidence offered after that time will be evaluated by the Decision-Maker for relevance. If deemed relevant and not impermissible, the Parties and Decision-Maker must agree to admit it into the record. If the evidence is deemed not relevant or impermissible, the Decision-Maker may proceed with the hearing absent the new evidence. New relevant evidence will be admitted to the record if:

- All Parties and the Decision-Maker assent to the new evidence being included in the hearing without remanding the Complaint back to the Investigator, and
- The evidence is not duplicative of evidence already in the record, and
- It is not impermissible, and
- The new evidence was either not reasonably available prior to the conclusion of the Final Investigation Report, or the failure to provide it in a timely manner was not the result of bad faith by the Parties, witnesses, or others.

If the above criteria are not met, but the evidence is deemed materially relevant and not duplicative, the Decision-Maker may, at their discretion, engage in any of the following actions:

- Delay the hearing.
- Provide the Parties with at least five (5) business days to review the relevant evidence.
- Remand the Complaint back to the Investigator for further investigation or analysis.
- Allow the Parties to review and comment on the new evidence.

If the evidence is deemed not relevant or impermissible, the Decision-Maker may proceed with the hearing without allowing the new evidence.

ii. Joint Hearings

In Complaints involving more than one Respondent and/or involving more than one Complainant accusing the same person of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent or Complaint to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent and/or for each Complaint with respect to each alleged Policy violation.

iii. Introductions and Hearing procedures Explanation

The Decision-Maker will explain the hearing procedures and introduce the participants. The Decision-Maker will answer any procedural questions prior to and as they arise throughout the hearing.

iv. Investigator Presentation of Final Investigation Report

The Investigator will present a summary of the Final Investigation Report, including a review of the facts that are contested and those that are not. The Investigator may be questioned first by the Decision-Maker and then by the Parties. The Investigator may attend the duration of the hearing or be excused after their testimony at the Decision-Maker's discretion.

v. Testimony and Questioning

The Parties and witnesses may provide relevant information in turn, beginning with the Complainant's opening statement, then the Respondent's, and then questioning in the order determined by the Decision-Maker. The Decision-Maker will facilitate questioning of the Parties and witnesses first by the Decision-Maker and then by the Parties through the Decision-Maker.

All questions must be directed toward and asked through the Decision-Maker and are subject to a relevance determination before they are asked. The Decision-Maker will determine the

method by which the Parties will submit their questions to the Decision-Maker for their review and, if approved, to be posed. Questions that the Parties wish to have posed can be questions for that Party themselves, another Party, or witnesses. The Decision-Maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-Maker will limit or disallow questions they deem not appropriate on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), seek or pertain to impermissible evidence, or are abusive. The Decision-Maker has final say on all questions and determinations of relevance and appropriateness. The Decision-Maker may consult with legal counsel on any questions of admissibility.

The Decision-Maker then poses the questions deemed relevant, not impermissible, and appropriate to the Party and/or witness.

If the Parties raise an issue of bias or conflict of interest of an Investigator or Decision-Maker at the hearing, the Decision-Maker may elect to address those issues, consult with legal counsel, refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not an issue at the hearing, the Decision-Maker should not permit irrelevant questions that probe for Investigator bias.

The Decision-Maker will allow witnesses who have relevant and not impermissible information to appear at a portion of the hearing to respond to specific questions from the Decision-Maker and the Parties, and the witnesses will then be excused.

vi. Refusal to Submit to Questioning and Inferences

Any Party or student witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. Employee witnesses are required to participate in the hearing if they are reasonably available. The Decision-Maker can only rely on the available relevant and not impermissible evidence in making the ultimate determination of responsibility. The Decision-Maker may not draw any inference solely from a Party's or witness's absence from the hearing or refusal to answer any or all questions.

An Adviser may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Adviser unless the Party being advised consents to that information being shared.

vii. Hearing Recordings

The College records hearings (but not deliberations) for purposes of review in the event of an appeal. No unauthorized audio or video recording of any kind is permitted during the hearing.

The Decision-Maker, the Parties, their Advisers, Appeal Decision-Makers, and other appropriate College officials will be permitted to review the recording or review a transcript of the recording upon request to the Title IX Coordinator. No unauthorized disclosure, including sharing, copying, or distribution of the recording or transcript, is permitted.

viii. Deliberation and Determination

After closing statements from the Parties, the Decision-Maker will deliberate in closed session

to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the standard of proof.

When there is a finding of responsibility for one or more of the allegations, the Decision-Maker may then consider any previously submitted impact and/or mitigation statement(s) provided by the Parties in determining appropriate sanction(s). The Title IX Coordinator will ensure that any submitted statements are exchanged between the Parties if they are viewed by the Decision-Maker, though they will only be shared after the issuance of a written outcome letter. Impact/mitigation statements do not influence the finding; they only potentially influence the sanctions.

The Decision-Maker will then prepare and provide the Title IX Coordinator with a written outcome letter detailing all findings and Final Determinations, the rationale(s) explaining the decision(s), the relevant and not impermissible evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s).

This statement is typically submitted to the Title IX Coordinator within ten (10) business days from the conclusion of the hearing, unless the Title IX Coordinator grants an extension. The Title IX Coordinator will notify the Parties of any extension.

14. Final Determination

The determination regarding responsibility becomes final either on the date that the College provides the Parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed on the date on which an appeal would no longer be considered timely.

15. Sanctions

Factors the Decision-Maker may consider when determining sanctions and responsive actions include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s).
- The Respondent's disciplinary history.
- The need for sanctions/responsive actions to bring an end to the sex discrimination, sex-based harassment, and/or retaliation.
- The need for sanctions/responsive actions to prevent the future recurrence of sex discrimination, sex-based harassment, and/or retaliation.
- The need to remedy the effects of the sex discrimination, sex-based harassment, and/or retaliation on the Complainant and the community.
- The impact on the Parties.
- The Respondent's acceptance of responsibility.
- Any other information deemed relevant by the Decision-Maker.

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

A. Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any College policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations.
- *Probation*: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extracurricular activities, exclusion from designated areas of campus, No Contact Orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to reenroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a Persona Non Grata, as necessary. This sanction may be noted as a Disciplinary Suspension on the student's official academic transcript, per institutional policy and/or state law.
- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a Persona Non Grata, as necessary. This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript, per institutional policy and/or state law.
- *Withholding Diploma*: The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- *Revocation of Degree*: While very rarely exercised, the College reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, and/or other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions*: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

B. Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in sex discrimination, sex-based harassment, and/or retaliation include the following:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or Schedule Adjustments*
- *Reassignment*
- *Delay of (or Referral for Delay of) Tenure Track Progress*
- *Assignment to a New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive/corrective actions, the College may assign any other responsive/corrective actions as deemed appropriate.

16. Withdrawal or Resignation Before Complaint Resolution

Factors the Decision-Maker may consider when determining sanctions and responsive actions include, but are not limited to:

A. Students

Should a student Respondent decide not to participate in the Hearing Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the College, the Hearing Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged sex discrimination, sex-based harassment, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Hearing Resolution Process, the College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s) and any ongoing effects of the alleged sex discrimination, sex-based harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the College in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Title IX Coordinator has discretion to dismiss the Complaint. The registrar, Office of Admissions, and Human Resources may be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Hearing Resolution Process may continue remotely. If found in violation, that student is not permitted to return to the College unless and until all sanctions, if any, have been satisfied.

B. Employees

Should an employee Respondent decide not to participate in the Hearing Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent leaves their employment with the College with unresolved allegations pending, the Hearing Resolution Process may continue, or the Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged sex discrimination, sex-based harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the College in any capacity. The Registrar, Office of Admissions, and Human Resources will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with the College. The records retained by the Title IX Coordinator will reflect that status.

17. Appeal of the Determination

The Title IX Coordinator will designate an Appeal Decision-Maker — either a three-member panel, a single Appeal Decision-Maker, or other trained internal or external individuals — to hear the appeal. No Appeal Decision-Maker will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure challenge or dismissal appeal that may have been decided earlier in the process. If a panel is used, a voting Decision-Maker will be designated by the Title IX Coordinator.

A. Appeal Grounds

Appeals are limited to the following grounds:

1. A procedural irregularity that would change the outcome.
2. New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility was made.
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome.
4. The Final Determination is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination only).
5. The sanctions are insufficient or excessive based on the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination only).

B. Request for Appeal

Any Party may submit a written request for appeal ("Request for Appeal") to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome. The Request for Appeal shall be no longer than five pages and consist of one-inch margins and Times New Roman 12-point font. The Request for Appeal shall be drafted by the Party submitting the appeal (not by an adviser or parent, for example).

The Request for Appeal will be forwarded to the Appeal Decision-Maker for consideration to determine

if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Decision-Maker, and the Parties and their Advisers will be simultaneously notified in writing of the denial and the rationale.

If any of the information in the Request for Appeal meets the grounds in this Policy, then the Appeal Decision-Maker will notify all Parties and their Advisers, the Title IX Coordinator, and, when appropriate, the Investigator and/or the original Decision-Maker.

All other Parties and their Advisers, the Title IX Coordinator, and, when appropriate, the Investigator and/or the Decision-Maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Decision-Maker will forward all responses, if any, to all Parties for review and comment.

No Party may submit any new Requests for Appeal after this time period. The Appeal Decision-Maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Decision-Maker, who will promptly render a decision.

C. Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeal Decision-Maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are made by majority vote and apply the preponderance of the evidence standard of proof.

An appeal is not an opportunity for the Appeal Decision-Maker to substitute their judgment for that of the original Decision-Maker merely because they disagree with the finding and/or sanction(s).

The Appeal Decision-Maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

D. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator and/or Decision-Maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator and/or Decision-Maker or the Title IX Coordinator (as in cases of bias), the Appeal Decision-Maker may order a new investigation and/or a new determination with new individuals serving in the Investigator and Decision-Maker roles.

A Notice of Appeal Outcome letter ("Appeal Outcome") will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each appeal ground, any specific instructions for remand or reconsideration, all sanction(s) that may

result which the College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the College is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official institutional records, or emailed to the Parties' College-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination).

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the five (5) available appeal grounds.

E. Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately postdetermination but preappeal, then the emergency removal procedures (detailed above) for a "show cause" meeting on the justification for doing so must be permitted within two (2) business days of implementation.

18. Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the College community that are intended to stop the sex discrimination, sex-based harassment, and/or retaliation, remedy the effects, and prevent recurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the Title IX Coordinator will address any remedies the College owes the

Respondent to ensure no effective denial of educational access.

The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services.

19. Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-Maker, including the Appeal Panel or Decision-Maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for noncompliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator's satisfaction.

20. Recordkeeping

For a period of at least seven (7) years following the conclusion of the Resolution Process, the College will maintain records of:

1. Each sex discrimination, sex-based harassment, and retaliation Resolution Process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation.
2. Any disciplinary sanctions imposed on the Respondent.
3. Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the College's education program or activity.
4. Any appeal and the result therefrom.
5. Any Informal Resolution and the result therefrom.
6. All materials used to provide training to the Title IX Coordinator, Title IX Coordinator and designees, Investigators, Decision-Makers, Appeal Decision-Makers, Informal Resolution Facilitators, and any person who is responsible for implementing the College's Resolution Process, or who has the authority to modify or terminate supportive measures. The College will make these training materials available for review upon request.
7. All materials used to train all employees consistent with the requirements in the Title IX Regulations.

The College will also maintain any and all records in accordance with federal and state laws.

21. Transcript Notations

For incidents of misconduct, including but not limited to sexual and gender-based misconduct, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act (which include murder; manslaughter; rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson),

the College shall make a notation on the transcript of students found responsible, after a conduct process, and after being issued a sanction of either a suspension or an expulsion.

1. **Current Students**

For Respondents enrolled as current students who are found responsible for violating the Sexual and Gender-Based Misconduct Policy, the College shall make a notation on the transcript reflective of the student's sanction, such that the student was either:

- "Suspended after a finding of responsibility for a Code of Conduct violation" or
- "Expelled after a finding of responsibility for a Code of Conduct violation."

2. **Withdrawn Students**

If a subject of a Hearing Resolution Process or a Respondent withdraws from the College while conduct charges are being investigated or are pending, and declines to participate in or complete the conduct process, the College shall make the transcript notation: "Withdrew with conduct charges pending." The College may continue with the investigation even if a Respondent withdraws and declines to participate. A withdrawn Respondent who agrees to participate in and complete the conduct process shall not be subject to the aforementioned notation. However, if that individual who agrees to complete the conduct process is then found responsible for violating the Sexual and Gender-Based Misconduct Policy, the College will make the transcript notation: "Found responsible for a Code of Conduct violation."

3. **Graduated Students**

If a Respondent graduates from the College while conduct charges are pending and declines to complete the conduct process, the College shall make the transcript notation: "Graduated with conduct charges pending." The College may continue the investigation even if a Respondent graduates and declines to participate. For a graduate who agrees to participate in and complete the conduct process, no such notation will be made until its conclusion. However, if a graduate is then found responsible for violating the Sexual and Gender-Based Misconduct Policy, the College will make the transcript notation: "Found responsible for a Code of Conduct violation."

4. **Appeal of Transcript Notation**

A student may seek removal of a transcript notation for a suspension imposed upon a finding of a violation of this Policy, provided that such notations shall not be removed prior to one year after conclusion of the suspension, and may only be removed for good cause shown. The determination of good cause shall be in the sole discretion of the College. Transcript notations for expulsion shall not be removed. A graduated or withdrawn student may seek removal of a transcript notation, provided that such notations shall not be removed prior to one year after being issued, and may only be granted for good cause shown. To file an appeal to have the transcript notation removed from an academic transcript, a student must submit in writing to the vice president and dean of students, or their designee, the basis for removal.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed as soon as practicable.

22. Accommodations and Support During the Resolution Process

Disability Accommodations

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's Resolution Process.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will work with Office of Access and Disability Services or Human Resources, as appropriate, to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

The College will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

23. Revision of These procedures

These procedures succeed any previous procedures addressing sex discrimination, sex-based or sexual harassment, and retaliation for incidents occurring on or after August 1, 2024. The Title IX Coordinator will regularly review and update these procedures. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background federal and state laws that frame such policies and codes, generally.

ADDENDUM A: DEFINITIONS

The following definitions apply to the Sexual and Gender-Based Misconduct Policy:

- **Adviser.** Any person chosen by a Party, or appointed by the institution, who may accompany the Party to all meetings related to the Resolution Process and advise the Party on that process.
- **Appeal Decision-Maker.** The person or panel who accepts or rejects a submitted appeal request, determines whether any of the appeal grounds are met, and directs responsive action(s) accordingly.
- **Bystander.** A person who passively observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of the rules or policies of the College.
- **Code of Conduct** means the written policies adopted by an institution governing student behavior, rights, and responsibilities while such student is matriculated in the institution.
- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination, sex-based harassment, or retaliation under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct under the Policy and who was participating or attempting to participate in the College's education program or activity at the time of the alleged sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct.
- **Complaint.** An oral or written request to the College that can objectively be understood as a request for the College to investigate and make a determination about the alleged Policy violation(s).

- **Confidential Employee.**
 - An employee whose communications are privileged or confidential under federal or state law. The employee’s confidential status, for purposes of this definition, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
 - An employee who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct. The employee’s confidential status only applies with respect to information received while conducting the study.
- **Day.** A business day when the College is in normal operation. All references in the Policy to days refer to business days unless specifically noted as calendar days.
- **Decision-Maker.** The person who reviews evidence, determines relevance, and makes the Final Determination of whether Policy has been violated and/or assigns sanctions.
- **Education Program or Activity.** Locations, events, or circumstances where the College exercises substantial control over the context in which the sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct occurs and also includes any building owned or controlled by a student organization that the College officially recognizes.
- **Employee.** A person employed by the College either full- or part-time, including student employees when acting within the scope of their employment.
- **Final Determination.** A conclusion by the standard of proof that the alleged conduct did or did not violate Policy.
- **Finding.** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Informal Resolution.** A resolution agreed to by the Parties and approved by the Title IX Coordinator that occurs prior to a Final Determination in the Resolution Process.
- **Investigation Report.** The Investigator’s summary of all relevant evidence gathered during the investigation. Variations include the Draft Investigation Report and the Final Investigation Report.
- **Investigator.** The person(s) authorized by The College to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report.
- **Knowledge.** When the College receives notice of conduct that reasonably may constitute sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct in its Education Program or Activity.
- **Mandated Reporter.** A College employee who is obligated by Policy to share Knowledge and/or reports of sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct with the Title IX Coordinator.
- **Parties.** The Complainant(s) and Respondent(s), collectively.
- **Pregnancy or Related Conditions.** Pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.
- **Relevant Evidence.** Evidence that may aid a Decision-Maker in determining whether the alleged sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct occurred, or in determining the credibility of the Parties or witnesses.
- **Remedies.** Typically, postresolution actions directed to the Complainant and/or the community

as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to the College's Education Program and Activity.

- **Report.** When an employee, student, or third party informs the Title IX Coordinator of the alleged occurrence of sex discrimination, sex-based harassment, retaliation, or Other Prohibited Conduct.
- **Resolution Process.** The investigation and resolution of allegations of prohibited conduct under this Policy, including Informal Resolution and Hearing Resolution.
- **Respondent.** A person who is alleged to have engaged in conduct that could constitute sex discrimination, sex-based harassment, retaliation for engaging in a protected activity under this Policy, or Other Prohibited Conduct.
- **Sanction.** A consequence imposed on a Respondent who is found to have violated this Policy.
- **Sex.** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- **Student.** Any person who has gained admission.
- **Title IX Coordinator.** At least one official designated by the College to ensure ultimate oversight of compliance with Title IX and the College's Title IX program. References to the Coordinator throughout the Policy may also encompass a designee of the Coordinator for specific tasks.

ADDENDUM B: STATEMENT OF THE PARTIES' RIGHTS

Under this Policy and procedures, the Parties have the right to:

- An equitable investigation and resolution of all credible allegations of prohibited sex discrimination, sex-based harassment, retaliation, and Other Prohibited Conduct, when reported in good faith to College officials.
- Timely written notice of all alleged violations, including the identity of the Parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated Policies and procedures, and possible sanctions.
- Timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants) by updating the Notice of Investigation and Allegation(s) (NOIA) as needed to clarify potentially implicated Policy violations.
- Be informed in advance of any College public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- Have all personally identifiable information protected from the College's release to the public without consent, except to the extent permitted by law.
- Be treated with respect by College officials.
- Have College Policy and these procedures followed without material deviation.
- Voluntarily agree to resolve allegations under this Policy through Informal Resolution without College pressure, if Informal Resolution is approved by the Title IX Coordinator.
- Not be discouraged by College officials from reporting sex discrimination, sex-based harassment, retaliation, and Other Prohibited Conduct to both on-campus and off-campus authorities.
- Be informed of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by the College in notifying such authorities, if the Party chooses. This also includes the right to not be pressured to report.

- Have allegations of violations of this Policy responded to promptly and with sensitivity by College law enforcement, security, and/or other College officials.
- Be informed of available supportive measures, such as counseling, advocacy, health care, student financial aid, visa and immigration assistance, and/or other services, both on-campus and in the community.
- A College-implemented No Contact Order or a Persona Non Grata against a nonaffiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- Be informed of available assistance in changing academic, living, and/or employment situations after an alleged incident of sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct if such changes are reasonably available. No formal report or investigation, either institutional or criminal, needs to occur for this option to be available. Such actions may include, but are not limited to:
 - Relocating a residential student's housing to a different on-campus location
 - Assistance from College staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation assistance
 - Visa/immigration assistance
 - Rescheduling or adjusting an exam, paper, and/or assignment
 - Receiving an incomplete in, or a withdrawal from, a class
 - Transferring class sections
 - Temporary withdrawal/leave of absence
 - Campus safety escorts
- Have the College maintain supportive measures for as long as necessary, ensuring they remain confidential, provided confidentiality does not impair the College's ability to provide the supportive measures.
- Receive sufficiently advance written notice of any College meetings or interviews involving another Party, when possible.
- Identify and have the Investigator and/or Decision-Maker question relevant available witnesses, including expert witnesses.
- Provide the Investigator/Decision-Maker with a list of questions that, if deemed relevant and permissible by the Investigator/Decision-Maker, may be asked of any Party or witness.
- Have Complainant's inadmissible sexual interests/prior sexual history or any Party's irrelevant character evidence excluded by the Decision-Maker.
- Access the relevant evidence obtained and respond to that evidence.
- A fair opportunity to provide the Investigator with their account of the alleged misconduct and have that account be on the record.
- Receive a copy of all relevant and permissible evidence obtained during the investigation, subject to privacy limitations imposed by federal and state law and be given ten (10) business days to review and comment on the evidence.
- Review a copy of the Final Investigation Report, including all factual, Policy, and/or credibility analyses performed, and to have at least seven (7) business days to review the report prior to the determination.
- Be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.

- Regular status updates on the investigation and/or Resolution Process.
- Have reports of alleged Policy violations addressed by internal or external professionals who have received relevant annual training as required by law.
- Preservation of confidentiality/privacy, to the extent possible and permitted by law.
- Meetings, interviews, and/or hearings that are closed to the public.
- Petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- Be able to select an Adviser of their choice to accompany and assist the Party in all meetings and/or interviews associated with the Resolution Process.
- Apply the appropriate standard of proof, preponderance of the evidence, to make a finding and Final Determination after an objective evaluation of all relevant and permissible evidence.
- Be present, including presence via remote technology, during all testimony given and evidence presented during any live hearing.
- Have an impact and/or mitigation statement considered by the Decision-Maker following a determination of responsibility for any allegation, but prior to sanctioning.
- Be promptly informed of the Hearing Resolution Process finding(s) and sanction(s) (if any) and be given a detailed rationale of the decision (including an explanation of how credibility was assessed) in a written outcome letter delivered to the Parties simultaneously (without undue delay).
- Be informed in writing of when a College decision is considered final and any changes to the Final Determination or sanction(s) that occur post outcome letter delivery.
- Be informed of the opportunity to appeal the Hearing Resolution Process finding(s) and sanction(s), and the procedures for doing so in accordance with the College's grounds for appeal.
- A fundamentally fair resolution as defined in these procedures.

Student Bill of Rights⁴¹

- The right to be informed in writing of when a College decision is considered final and any changes to the Final Determination or sanction(s) that occur post outcome letter delivery.
- The right to have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- The right to decide about whether to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
- The right to participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- The right to be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- The right to be free from any suggestion that the Complainant is at fault, or should have acted in a different manner to avoid such crimes or violations, when these crimes and violations are committed.
- The right to describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
- The right to be protected from retaliation by the institution, any student, the Respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.
- The right to access at least one level of appeal of a determination.
- The right to be accompanied by an adviser of choice who may assist and advise a Complainant or Respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.

- The right to exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct processes of the institution.
- The right to notify College police or campus security, local law enforcement, and/or state police.
- The right to have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who will be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney. Such official shall also explain whether they are authorized to offer the Complainant confidentiality or privacy and will inform the Complainant of other reporting options.
- The right to confidentially disclose the incident(s) to institutional representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for Complainants.
- The right to confidentially disclose the incident(s) and obtain services from the state or local government.
- The right to file a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance. Reports will be investigated in accordance with institutional policy and a Complainant's identity will remain private at all times if the Complainant wishes to maintain privacy.
- The right to disclose, if the Respondent is an employee of the institution, the incident to the institution's human resources authority or the right to request that a confidential or private employee assist in reporting to the appropriate human resources authority.
- The right to receive assistance from appropriate institution representatives in initiating legal proceedings in family or civil court.
- The right to withdraw a Complaint or involvement from the institution process at any time.
- The right to information about resources, including intervention, mental health counseling, and medical services, which includes information on whether these resources are available at no cost or for a fee.
- The right to information on sexually transmitted infections, sexual assault forensic examinations, and resources available through the New York State Office of Victim Services.
- The right to a sexual assault forensic examination from the local health care facility.
- The right to have the College's police or security forces, or other appropriate officials, assist Complainant with obtaining an Order of Protection, or if outside New York State, an equivalent protective or restraining order.
- The right to have the College receive a copy of the protective order (or its equivalent) and provide the Complainant an opportunity to meet or speak with an institutional representative who can explain the order and answer questions about it, including information from the Order about the Respondent's responsibility to stay away from the Complainant.
- The right to have College officials explain the consequences of violating Orders of Protection, including arrest, additional conduct charges, and interim suspension.
- The right to receive assistance from College police or campus security in effecting an arrest when an individual violates an Order of Protection, or to have College police or campus security call on and assist local law enforcement in effecting an arrest for violating Protective Orders (or their equivalent).

ADDENDUM C: PRIVACY, PRIVILEGE, AND CONFIDENTIALITY

For the purpose of this Policy, the terms *privacy*, *privilege*, and *confidentiality* have distinct meanings.

- **Privacy.** Means that information related to a Complaint will be shared with a limited number of College employees who “need to know” in order to assist in providing supportive measures or evaluating, investigating, or resolving the Complaint. All employees who are involved in the College’s response to a report under this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law.
- **Privilege.** Exists in the context of laws that protect certain relationships, including attorneys, spouses, and clergy. Privilege is maintained by a provider unless a court orders release or the holder of the privilege (e.g., a client, spouse, parishioner) waives the protections of the privilege. The College treats employees who have the ability to have privileged communications as Confidential Employees
- **Confidentiality.** Exists in the context of laws or professional ethics (including Title IX) that protect certain relationships, including clinical care, mental health providers, and counselors. Confidentiality also applies to those designated by the College as Confidential Employees for purposes of reports under this Policy, regardless of legal or ethical protections. When a Complainant shares information with a Confidential Employee, the Confidential Employee does not need to disclose that information to the Title IX Coordinator. The Confidential Resource will, however, provide the Complainant with the Title IX Coordinator’s contact information, assist the Complainant in reporting, if desired, and provide them with information on how the Title IX Office can assist them. With respect to Confidential Employees, information may be disclosed when: (1) the reporting person gives written consent for its disclosure; (2) there is a concern that the person will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or persons with disabilities. Nonidentifiable information may be shared by Confidential Employees for statistical tracking purposes as required by the Clery Act/Violence Against Women Act (VAWA). Other information may be shared as required by law.

The College reserves the right to determine which College officials have a legitimate educational interest in being informed about student-related incidents that fall under this Policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the Complaint. Information will be shared as necessary with Investigators, Decision-Makers, Appeal Decision-Makers, witnesses, the Parties, and the Parties’ Advisers. The circle of people with this knowledge will be kept as tight as possible to preserve the Parties’ rights and privacy, and release is governed by the institution’s unauthorized disclosure policy.

ADDENDUM D: POLICY ON CONSENSUAL RELATIONSHIPS

I. Policy on Romantic or Sexual Relationships Between Employees and Students

As a condition of employment, all employees of the College (including full- and part-time administrative staff, full- and part-time regular faculty, guest faculty, graduate faculty, coaches, and employees of independent contractors or vendors) may not engage in sexual or romantic relations with any Sarah Lawrence College student, regardless of whether the student consents to such interaction. The Policy does not apply to students who are already spouses/domestic partners of current employees at the College, or spouses/domestic partners of contractor or vendor employees working at the College.

- A romantic or sexual relationship between a faculty or staff member and a student poses a significant potential threat to the health and well-being of the College community.
- Such a relationship could lead to preferential treatment or other acts, actual or perceived, of alleged favoritism or alleged retaliation on the part of an employee toward a student.
- Given the power differential between students and faculty or staff members, there is serious concern that such relationships could never be fully consensual, or could be perceived by others, at the time or in retrospect, as coercive in nature.
- Such relationships can also be harmful to other students and employees not directly involved, and highly injurious to the College's commitment to providing a nurturing learning and work environment for all in the community.

II. procedures on Romantic or Sexual Relationships Between Employees and Students

A. Reporting Violations of This Policy

1. **For Concerns Regarding Faculty:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a faculty member and a student should speak to the Title IX Office. The Title IX Office and/or Human Resources Office will meet with the Parties involved to discuss this report. The Office will confer with the vice president for human resources and organizational development and the provost and dean of the college or, if appropriate because the student is a graduate student, the dean of graduate and professional studies. The matter may be referred to the process established for Complaints involving faculty (see Article III, Section GD of the faculty bylaws). The appropriate dean will report the resolution of any such Complaint to both the student and faculty member.
2. **For Concerns Regarding Staff:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a staff member or contractor/vendor employee with a student should contact the vice president for human resources and organizational development.

Employees who engage in sexual or romantic relationships with a student contrary to the requirements provided in this Policy are subject to disciplinary action, up to and including dismissal, depending upon the nature of and context for the violation. Employees who are approached by a student seeking to establish or embark upon a romantic relationship shall (in addition to rejecting the overture) immediately report the overture to their direct supervisor and to the director of human resources. Failure to make such a report can constitute grounds for disciplinary action, up to and including dismissal.

For advice or consultation regarding the appropriate course of action, community members may seek assistance from the director of human resources or the College's Title IX Coordinator. If there is any doubt whether a relationship falls within this Policy, individuals should disclose the facts and seek guidance rather than fail to disclose. Additional questions may be addressed to an appropriate supervisor, the provost and dean of the college, the dean of graduate and professional studies, the College's Title IX Coordinator, or the Human Resources Office.

B. Jurisdiction of This Policy

Should a romantic or sexual relationship with a student be considered to potentially have been nonconsensual, or to potentially have met the definition of sexual harassment against a faculty member or staff member, the College will investigate and resolve this matter in accordance with the Sarah Lawrence College Sexual and Gender-Based Misconduct Policy. This Policy on Romantic or Sexual Relationships Between Employees and Students therefore applies to such relationships only to the extent that they are not covered by the Sexual and Gender-Based Misconduct Policy. In the event a question arises as to which policy is applicable to a given set of circumstances, the College, in its sole discretion, will choose the policy and the procedures that will control.

C. Adjudicating Violations of This Policy

Upon receipt of a notification involving a possible violation of this Policy, the vice president for human resources and organizational development (or their designee) and/or the provost and dean of the college (or their designee) will meet with the Parties involved. The Parties involved may have an adviser of their choice present during the initial interviews and during such further interviews as the vice president for human resources and organizational development and/or the provost and dean of the college may deem necessary.

The vice president for human resources and organizational development and/or the provost and dean of the college will use a preponderance of the evidence standard to determine responsibility (i.e., it is more likely than not that the Respondent was responsible for the prohibited behavior). The vice president for human resources and organizational development and/or the provost and dean of the college will report the resolution to both Parties. This report will summarize the conclusions of the investigation and also may include, where deemed appropriate, any actions taken or penalties imposed.

The facts about individual cases and their disposition are confidential. This means that such information is shared by the College only on a need-to-know basis. The College reserves the right, moreover, to correct or address misinformation or incomplete information that becomes public as a result of the alleged violation, or to make such disclosures as may be in the best interest of the College and the College community.

ADDENDUM E: VIOLENCE RISK ASSESSMENT (VRA)

Threat assessment is the process of assessing the actionability of violence by a person against another person or group following the issuance of a direct or conditional threat. A **Violence Risk Assessment (VRA)** is a broader term used to describe assessment of any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

Implementing a VRA requires specific training. It is typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct professionals, and/or other Behavioral Intervention Team (BIT) (sometimes known as CARE team) members.

A VRA occurs in collaboration with the Title IX Coordinator and must be understood as an ongoing process, rather than as a single evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization, nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations. It is supported by research from law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use(s) an evidence-based process consisting of:

- An appraisal of **risk factors** that escalate the potential for violence.
- A determination of stabilizing influences, or **protective factors**, that reduce the risk of violence.
- A contextual **analysis of violence risk** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of the threat; fixation and focus on target; grievance collection; and action and time imperative for violence.
- The application of **intervention and management** approaches to reduce the risk of violence.

To assess a person's level of violence risk, the Title IX Coordinator will initiate the VRA process in conjunction with the associate vice president of campus safety, the director of counseling and psychological services, and any other appropriate senior-level administrator. A trained person(s) will perform the assessment, according to the specific nature of the Complaint.

The assessor(s) will follow the process for conducting a VRA and will rely on a consistent, research-based, reliable system that allows for the evaluation of the risk levels.

Some examples of formalized approaches to the VRA process include The NABITA Risk Rubric,⁴² The Structured Interview for Violence Risk Assessment (SIVRA-35),⁴³ Violence Risk Assessment of the Written Word (VRAWW),⁴⁴ Workplace Assessment of Violence Risk (WAVR-21),⁴⁵ Historical Clinical Risk Management (HCR-20),⁴⁶ and MOSAIC.⁴⁷

The VRA is conducted independently from the Resolution Process, informed by it, but free from outcome pressure. The person(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The trained individual conducts a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or imminent and serious threat to the health and/or safety of a person or the community.

In some circumstances, the Title IX Coordinator may determine that a VRA should be conducted as part of the initial evaluation of a Complaint under this Policy. A VRA can aid in critical and/or required determinations, including:

- Whether to remove the Respondent on an emergency basis because of an immediate threat to a person or the community's health/safety (Emergency Removal).
- Whether the Title IX Coordinator should pursue/initiate a Complaint absent a willing/able Complainant
- Whether the scope of an investigation should include an incident, and/or pattern of misconduct, and/or climate of discrimination or harassment.
- To help identify potential predatory conduct.
- To help assess/identify grooming behaviors.
- Whether it is reasonable to try to resolve a Complaint through Informal Resolution, and if so, what approach may be most successful.
- Whether to communicate with a transfer institution about a Respondent.

- Whether a Clery Act Timely Warning/Persona Non Grata is needed.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Institutions may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

ADDENDUM F: SUPPORTIVE MEASURES AND RESOURCE INFORMATION

Sarah Lawrence College offers a myriad of services and resources concerning sexual and gender-based misconduct. The College is committed to providing equitable access to resources for both Complainants and Respondents. These include counseling services, medical services, victim advocates, volunteer visa and immigration assistance, and volunteer legal assistance. The College also has the ability to institute supportive measures to prevent or minimize contact between a Complainant and a Respondent involved in a Resolution Process.

In addition to responsibilities related to the prevention and resolution of allegations of sex discrimination, including sex-based harassment, the Title IX Coordinator is also responsible for ensuring equal access and preventing discrimination for students who are pregnant or have pregnancy-related conditions (pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom). If a student is pregnant or has a pregnancy-related condition, they are encouraged to contact the Title IX Coordinator to learn about the various reasonable accommodations and supportive measures that may be taken to ensure their equal access to education and prevent discrimination. Where appropriate and upon request, reasonable accommodations may include, but are not limited to, breaks in class, classroom modifications, excused absences, or lactation support.

A. On-Campus Resources & Assistance

The information listed below pertains to resources that the College has the ability to initiate for students involved in incidents of sexual and gender-based misconduct. For matters in which the Respondent has been notified or is otherwise aware of a Report or Complaint, all supportive measures will be made reasonably available to both Parties, regardless of whether they are a Complainant or Respondent.

1. **Measures for the Individual(s) Involved**

Complainants may be offered supportive measures (changes to academic, living, working, or transportation situations or other applicable arrangements) in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Complainants may receive these measures regardless of whether they choose to report the crime to law enforcement. Complainants may also receive these measures regardless of their decision to pursue any disciplinary action or the Hearing Resolution Process.

Depending on a Complainant's needs or the nature of the situation, these supportive measures and accommodations may vary and change. Below is a list of potential accommodations, which may

be temporary or permanent, and which may be taken where reasonable and appropriate under the circumstances.

2. Measures Involving Notification to the Respondent

a. No Contact Order (NCO) Directive

- Upon receiving a Report, the Title IX Office may issue a No Contact Order to any Parties involved, if deemed appropriate, or at the request of the Complainant and/or the Respondent.
- A No Contact Order, if issued, will be mutual, and will stipulate that both Parties are not allowed to have any contact with each other in person, online, or through third Parties on their behalf or what appears to be on their behalf. Additionally, if the Parties observe each other in a public place (such as the Barbara Walters Campus Center or Bates Dining Hall), it shall be incumbent on both Parties to have no direct or indirect contact or communication with each other while in the public place, and the Parties are encouraged to speak with the Title IX Coordinator if they need additional support, unless the No Contact Order specifically states otherwise. The College may also establish an appropriate schedule for the Parties to access applicable College buildings and property where needed and upon request. **Restrictions that may arise from No Contact Orders are not sanctions imposed for violations of this Policy, and they may be imposed at any time in the process and without the need for a finding of responsibility or nonresponsibility for any Policy violation on the part of any Party.**
- Both the Respondent and the Complainant, upon request and consistent with College policies and procedures, shall be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a No Contact Order, including potential modification, and will be allowed to submit evidence in support of this request.⁴⁸

b. Academic

Types of Potential Supportive Measures

- Rescheduling classes or exams
- Alternative course completion options
- Ability to transfer sections or withdraw without penalty
- Excused absences for class attended (related directly to incident or partaking in any part of the College's process)

Campus Partners

- Dean of Studies
Westlands, 2nd Floor
914.315.2249
Monday–Friday, 9 a.m.–5 p.m.
deanofstudies@sarahlawrence.edu
- Individual Professors/Dons

c. **Health & Wellness**

Types of Potential Supportive Measures

- Assistance setting up counseling services session
- Emergency counseling services session
- Voluntary medical leave of absence
- Access or referrals to medical services
- Medical transportation/escort

Campus Partners

- Health & Wellness Center
Lyles House
914.395.2350
Monday–Friday, 9 a.m.–5 p.m.
<https://www.sarahlawrence.edu/health-and-wellness/>

d. **Housing**

Types of Potential Supportive Measures

- Relocation of housing assignment
- Emergency relocation of on-campus housing

Campus Partners

- Residential Life
Bates, Suite 220
914.315.2575
Monday–Friday, 9 a.m.–5 p.m.
reslife@sarahlawrence.edu

e. **On-Campus Employment**

Types of Potential Supportive Measures

- Excused absences for missed work (related directly to incident or partaking in any part of the College's process)
- Changes to work schedule

Campus Partners

- Office of Student Employment
Westlands, 1st Floor
914.395.2572
<https://www.sarahlawrence.edu/financial-aid/student-employment/>

f. **Safety and Security**

Types of Potential Supportive Measures

- No Contact Order (NCO)
- Persona Non Grata (PNG) directive
- Medical transportation/escort
- Safety-related plans and strategies for off campus

Campus Partners

- Campus Safety Department

Swinford Annex
914.395.2222 (Emergency)
914.395.2209 (Nonemergency)
security@sarahlawrence.edu

B. Persona Non Grata (PNG) Directive

Upon receiving a Report involving an alleged individual who is not affiliated with the College, the Title IX Office may issue a Persona Non Grata (PNG) directive at the request of the Complainant.

A Persona Non Grata directive stipulates that the alleged non-SLC affiliated individual is an unwelcome person to the College and is prohibited from being on College grounds or at any College-sponsored event. If a violation of the PNG directive is made, the recipient of the directive may be removed by Campus Safety or arrested by local law enforcement.

The Title IX Office evaluates the need for the PNG directive after receiving information from a Complainant. Such considerations for the directive include, but are not limited to, concern for a Complainant's safety and well-being, concern for the safety and well-being of the College community, or previous incidents in which the alleged individual has made themselves known to the College.

C. Seeking Confidential Medical Services

Experiencing any form of sexual and gender-based misconduct is difficult and overwhelming. Regardless of whether the individual chooses to report the incident, the College strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained.

Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible, and, where appropriate, also address concerns regarding sexually transmitted infections and pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., Rohypnol) and perform a sexual assault forensic evaluation, including an evidence collection procedure, which are strongly recommended to preserve all legal remedies. Such services are also confidential resources and are not obligated to disclose reports of sexual and gender-based misconduct to the Title IX Coordinator for the College (under any circumstance) or law enforcement (except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law).

Sexual assault forensic examination can be performed by a Sexual Assault Nurse Examiner at:

Westchester Medical Center
Forensic Acute Care Team (FACT) Program

This program is available 24/7, provides medical and/or forensic evidence collection evaluations free of charge, and offers counseling and advocate services. The program is available to individuals of all ages in which the incident occurred within the past 96 hours, or if the individual is reporting active symptoms (such as pain, bleeding, or skin injury). If the incident is reported to the College or the Title IX Office, transportation to Westchester Medical Center may be provided by SLC Campus Safety.

D. Legal Resources

1. **Orders of Protection**

Orders of Protection, sometimes called restraining orders, are legally mandated court orders issued by the courts. The College has no direct role in the process related to the issuance of Orders of Protection. However, individuals have the right to be assisted by the College's Campus Safety or by other College officials in seeking an Order of Protection. Individuals are also entitled to receive a copy of any Order of Protection or equivalent that may be issued, as promptly as practicable after such order is received by the College, and have an opportunity to meet or speak with a College representative, or other appropriate individual, who can explain the order and answer questions about it, including information about the responsibility of the recipient of the order to stay away from the protected person or persons.

Sarah Lawrence College recognizes Orders of Protection by directing any person who obtains such order to provide a copy to the associate vice president of campus safety. An individual who is a protected person under the order may then meet with the associate vice president of campus safety to develop a plan to reduce risk of harm while on campus, or while coming to and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changes in housing/academic/campus work arrangements, and other necessary accommodations.

Individuals have the right to receive assistance from Campus Safety when the individual may seek to cause or request an arrest for an alleged violation of an Order of Protection. However, Campus Safety does not possess arrest powers. Therefore, upon request, Campus Safety staff will call on local law enforcement for this purpose. Nothing in this Policy shall limit or negate current law enforcement jurisdiction and procedures. Visit the New York Courts website for a more comprehensive discussion on Orders of Protection.

2. **Cases in Which There Is No Order of Protection in Place**

Even if there is no Order of Protection in place, the College can still help Parties under this Policy with the development and implementation of a plan to reduce risk of harm while on campus, or while coming and going from campus. Please refer to Section 6. A of the Sexual and Gender-Based Misconduct Policy.

E. **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services, or is a student.

Information regarding sexual offenders is available through the New York State Offender Registry at: <https://www.criminaljustice.ny.gov/nsor> or by calling toll-free 800.262.3257. Compliance with the provisions of this Policy does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Below is a list of free off-campus legal resources:

Victims Justice Center (VJC) of Westchester County DA's Office

914.995.3300

<https://www.westchesterda.net/victim-services>

Description of Services: Assists victims in filing applications to the New York State Office of Victim Services for reimbursement for fees associated with things such as medical expenses, replacement of essential personal property (such as eyeglasses), crime scene cleanup costs, funeral expenses, or other financial losses experienced as a result of a crime against them. They also make referrals to other community organizations/service providers and counseling.

Pace Law School Women's Justice Center

78 N. Broadway

White Plains, NY 10603

914.422.4069

<https://law.pace.edu/wjc>

Legal Helpline: 914.278.0739

Description of Services: Provides legal assistance for all individuals who experience sexual assault, domestic violence, and elder abuse regardless of sex or gender. Services also include a free walk-in clinic.

Hudson Valley Justice Center

30 South Broadway, Suite 701a, Yonkers, NY 10701

914.308.3490

www.HVJC.org

Description of Services: Provides free legal services to poor and low-income individuals, regardless of immigration status, with various civil legal issues, including housing, immigration, and family law matters.

Sanctuary for Families Campus Advocates Project

P.O. Box 1406

Wall Street Station

New York, NY 10268

212.349.6009

<https://sanctuaryforfamilies.org/gender-violence/campus-gender-violence/>

Description of Services: Provides legal consultation and representation in understanding the Title IX process, understanding the criminal/civil justice system, and representation in other related civil matters, such as family court and immigration.

Sexual and Gender-Based Misconduct Policy Footnotes

1. NYS Educ. Law Article 129-B, Section 6440(4).

2. New York Labor Law Section 201-g requires the College to provide copies of their sexual harassment policies to employees, in writing, at the time of hiring and at every annual training. This Policy will be provided

in English and, upon request, in an employee's primary language.

3. For alleged harassment or discrimination occurring prior to February 15, 2024, individuals have one to three years in which to file a Complaint depending on the type of harassment or discrimination.
4. 42 U.S.C. § 2000e et seq.
5. NYS Educ. Law Article 129-B, Section 6439(6) provides that privacy may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a Complainant or bystander to a crime or incident more than necessary to comply with applicable laws, including informing appropriate institution officials. See [Addendum C \(p. 158\)](#).
6. NYS Educ. Law Article 129-B, Section 6439(5) provides that confidentiality may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with state and federal law, including but not limited to the Disclosure of Campus Security Policy and Campus Crime Statistics or Title IX of the Education Amendments of 1972. Licensed mental health counselors, medical providers, and pastoral counselors are examples of institutional employees who may offer confidentiality.
7. Per NYS Educ. Law Article 129-B, Section 6440(5), the protections provided by this Policy apply regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.
8. Per NYS Educ. Law Article 129-B, Section 6440(2), all institutional services and protections afforded to Complainants are required to be available to all students and applicable to conduct that has a reasonable connection to that institution. When such conduct involves students or employees from two or more institutions, the institutions may work collaboratively to address the conduct, provided that such collaboration complies with FERPA.
9. Per NYS Educ. Law Article 129-B, Section 6444(7), if the College lacks appropriate on-campus resources or services, it will, to the extent practicable, enter into memoranda of understanding, agreements, or collaborative partnerships with existing community-based organizations, including rape crisis centers and domestic violence shelters and assistance organizations, to refer students for assistance or make services available to students, including counseling, health, mental health, victim advocacy, and legal assistance, which may also include resources and services for the Respondent.
10. NYS Educ. Law Article 129-B, Section 6444(4)(h).
11. NYS Educ. Law Article 129-B, Section 6444(4)(a).
12. Throughout this Policy, "on the basis of sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.
13. This would include having another person touch you sexually, forcibly, and/or without their consent.
14. Per NYS Per NYS Educ. Law Article 129-B, Section 6493(10), "sexual activity" will have the same meaning

as “sexual act” and “sexual contact” as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3). 18 U.S.C. 2246(2) defines “sexual act” as contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however, slight; contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. 18 U.S.C. 2246(3) defines “sexual contact” as the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person. Both federal and NYS definitions of “sexual activity” or “sexual act” may apply, depending on jurisdiction.

15. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered as an act of sexual assault.
16. To categorize an incident as Domestic Violence under this Policy, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.
17. New York Labor Law Section 201-g(a)(vi).
18. Nothing in this section restricts the ability of the Parties to: obtain and present evidence, including by speaking to witnesses (as long as it does not constitute retaliation under this Policy); consult with their family members, confidential resources, or Advisers; or otherwise prepare for or participate in the Resolution Process.
19. NYS Educ. Law Article 129-B, Section 6441.
20. Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, nonconsent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so long as there was affirmative consent for this conduct.
21. 20 U.S.C. 1232g.
22. 34 C.F.R. § 99.
23. NYS Educ. Law Article 129-B, Section 64442.
24. IBID
25. This section does not limit the College from seeking assistance for a student who is struggling with drug or alcohol addiction or is otherwise in danger, provided that the assistance is not disciplinary in nature.
26. 42 U.S.C. Sections 13701 through 14040.
27. Anywhere this procedure indicates “Title IX Coordinator,” the College may substitute a trained designee.

28. If circumstances require, the vice president and dean of students or Title IX Coordinator will designate another person to oversee the Resolution Process should an allegation be made about the Title IX Coordinator or the Title IX Coordinator be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.
29. See detailed information regarding Violence Risk Assessment in [Addendum E \(p.131\)](#).
30. "Available" means the Party cannot insist on an Adviser who simply doesn't have inclination, time, or availability. The Adviser cannot have institutionally conflicting roles, such as being a Title IX Coordinator who has an active role in the matter or a supervisor who must monitor and implement sanctions. Additionally, choosing an Adviser who is also a witness in the process creates potential for bias and conflicts of interest. A Party who chooses an Adviser who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.
31. External, trained third-party neutral professionals may be used to serve in any Resolution Process role.
32. In Section 13. H below, there is a description of a process to waive the decision-making step of the Hearing Resolution Process if a Respondent decides to admit to violating the charged Policies. That section and this one are similar, but there are meaningful differences. In this section, the Parties must agree to the resolution, and the Respondent in essence self-sanctions as part of the Informal Resolution by agreeing to voluntarily comply with whatever the terms are to which the Parties agree. Section 13. H, in contrast, is unilateral. Neither the Complainant nor the Title IX Coordinator determines eligibility. It is simply a waiver of steps in the process by the Respondent, who can admit violations and accept sanctions assigned by the Decision-Maker, if they choose to. No Complainant approval is sought or needed. Under Section 20; the outcome involves sanctioning imposed by the College, rather than an agreement to self-sanction, as outlined in this section.
33. NYS Educ. Law Article 129-B, Section 6444(5)(c)(iv).
34. If the recommended sanction is for termination of employment of a staff member, the VP HR will make this recommendation for final consideration by the president.
35. If the recommended sanction is for suspension without pay, termination, and/or revocation of tenure of a tenured faculty member, the provost will make this recommendation for final consideration by the Advisory Committee on Appointments.
36. NYS Educ. Law Article 129-B, Section 6349(3).
37. NYS Educ. Law Article 129-B, Section 6349(4).
38. NYS Educ. Law Article 129-B, Section 6349(9) defines and uses the term "Reporting Individual." For purposes of this policy, the term "Complainant" encompasses Reporting Individual, victim, survivor, claimant, witness with victim status, and any other terms used by an institution to reference an individual who brings forth a report of a violation.
39. Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of persons with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility under this Policy.
40. NYS Educ. Law Article 129-B defines the terms "Accused" and "Respondent." Per NYS Educ. Law Article

129-B, Section 6439(7-8), "Accused" means a person accused of a violation who has not yet entered an institution's judicial or conduct process while "Respondent" is defined as a person accused of a violation who has entered an institution's judicial or conduct process. For purposes of this Policy, the term "Respondent" encompasses both definitions under New York law.

41. This list of rights is derived from NYS Educ. Law Article 129-B, Section 6443, and is required to be included in College policy.

42. <https://www.nabita.org/training/nabita-risk-rubric/>

43. <https://www.nabita.org/training/sivra-35/>

44. <https://www.nabita.org/training/vraww/>

45. www.wavr21.com

46. <http://hcr-20.com>

47. www.mosaicmethod.com

48. NYS Educ. Law Article 129-B, Section 6444(4)(a).

Student Conduct Process

Failure to comply with any policy will result in disciplinary action. A hearing officer or panel will decide the severity of the offense and may give sanctions greater than the sanctions listed below when warranted by the facts and circumstances of the specific violation. More severe offenses may also include sanctions typically prescribed for less severe offenses. In the case of multiple offenses, sanctions for each offense may be issued in conjunction with one another.

STATEMENT OF GENERAL COMMUNITY STANDARDS

The rules that govern life at Sarah Lawrence are designed to protect each individual's physical, intellectual, psychological, social, and emotional well-being and enable people to live and work together with minimal conflict and maximum personal freedom. Every member of the Sarah Lawrence community is required to abide by the standards outlined in this handbook. Additional information is listed in the appendices.

Jurisdiction

Students are expected to observe all College policies and local, state, and federal laws, including those involving breach-of-peace offenses. Students who violate federal, state, or local laws are subject to College conduct action and may be asked to leave the College by the dean of students or the dean of graduate and professional studies. The dean of graduate and professional studies may refer the complaint to the dean of students or may work in consultation with the dean of students to resolve the conduct issue. Students are expected to cooperate with any conduct investigation and comply with requests of College officials including campus safety officers and resident advisors. The College reserves the right to search a student residence if there is reason to believe a violation of College policy has occurred. Failure to cooperate with an investigation or comply with requests will result in further conduct action.

The Student Conduct Process applies to all Sarah Lawrence College students and student organizations. A student is defined as a person enrolled or registered for study at Sarah Lawrence College for any academic period, irrespective of the student's presence on campus. Persons who are not officially enrolled but have been

enrolled and plan to continue as students at the College may also be considered students. This includes but is not limited to, students on a personal, medical, or academic leave of absence, and students suspended from the College. The Student Conduct Process applies to Sarah Lawrence College students while they are on campus, off-campus, online, or abroad. Students residing in Sarah Lawrence College residence halls are also bound by the policies and procedures of the Housing License Agreement. The Housing License Agreement and other residential policies can be viewed on the Office of Residential Life's MySLC page.

Standard of Proof

The purpose of the conduct process is to investigate the facts of the matter and to determine responsibility for alleged violations, regardless of intention. The focus of inquiry is whether the student is "responsible" or "not responsible" for violating College policy/ies. The standard of proof for a finding of responsibility is a "preponderance of evidence," meaning that the evidence indicates that it was more likely than not that the conduct violation occurred. Formal rules of evidence are not applicable, and deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to a student or the College results. There may be instances where a student is found responsible for a related violation rather than the one listed in their notice letter. This may occur if the allegations giving rise to the related violation stem from the same facts and circumstances as described in the notice letter.

OVERVIEW OF THE CONDUCT PROCESS

This conduct process will be used for all violations of nonacademic College policies with the exception of the Sexual and Gender-Based Misconduct Policy. The conduct process for alleged violations of the sexual violence policy can be found in the [Sexual and Gender-Based Misconduct Policy \(p. 100\)](#).

In cases where a violation of community responsibilities or College policies and/or regulations has occurred, discipline may occur in the manner that the College determines appropriate. For graduate students, the dean of graduate and professional studies or the dean of students will handle the matter. For undergraduates, the dean of students, the dean of student life, the assistant directors of residential life, and resident fellows can serve as hearing officers and will consider the matter and apply sanctions as appropriate. If one of these individuals had direct involvement in the matter, the case may be referred to another hearing officer. Cases involving alleged violations of the Sexual and Gender-Based Misconduct Policy are addressed by the conduct process found in the [Sexual and Gender-Based Misconduct Policy \(p. 100\)](#).

Students who violate community expectations or College policy will need to meet with one or more hearing officer(s). The hearing officer will contact the student at their Sarah Lawrence email address via Maxient to schedule a conduct hearing. Students are expected to respond within two business days. If students do not respond and/or do not meet with the hearing officer, the incident will be reviewed without the benefit of the student's involvement, and sanctions will be enacted as appropriate to the behavior. It is to the student's advantage to schedule and participate in a conduct hearing. Outside parties (e.g., friends, dons, parents, etc.) are not permitted to be present in conduct process meetings. A lack of response will also be considered in applying a sanction. Failure to check campus email will not be considered as a mitigating factor.

Records of a student's conduct history are retained in the student's conduct file for seven years. Written records of cases including suspension or expulsion will be maintained in the student's permanent record. Parents may

be notified if there is, or may be, a change in the student's enrollment or housing status due to a conduct matter or, in some cases, due to violations of the Alcohol and Other Drugs Policy. For details, see [General College Policies \(p. 76\)](#).

Questions regarding a student's conduct case should be directed to the hearing officer for the incident.

Administrative Actions

Interim Administrative Actions

The dean of student life or their designee may take interim administrative action when a student is deemed to threaten the health, safety, or well-being of the College community. Interim actions may include suspension from the College, removal from College housing, loss of privileges, or other similar measures.

Interim administrative action is not a disciplinary sanction. It is intended to help protect members of the College community until a matter can be investigated and adjudicated. It remains in effect until the matter has been investigated, adjudicated, or otherwise resolved at the discretion of the dean of student life or their designee.

Examples of behavior that may lead to interim suspension from the College include but are not limited to physical violence, sexual misconduct, and possession and distribution of controlled substances.

No Contact Orders (NCOs)

A No Contact Order (NCO) can be issued at any time by the Office of Community Standards or the Office of Residential Life. Under a No Contact Order, two (or more) student parties are ordered to avoid intentional contact with one another. This order does not guarantee that involved parties will never see each other or be in the same space, but it stipulates that intentional and direct contact must be avoided.

NCOs are not a disciplinary sanction, but an administrative action to mandate civil conduct between the involved parties. Moreover, both parties are able to request to modify or remove an NCO under a review process detailed in the NCO issuance letter.

SANCTIONS

Sanctions are assessed in response to the specific violation(s) and prior conduct history of the student and in keeping with the policies and procedures noted in this handbook. Any one or more of the following sanctions may be assessed to a student found responsible for violating College policy. Policy violations in various categories are additive, and sanctions will be assigned accordingly. In addition, with the concurrence of the dean of students, dean of student life, or assistant director of community standards, a sanction not listed here, but appropriate for the violation, may be assessed. Failure to comply with a sanction may result in more severe sanctions. Sanctions resulting from failure to comply with a sanction may not be appealed.

Conversational Resolution

A conversational resolution is a sanction generally utilized for first-time, low-level violations. Conversational resolutions are meant to provide students an opportunity to discuss behavioral expectations of Sarah Lawrence College as well as to strategize ways to prevent further misconduct through student decision-making. Students

are generally afforded the conversational resolution only once during their tenure.

Documented Warning

A documented warning is written notice that the student's conduct is in violation of College policy and that future violations may result in more severe sanctions.

Disciplinary Probation

Disciplinary probation serves as a final warning that a student's behavior is not in line with College policies. Should a student be found responsible for violating any other policies while on disciplinary probation, sanctioning would likely result in suspension. Disciplinary probation can be issued for any duration of time, including the remainder of the student's time at Sarah Lawrence.

Educational Program/Project

Programs and activities designed to help the student become more aware of College policies and understand the inappropriateness of the behavior include, but are not limited to, participation in a campus educational program or completion of an online program.

Referral to Health & Wellness

A referral to Health & Wellness is a referral for an assessment and follow-up recommendations. This is a two-part process:

1. The student must make an appointment with Health & Wellness within 24 hours of the conduct hearing with the hearing officer.
2. The student must show up on time for their appointment. Tardiness may count as a missed appointment. Should an emergency arise that prevents a student from keeping an appointment with Health & Wellness, it is the student's responsibility to notify Health & Wellness to reschedule the appointment in a timely manner.

Fines

As appropriate to the violation, a fine may be imposed. Students may also receive a \$50 community impact fine when appropriate.

Loss of Privileges

Denial of a specific privilege for a defined period of time.

Restricted Access

Conditions that specifically dictate and limit future presence on campus and/or participation in College-sponsored activities. The restrictions will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on campus, housing relocation, or a No-Contact Order forbidding the student from contact with another identified member of the community.

Parental Notification

A student's parents/guardians will be notified via email if the student receives a sanction that impacts or has

the potential to impact the student's status at the College. Such sanctions include housing probation, loss of housing, suspension, and expulsion.

Housing Probation

Housing probation means that another violation may result in loss of housing. Housing probation can be issued for any duration of time, including the remainder of the student's time at Sarah Lawrence.

Loss of Housing

Loss of housing means the student is removed from College housing for a defined period of time. Students who lose their housing must move out all of their belongings and return their keys within 48 hours.

Suspension

Suspension means the student must leave the College for a defined period of time. During the suspension period, the student is not permitted on campus and is not permitted to participate in any off-campus, College-sponsored/affiliated activity.

Expulsion

Expulsion means that the student's relationship with the College is permanently terminated. A student who is expelled from the College is not permitted on campus and is not permitted to participate in any off-campus, College-sponsored/affiliated activity.

APPEALS

A student wishing to challenge the outcome of a hearing should submit an appeal within five (5) business days of the determination in accordance with instructions provided in the outcome letter. The student will receive confirmation of receipt of the appeal from an appeals officer at their Sarah Lawrence email address, typically within two business days of submission. The appeals officer is a hearing officer who is not the original hearing officer and who serves in a professional capacity at the College above the level of the hearing officer.

Either the Complainant (if applicable) or the Respondent may appeal the hearing officer's decision. The only grounds for appeals are as follows:

- **Material procedural error:** A significant procedural error occurred that was prejudicial to the outcome of the hearing, affecting the party appealing.
- **Previously unavailable relevant information:** New, relevant information has been identified that was not available or known to the party appealing at the time of the hearing, and this information may materially alter the outcome.
- **Inappropriate sanction:** The sanction imposed was inappropriate based on the weight of the information provided during the investigation and/or hearing.

An appeal is not a new hearing, and the student is not present for the appeal. The appeals officer will consider the written appeal statement and the case record only in determining the outcome of an appeal. The appeals officer will communicate the decision to the student in writing once a decision has been reached, generally within five

business days of receipt of the appeal. However, unavoidable delays in the processing of an appeal, including the complexity of the case, may require additional time for review.

During the consideration of an appeal, sanctions assessed by the hearing officer will remain in effect. The appeal period/process begins when the appeals officer confirms receipt of the appeal. If a student has an additional violation of community standards or College policy while an appeal is being reviewed, the student's prior conduct sanctions and record, including those being appealed, may be considered in responding to the new violation(s).

Only one appeal per incident is permitted, and the decision of the appeals officer is final. No further appeals are permitted. Questions about an appeal should be directed to the appropriate appeals officer.

Record Retention

In accordance with the College's record retention policy, written records of conduct cases will be maintained for seven years. Written records of cases including suspension or expulsion will be maintained in the student's permanent record.

Appendix 1: New York State Penal Code

NEW YORK STATE PENAL LAW DEFINITION OF STALKING

§120.45 Stalking in the Fourth Degree: When a person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

For the purposes of subdivision two of this section, "following" shall include the unauthorized tracking of such person's movements or location through the use of a global positioning system or other device.

§120.50 Stalking in the Third Degree: When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

§120.55 Stalking in the Second Degree: When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shirken, “Kung Fu Star,” dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third degree against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

§120.60 Stalking in the First Degree: When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

NEW YORK STATE PENAL LAW ARTICLE 130

§130.00 Sex offenses; definitions of terms.

The following definitions are applicable to this article:

1. “Sexual intercourse” has its ordinary meaning and occurs upon any penetration, however slight
2. “Oral sexual conduct” means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.
3. “Anal sexual conduct” means conduct between persons consisting of contact between the penis and anus.
4. “Sexual contact” means any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing, as well as the emission of ejaculate by the actor upon any part of the victim, clothed or unclothed.
5. For the purposes of this article “married” means the existence of the relationship between the actor and the victim as spouses which is recognized by law at the time the actor commits an offense proscribed by this article against the victim.
6. “Mentally disabled” means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
7. “Mentally incapacitated” means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.

8. "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
9. "Forcible compulsion" means to compel by either:
 - a. use of physical force; or
 - b. a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
10. "Foreign object" means any instrument or article which, when inserted in the vagina, urethra, penis, rectum or anus, is capable of causing physical injury.
11. "Sexual conduct" means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact.
12. "Aggravated sexual contact" means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis, rectum or anus of a child, thereby causing physical injury to such child.
13. "Health care provider" means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.
14. "Mental health care provider" shall mean a licensed physician, licensed psychologist, registered professional nurse, licensed clinical social worker or a licensed master social worker under the supervision of a physician, psychologist or licensed clinical social worker.

§130.05 Sex offenses; lack of consent.

1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.
2. Lack of consent results from:
 - a. Forcible compulsion; or
 - b. Incapacity to consent; or
 - c. Where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct; or
 - d. Where the offense charged is rape in the third degree as defined in subdivision three of section 130.25, or criminal sexual act in the third degree as defined in subdivision three of section 130.40, in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.
3. A person is deemed incapable of consent when he or she is:
 - a. less than seventeen years old; or
 - b. mentally disabled; or
 - c. mentally incapacitated; or
 - d. physically helpless; or

- e. committed to the care and custody or supervision of the State Department of Corrections and Community Supervision or a hospital, as such term is defined in subdivision two of section four hundred of the correction law, and the actor is an employee who knows or reasonably should know that such person is committed to the care and custody or supervision of such department or hospital. For purposes of this paragraph, “employee” means:
 - i. an employee of the State Department of Corrections and Community Supervision who, as part of his or her employment, performs duties:
 - A. in a state correctional facility in which the victim is confined at the time of the offense consisting of providing custody, medical or mental health services, counseling services, educational programs, vocational training, institutional parole services or direct supervision to inmates; or
 - B. of supervising persons released on community supervision and supervises the victim at the time of the offense or has supervised the victim and the victim is still under community supervision at the time of the offense; or
 - ii. an employee of the Office of Mental Health who, as part of his or her employment, performs duties in a state correctional facility or hospital, as such term is defined in subdivision two of section four hundred of the correction law in which the inmate is confined at the time of the offense, consisting of providing custody, medical or mental health services, or direct supervision to such inmates; or
 - iii. a person, including a volunteer, providing direct services to inmates in a state correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the State Department of Corrections and Community Supervision or, in the case of a volunteer, a written agreement with such department, provided that the person received written notice concerning the provisions of this paragraph; or
- f. committed to the care and custody of a local correctional facility, as such term is defined in subdivision two of section forty of the correction law, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such facility. For purposes of this paragraph, “employee” means an employee of the local correctional facility where the person is committed who performs professional duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for inmates. For purposes of this paragraph, “employee” shall also mean a person, including a volunteer or a government employee of the State Department of Corrections and Community Supervision or a local health, education or probation agency, providing direct services to inmates in the local correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the local correctional department or, in the case of such a volunteer or government employee, a written agreement with such department, provided that such person received written notice concerning the provisions of this paragraph; or
- g. committed to or placed with the Office of Children and Family Services and in residential care, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to or placed with such Office of Children and Family Services and in residential care. For purposes of this paragraph, “employee” means an employee of the Office of Children and Family Services or of a residential facility in which such person is committed

- to or placed at the time of the offense who, as part of his or her employment, performs duties consisting of providing custody, medical or mental health services, counseling services, educational services, vocational training, or direct supervision to persons committed to or placed in a residential facility operated by the Office of Children and Family Services; or
- h. a client or patient and the actor is a health care provider or mental health care provider charged with rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55, and the act of sexual conduct occurs during a treatment session, consultation, interview, or examination; or
 - i. a resident or inpatient of a residential facility operated, licensed or certified by
 - i. the Office of Mental Health;
 - ii. the Office for People with Developmental Disabilities; or
 - iii. the Office of Alcoholism and Substance Abuse Services, and the actor is an employee of the facility not married to such resident or inpatient. For purposes of this paragraph, “employee” means either: an employee of the agency operating the residential facility, who knows or reasonably should know that such person is a resident or inpatient of such facility and who provides direct care services, case management services, medical or other clinical services, habilitative services or direct supervision of the residents in the facility in which the resident resides; or an officer or other employee, consultant, contractor or volunteer of the residential facility, who knows or reasonably should know that the person is a resident of such facility and who is in direct contact with residents or inpatients; provided, however, that the provisions of this paragraph shall only apply to a consultant, contractor or volunteer providing services pursuant to a contractual arrangement with the agency operating the residential facility or, in the case of a volunteer, a written agreement with such facility, provided that the person received written notice concerning the provisions of this paragraph; provided further, however, “employee” shall not include a person with a developmental disability who is or was receiving services and is also an employee of a service provider and who has sexual contact with another service recipient who is a consenting adult who has consented to such contact.

§130.10 Sex offenses; limitation; defenses.

1. In any prosecution under this article in which the victim’s lack of consent is based solely upon his or her incapacity to consent because he or she was mentally disabled, mentally incapacitated or physically helpless, it is an affirmative defense that the defendant, at the time he or she engaged in the conduct constituting the offense, did not know of the facts or conditions responsible for such incapacity to consent.
2. Conduct performed for a valid medical or mental health care purpose shall not constitute a violation of any section of this article in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article.
3. In any prosecution for the crime of rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55 in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article, it shall be an affirmative defense that the client or patient consented to

such conduct charged after having been expressly advised by the health care or mental health care provider that such conduct was not performed for a valid medical purpose.

4. In any prosecution under this article in which the victim's lack of consent is based solely on his or her incapacity to consent because he or she was less than seventeen years old, mentally disabled, a client or patient and the actor is a health care provider, or committed to the care and custody or supervision of the State Department of Corrections and Community Supervision or a hospital and the actor is an employee, it shall be a defense that the defendant was married to the victim as defined in subdivision four of section 130.00 of this article.

§130.16 Sex offenses; corroboration.

A person shall not be convicted of any offense defined in this article of which lack of consent is an element but results solely from incapacity to consent because of the victim's mental defect, or mental incapacity, or an attempt to commit the same, solely on the testimony of the victim, unsupported by other evidence tending to:

- A. Establish that an attempt was made to engage the victim in sexual intercourse, oral sexual conduct, anal sexual conduct, or sexual contact, as the case may be, at the time of the occurrence; and
- B. Connect the defendant with the commission of the offense or attempted offense.

§130.20 Sexual misconduct.

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

§130.25 Rape in the third degree.

A person is guilty of rape in the third degree when:

1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or
3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

§130.30 Rape in the second degree.

A person is guilty of rape in the second degree when:

1. being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. he or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

§130.35 Rape in the first degree.

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Rape in the first degree is a class B felony.

§130.40 Criminal sexual act in the third degree.

A person is guilty of criminal sexual act in the third degree when:

1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony.

§130.45 Criminal sexual act in the second degree.

A person is guilty of criminal sexual act in the second degree when:

1. being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or
2. he or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony.

§130.50 Criminal sexual act in the first degree.

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or

4. Who is less than thirteen years old and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony.

§130.52 Forcible touching.

A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose:

1. forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire; or
2. subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse such other person while such other person is a passenger on a bus, train, or subway car operated by any transit agency, authority or company, public or private, whose operation is authorized by New York state or any of its political subdivisions.

For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

Forcible touching is a class A misdemeanor.

§130.53 Persistent sexual abuse.

A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, excluding any time during which such person was incarcerated for any reason, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

Persistent sexual abuse is a class E felony.

§130.55 Sexual abuse in the third degree.

A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that:

1. such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and
2. such other person was more than fourteen years old, and
3. the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

§130.60 Sexual abuse in the second degree.

A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:

1. Incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor.

§130.65 Sexual abuse in the first degree.

A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old; or
4. When the other person is less than thirteen years old and the actor is twenty-one years old or older.

Sexual abuse in the first degree is a class D felony.

§130.65-a Aggravated sexual abuse in the fourth degree.

1. A person is guilty of aggravated sexual abuse in the fourth degree when:
 - a. He or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
 - b. He or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony.

§130.66 Aggravated sexual abuse in the third degree.

1. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person:
 - a. By forcible compulsion; or
 - b. When the other person is incapable of consent by reason of being physically helpless; or
 - c. When the other person is less than eleven years old.
2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D felony.

§130.67 Aggravated sexual abuse in the second degree.

1. A person is guilty of aggravated sexual abuse in the second degree when he or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:
 - a. By forcible compulsion; or
 - b. When the other person is incapable of consent by reason of being physically helpless; or
 - c. When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class C felony.

§130.70 Aggravated sexual abuse in the first degree.

1. A person is guilty of aggravated sexual abuse in the first degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:
 - a. By forcible compulsion; or
 - b. When the other person is incapable of consent by reason of being physically helpless; or
 - c. When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony.

§130.75 Course of sexual conduct against a child in the first degree.

1. A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:
 - a. he or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than eleven years old; or
 - b. he or she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B felony.

§130.80 Course of sexual conduct against a child in the second degree.

1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:
 - a. he or she engages in two or more acts of sexual conduct with a child less than eleven years old; or
 - b. he or she, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the second degree is a class D felony.

§130.85 Female genital mutilation.

1. A person is guilty of female genital mutilation when:
 - a. a person knowingly circumcises, excises, or infibulates the whole or any part of the labia majora or labia minora or clitoris of another person who has not reached eighteen years of age; or
 - b. being a parent, guardian or other person legally responsible and charged with the care or custody of a child less than eighteen years old, he or she knowingly consents to the circumcision, excision or infibulation of whole or part of such child's labia majora or labia minora or clitoris.
2. Such circumcision, excision, or infibulation is not a violation of this section if such act is:

- a. necessary to the health of the person on whom it is performed, and is performed by a person licensed in the place of its performance as a medical practitioner; or
 - b. performed on a person in labor or who has just given birth and is performed for medical purposes connected with that labor or birth by a person licensed in the place it is performed as a medical practitioner, midwife, or person in training to become such a practitioner or midwife.
3. For the purposes of paragraph (a) of subdivision two of this section, no account shall be taken of the effect on the person on whom such procedure is to be performed of any belief on the part of that or any other person that such procedure is required as a matter of custom or ritual.

Female genital mutilation is a class E felony.

§130.90 Facilitating a sex offense with a controlled substance.

A person is guilty of facilitating a sex offense with a controlled substance when he or she:

1. knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
2. commits or attempts to commit such conduct constituting a felony defined in this article.

Facilitating a sex offense with a controlled substance is a class D felony.

§130.91 Sexually motivated felony.

1. A person commits a sexually motivated felony when he or she commits a specified offense for the purpose, in whole or substantial part, of his or her own direct sexual gratification.
2. A "specified offense" is a felony offense defined by any of the following provisions of this chapter: assault in the second degree as defined in section 120.05, assault in the first degree as defined in section 120.10, gang assault in the second degree as defined in section 120.06, gang assault in the first degree as defined in section 120.07, stalking in the first degree as defined in section 120.60, strangulation in the second degree as defined in section 121.12, strangulation in the first degree as defined in section 121.13, manslaughter in the second degree as defined in subdivision one of section 125.15, manslaughter in the first degree as defined in section 125.20, murder in the second degree as defined in section 125.25, aggravated murder as defined in section 125.26, murder in the first degree as defined in section 125.27, kidnapping in the second degree as defined in section 135.20, kidnapping in the first degree as defined in section 135.25, burglary in the third degree as defined in section 140.20, burglary in the second degree as defined in section 140.25, burglary in the first degree as defined in section 140.30, arson in the second degree as defined in section 150.15, arson in the first degree as defined in section 150.20, robbery in the third degree as defined in section 160.05, robbery in the second degree as defined in section 160.10, robbery in the first degree as defined in section 160.15, promoting prostitution in the second degree as defined in section 230.30, promoting prostitution in the first degree as defined in section 230.32, compelling prostitution as defined in section 230.33, disseminating indecent material to minors in the first degree as defined in section 235.22, use of a child in a sexual performance as defined in section 263.05, promoting an obscene sexual performance by a child as defined in section 263.10, promoting a sexual performance by a child as defined in section 263.15, or any felony attempt or conspiracy to commit any of the foregoing offenses.

§130.92 Sentencing.

1. When a person is convicted of a sexually motivated felony pursuant to this article, and the specified felony is a violent felony offense, as defined in section 70.02 of this chapter, the sexually motivated felony shall be deemed a violent felony offense.
2. When a person is convicted of a sexually motivated felony pursuant to this article, the sexually motivated felony shall be deemed to be the same offense level as the specified offense the defendant committed.
3. Persons convicted of a sexually motivated felony, as defined in section 130.91 of this article, must be sentenced in accordance with the provisions of section 70.80 of this chapter.

§130.95 Predatory sexual assault.

A person is guilty of predatory sexual assault when he or she commits the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, and when:

1. In the course of the commission of the crime or the immediate flight therefrom, he or she:
 - a. Causes serious physical injury to the victim of such crime; or
 - b. Uses or threatens the immediate use of a dangerous instrument; or
2. He or she has engaged in conduct constituting the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, against one or more additional persons; or
3. He or she has previously been subjected to a conviction for a felony defined in this article, incest as defined in section 255.25 of this chapter or use of a child in a sexual performance as defined in section 263.05 of this chapter.

Predatory sexual assault is a class A-II felony.

Appendix 2: Orders of Protection

WHAT IS AN ORDER OF PROTECTION?

An Order of Protection is issued by the court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving domestic violence. Family courts, criminal courts, and supreme courts in the State of New York can all issue Order of Protection. For information and hotline numbers for addressing situations, see the off-campus resource chart. An Order of Protection may direct the offending person not to injure, threaten, or harass you, your family, or any other person(s) listed in the order. It may include, but is not limited to, directing him/her to:

- stay away from you and your children
- move out of your home
- follow custody orders
- pay child support
- not have a gun

WHAT IS THE DIFFERENCE BETWEEN A FAMILY COURT, CRIMINAL COURT, AND SUPREME COURT ORDER OF PROTECTION?

Family Court Order of Protection

A family court Order of Protection is issued as part of a civil proceeding. Its purpose is to stop violence within a family, or within an intimate relationship, and provide protection for those individuals affected. All family court proceedings are confidential. To obtain an Order of Protection in the family court, your relationship to the other person must fall into one of the following categories:

- Current or former spouse;
- Someone with whom you have a child in common;
- A family member to whom you are related by blood or marriage;
- Someone with whom you have or have had an “intimate relationship.”

An intimate relationship does not have to be a sexual relationship. A relationship may be considered intimate depending on factors such as how often you see each other or how long you have known each other. After a petition is filed, the court will decide if it is an intimate relationship. To start a proceeding in family court, you need to file a form called a Family Offense Petition. The person filing the petition is called the “petitioner,” and the person the petition is filed against is called the “Respondent.” You can contact the family court in your county for help completing and filing the petition. You may also wish to speak with an attorney or domestic violence advocate before filing. For information specific to filing an Order of Protection in Westchester County, you can call the Pace Law School Women’s Center at 914.422.4628 or visit the family court website.

A Criminal Court Order of Protection

A criminal court Order of Protection is issued as a condition of a defendant’s release and/or bail in a criminal case. A criminal court Order of Protection may only be issued against a person who has been charged with a crime. Criminal cases are prosecuted for the State of New York by the District Attorney. Although the District Attorney may start a criminal case before a person is arrested, a criminal case usually begins with a person’s arrest. The person charged with abuse is called a “defendant.” The victim of abuse is called the “complaining witness.” There does not need to be a relationship between the complaining witness and the defendant for an Order of Protection to be issued in a criminal case.

In a criminal case, the District Attorney requests an Order of Protection for the victim or complaining witness. The judge decides whether to issue the Order of Protection and what terms and conditions will be included in the order.

A supreme court Order of Protection can be issued as part of an ongoing divorce proceeding. If you have an ongoing divorce case and would like to request an Order of Protection, you may do so by making a written request by Motion or Order to Show Cause; or you may make an oral request at a court appearance. If you are represented by an attorney, your attorney may make the written or oral request for you. The judge decides whether to issue the Order of Protection and what terms and conditions will be included in the order.

WHAT CAN I DO IF SOMEONE VIOLATES AN ORDER OF PROTECTION?

It is a crime to violate a temporary or final Order of Protection, whether the Order of Protection was issued by a family court, criminal court, or supreme court. If the subject of the Order of Protection does not obey the order, then you can call the police. The police will probably arrest the individual for violating the Order of Protection. The individual does not have to hit you to violate the order. If the individual comes to your home and the order says he/she/they cannot, then you can call the police. You also have the right to file a violation of the order in family court. Filing a violation in family court usually will not result in arrest of the individual who has violated the order. You can choose to go to family or criminal court, or both.

Appendix 3: Definitions Under the Violence Against Women Act (VAWA)

Awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Proceeding means all activities related to a noncriminal resolution of an institutional disciplinary Complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution, notwithstanding Section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA). The result must also include the rationale for the result and the sanctions.

THE UNIFORM CRIME REPORTING (UCR) PROGRAM AND VAWA DEFINITION OF SEXUAL ASSAULT

1. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Appendix 4: Alcohol and Other Drugs Penal Law

Summary of State and Federal Laws Regarding Possession and Distribution of Illegal Drugs

Marijuana is prohibited on the Sarah Lawrence College campus.

1. New York Law Narcotic and Marijuana Offenses

§ 222.00 Cannabis; definitions.

1. "Cannabis" means all parts of the plant of the genus Cannabis, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds or resin. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. It does not include hemp, cannabinoid hemp or hemp extract as defined in section three of the cannabis law or drug products approved by the Federal Food and Drug Administration.

2. "Concentrated cannabis" means:

(a) the separated resin, whether crude or purified, obtained from a plant of the genus Cannabis;
or

(b) a material, preparation, mixture, compound or other substance which contains more than three percent by weight of delta-9 tetrahydrocannabinol, or its isomer, delta-8 dibenzopyran numbering system, or delta-1 tetrahydrocannabinol or its isomer, delta 1 (6) monoterpene numbering system.

3. For the purposes of this article, "sell" shall mean to sell, exchange or dispose of for compensation.

"Sell" shall not include the transfer of cannabis or concentrated cannabis between persons twenty-one years of age or older without compensation in the quantities authorized in paragraph (b) of subdivision one of section 222.05 of this article.

4. For the purposes of this article, “smoking” shall have the same meaning as that term is defined in section three of the cannabis law.

§ 222.05 Personal use of cannabis

Notwithstanding any other provision of law to the contrary:

1. The following acts are lawful for persons twenty-one years of age or older:

- (a) possessing, displaying, purchasing, obtaining, or transporting up to three ounces of cannabis and up to twenty-four grams of concentrated cannabis;
- (b) transferring, without compensation, to a person twenty-one years of age or older, up to three ounces of cannabis and up to twenty-four grams of concentrated cannabis;
- (c) using, smoking, ingesting, or consuming cannabis or concentrated cannabis unless otherwise prohibited by state law;
- (d) possessing, using, displaying, purchasing, obtaining, manufacturing, transporting or giving to any person twenty-one years of age or older cannabis paraphernalia or concentrated cannabis paraphernalia;
- (e) planting, cultivating, harvesting, drying, processing or possessing cultivated cannabis in accordance with section 222.15 of this article; and
- (f) assisting another person who is twenty-one years of age or older, or allowing property to be used, in any of the acts described in paragraphs (a) through (e) of this subdivision.

2. Cannabis, concentrated cannabis, cannabis paraphernalia or concentrated cannabis paraphernalia involved in any way with conduct deemed lawful by this section are not contraband nor subject to seizure or forfeiture of assets under article four hundred eighty of this chapter, section thirteen hundred eleven of the civil practice law and rules, or other applicable law, and no conduct deemed lawful by this section shall constitute the basis for approach, search, seizure, arrest or detention.

3. Except as provided in subdivision four of this section, in any criminal proceeding including proceedings pursuant to section 710.20 of the criminal procedure law, no finding or determination of reasonable cause to believe a crime has been committed shall be based solely on evidence of the following facts and circumstances, either individually or in combination with each other:

- (a) the odor of cannabis;
- (b) the odor of burnt cannabis;
- (c) the possession of or the suspicion of possession of cannabis or concentrated cannabis in the amounts authorized in this article;
- (d) the possession of multiple containers of cannabis without evidence of concentrated cannabis in the amounts authorized in this article;
- (e) the presence of cash or currency in proximity to cannabis or concentrated cannabis; or
- (f) the planting, cultivating, harvesting, drying, processing or possessing cultivated cannabis in accordance with section 222.15 of this article.

4. Paragraph (b) of subdivision three of this section shall not apply when a law enforcement officer is investigating whether a person is operating a motor vehicle, vessel or snowmobile while impaired by drugs or the combined influence of drugs or of alcohol and any drug or drugs in violation of subdivision four or subdivision four-a of section eleven hundred ninety-two of the vehicle and traffic law, or paragraph (e) of subdivision two of section forty-nine-a of the navigation law, or paragraph (d) of

subdivision one of section 25.24 of the parks, recreation and historic preservation law. During such investigations, the odor of burnt cannabis shall not provide probable cause to search any area of a vehicle that is not readily accessible to the driver and reasonably likely to contain evidence relevant to the driver's condition.

§ 222.10 Restrictions on cannabis use

Unless otherwise authorized by law or regulation, no person shall:

1. smoke or vape cannabis in a location where smoking or vaping cannabis is prohibited pursuant to article thirteen-E of the public health law; or
2. smoke, vape or ingest cannabis or concentrated cannabis in or upon the grounds of a school, as defined in subdivision ten of section eleven hundred twenty-five of the education law or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law; provided, however, provisions of this subdivision shall not apply to acts that are in compliance with article three of the cannabis law.

Notwithstanding any other section of law, violations of restrictions on cannabis use are subject to a civil penalty not exceeding twenty-five dollars or an amount of community service not exceeding twenty hours.

§ 222.15 Personal cultivation and home possession of cannabis

1. Except as provided for in section forty-one of the cannabis law, and unless otherwise authorized by law or regulation, no person may:

- (a) plant, cultivate, harvest, dry, process or possess more than three mature cannabis plants and three immature cannabis plants at any one time; or
- (b) plant, cultivate, harvest, dry, process or possess, within his or her private residence, or on the grounds of his or her private residence, more than three mature cannabis plants and three immature cannabis plants at any one time; or
- (c) being under the age of twenty-one, plant, cultivate, harvest, dry, process or possess cannabis plants.

2. No more than six mature and six immature cannabis plants may be cultivated, harvested, dried, or possessed within any private residence, or on the grounds of a person's private residence.

3. The personal cultivation of cannabis shall only be permitted within, or on the grounds of, a person's private residence.

4. Any mature or immature cannabis plant described in paragraph (a) or (b) of subdivision one of this section, and any cannabis produced by any such cannabis plant or plants cultivated, harvested, dried, processed or possessed pursuant to paragraph (a) or (b) of subdivision one of this section shall, unless otherwise authorized by law or regulation, be stored within such person's private residence or on the grounds of such person's private residence. Such person shall take reasonable steps designed to ensure that such cultivated cannabis is in a secured place and not accessible to any person under the age of twenty-one.

5. Notwithstanding any law to the contrary, a person may lawfully possess up to five pounds of cannabis in their private residence or on the grounds of such person's private residence. Such person shall take reasonable steps designed to ensure that such cannabis is in a secured place not accessible

to any person under the age of twenty-one.

6. A county, town, city or village may enact and enforce regulations to reasonably regulate the actions and conduct set forth in subdivision one of this section; provided that:

(a) a violation of any such a regulation, as approved by such county, town, city or village enacting the regulation, may constitute no more than an infraction and may be punishable by no more than a discretionary civil penalty of two hundred dollars or less; and

(b) no county, town, city or village may enact or enforce any such regulation or regulations that may completely or essentially prohibit a person from engaging in the action or conduct authorized by subdivision one of this section.

A violation of this section, other than paragraph (a) of subdivision six of this section, may be subject to a civil penalty of up to one hundred twenty-five dollars per violation.

7. The office of cannabis management shall issue regulations for the home cultivation of cannabis. The office of cannabis management shall enact, and may enforce, regulations to regulate the actions and conduct set forth in this section including requirements for, or restrictions and prohibitions on, the use of any compressed flammable gas solvents such as propane, butane, or other hexane gases for cannabis processing; or other forms of home cultivation, manufacturing, or cannabinoid production and processing, which the office determines poses a danger to public safety; and to ensure the home cultivation of cannabis is for personal use by an adult over the age of twenty-one in possession of cannabis plants, and not utilized for unlicensed commercial or illicit activity, provided any regulations issued by the office shall not completely or essentially prohibit a person from engaging in the action or conduct authorized by this section.

8. The office of cannabis management may issue guidance or advisories for the education and promotion of safe practices for activities and conduct authorized in subdivision one of this section.

9. Subdivisions one through five of this section shall not take effect until such a time as the office of cannabis management has issued regulations governing the home cultivation of cannabis. The office shall issue rules and regulations governing the home cultivation of cannabis by certified patients as defined in section three of the cannabis law, no later than six months after the effective date of this article and shall issue rules and regulations governing the home cultivation of cannabis for cannabis consumers as defined by section three of the cannabis law no later than eighteen months following the first authorized retail sale of adult-use cannabis products to a cannabis consumer.

§ 222.20 Licensing of cannabis production and distribution; defense

In any prosecution for an offense involving cannabis under this article or an authorized local law, it is a defense that the defendant was engaged in such activity in compliance with the cannabis law.

§ 222.25 Unlawful possession of cannabis

A person is guilty of unlawful possession of cannabis when he or she knowingly and unlawfully possesses cannabis and such cannabis weighs more than three ounces or concentrated cannabis and such concentrated cannabis weighs more than twenty-four grams.

Unlawful possession of cannabis is a violation punishable by a fine of not more than one hundred twenty-five dollars.

§ 222.30 Criminal possession of cannabis in the third degree

A person is guilty of criminal possession of cannabis in the third degree when he or she knowingly and unlawfully possesses:

1. cannabis and such cannabis weighs more than sixteen ounces; or
2. concentrated cannabis and such concentrated cannabis weighs more than five ounces.

Criminal possession of cannabis in the third degree is a class A misdemeanor.

§ 222.35 Criminal possession of cannabis in the second degree

A person is guilty of criminal possession of cannabis in the second degree when he or she knowingly and unlawfully possesses:

1. cannabis and such cannabis weighs more than five pounds; or
2. concentrated cannabis and such concentrated cannabis weighs more than two pounds.

Criminal possession of cannabis in the second degree is a class E felony.

§ 222.40 Criminal possession of cannabis in the first degree

A person is guilty of criminal possession of cannabis in the first degree when he or she knowingly and unlawfully possesses:

1. cannabis and such cannabis weighs more than ten pounds; or
2. concentrated cannabis and such concentrated cannabis weighs more than four pounds.

Criminal possession of cannabis in the first degree is a class D felony.

§ 222.45 Unlawful sale of cannabis

A person is guilty of unlawful sale of cannabis when he or she knowingly and unlawfully sells cannabis or concentrated cannabis.

Unlawful sale of cannabis is a violation punishable by a fine of not more than two hundred fifty dollars.

§ 222.50 Criminal sale of cannabis in the third degree

A person is guilty of criminal sale of cannabis in the third degree when:

1. he or she knowingly and unlawfully sells more than three ounces of cannabis or more than twenty-four grams of concentrated cannabis; or
2. being twenty-one years of age or older, he or she knowingly and unlawfully sells or gives, or causes to be given or sold, cannabis or concentrated cannabis to a person less than twenty-one years of age; except that in any prosecution under this subdivision, it is a defense that the defendant was less than three years older than the person under the age of twenty-one at the time of the offense. This subdivision shall not apply to designated caregivers, practitioners, employees of a registered organization or employees of a designated caregiver facility acting in compliance with article three of the cannabis law.

Criminal sale of cannabis in the third degree is a class A misdemeanor.

§ 222.55 Criminal sale of cannabis in the second degree

A person is guilty of criminal sale of cannabis in the second degree when:

1. he or she knowingly and unlawfully sells more than sixteen ounces of cannabis or more than five ounces of concentrated cannabis; or
2. being twenty-one years of age or older, he or she knowingly and unlawfully sells or gives, or causes

to be given or sold, more than three ounces of cannabis or more than twenty-four grams of concentrated cannabis to a person less than eighteen years of age. This subdivision shall not apply to designated caregivers, practitioners, employees of a registered organization or employees of a designated caregiver facility acting in compliance with article three of the cannabis law. Criminal sale of cannabis in the second degree is a class E felony.

§ 222.60 Criminal sale of cannabis in the first degree

A person is guilty of criminal sale of cannabis in the first degree when he or she knowingly and unlawfully sells more than five pounds of cannabis or more than two pounds of concentrated cannabis. Criminal sale of cannabis in the first degree is a class D felony.

§ 222.65 Aggravated criminal sale of cannabis

A person is guilty of aggravated criminal sale of cannabis when he or she knowingly and unlawfully sells cannabis or concentrated cannabis weighing one hundred pounds or more. Aggravated criminal sale of cannabis is a class C felony.

2. Federal Law Controlled Substances (Including Marijuana)

- a. **Simple Possession:** Punishable by imprisonment of up to one year, a fine of at least \$1,000, or both. If accused has one or more prior convictions for drug-related offenses, imprisonment becomes mandatory for 15 to 90 days and fines increase to a minimum of \$2,500 to \$5,000. Penalties for possession of at least 5g of crack cocaine include a mandatory jail term of 5 to 20 years and a minimum fine of \$1,000; the quantity of the drug required for penalty decreases if the accused has prior drug-related convictions. A person convicted of possession is also subject to a fine for the costs of investigation and prosecution of the offense. Possession of a personal use amount of certain controlled substances (including but not limited to LSD, heroin, cocaine, and marijuana) is punishable by a civil penalty of up to \$10,000 for each offense.
- b. **Manufacture, Distribution, Dispensation, and Possession with the Intent to Manufacture, Distribute, or Dispense:** Depending upon the substance involved and the quantity, penalties may include imprisonment for prescribed terms from less than one year to life, supervised release (probation), criminal fines ranging from \$1,000 to more than \$1,000,000, and forfeiture of property that constitutes or is derived of proceeds obtained as a result of the offense or that was used or intended to be used in committing or facilitating commission of the offense. Penalties are subject to doubling or tripling for distribution to persons under the age of 21, distribution or manufacture in or near a school or college, and if the accused has prior drug-related convictions.
- c. **Attempt and Conspiracy:** Attempts to commit drug offenses and conspiracy to commit such offenses are subject to the same penalties as those prescribed for the offense itself.

Summary of State and City Alcohol Laws

1. **Age of Majority—Unlawful Consumption Under 21:** It is illegal for anyone under the age of 21 to consume alcoholic beverages, or to possess alcohol with the intention of consuming it. Any person who unlawfully possesses an alcoholic beverage with intent to consume may be summoned before and examined by a court having jurisdiction. Such persons are not subject to arrest. However, persons found in violation of this law may have a fine imposed by the court not exceeding \$50 and/or completion of an alcohol awareness program and/or an appropriate amount of community service not

to exceed 30 hours.

2. Age of Majority—Prohibited Deliveries and Sales: No person shall sell, deliver, give away, cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any person, actually or apparently, under the legal age of 21. Violations of this section are deemed misdemeanors.
3. Age of Majority—Prohibited Deliveries and Sales: No person shall sell, deliver, give away, cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any visibly intoxicated person. Violations of this section are deemed misdemeanors.
4. Age of Majority—Fraudulent Means: No person under the age of 21 may present or offer false or fraudulent written identification of age, or the identification of another, for the purpose of purchasing or attempting to purchase any alcoholic beverages. If one is found to have done so, he or she is guilty of a violation punishable by a fine of not more than \$100 and/or an appropriate amount of community service not to exceed 30 hours and/or completion of an alcohol awareness program. Further, upon determination of a violation of this section, a court may suspend the violator's New York driver's license for 90 days.
5. Liability for Promoting or Causing Minor's Intoxication
 - a. Furnishing or Assisting: Any person injured in person, property, means of support, or otherwise by reason of the intoxication or impairment of ability of any person under 21 shall have the right of action to recover actual damages against any person who knowingly causes such intoxication or impairment of ability by unlawfully furnishing to or unlawfully assisting in procuring alcoholic beverages for such person with knowledge or reasonable cause to believe that such person was under 21 years old.
 - b. Selling or Assisting: Any person injured in person, property, means of support, or otherwise by reason of the intoxication of any person shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action such person has a right to recover actual and exemplary damages.
6. City of Yonkers ordinances prohibit the possession of open containers containing alcoholic beverages in any area to which the public is invited and which is not fully enclosed, including private streets open to public vehicular traffic. Violations are deemed Class III offenses, punishable by criminal fines of not more than \$250 and civil penalties of not more than \$500. Repeat offenders may face fines and penalties of up to \$2,500 and \$10,000, respectively, and/or imprisonment of up to one year.

Appendix 5: Hate Crimes

NEW YORK STATE PENAL CODE

TITLE Y

HATE CRIMES ACT OF 2000

ARTICLE 485

HATE CRIMES (*Eff.10/8/2000,Ch.107,L.2000*)

Section

485.00 Legislative findings.

485.05 Hate crimes.

485.10 Sentencing.

§485.00 Legislative findings.

The legislature finds and determines as follows: Criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice have become more prevalent in New York state in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes,” victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims incalculable physical and emotional damage and tear at the very fabric of free society. Crimes motivated by invidious hatred toward particular groups not only harm individual victims but also send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic processes. In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but most never commit criminal acts on account of them. Current law does not

adequately recognize the harm to public order and individual safety that hate crimes cause. Therefore, our laws must be strengthened to provide clear recognition of the gravity of hate crimes and the compelling importance of preventing their recurrence.

Accordingly, the legislature finds and declares that hate crimes should be prosecuted and punished with appropriate severity.

§485.05 Hate crimes.

1. A person commits a hate crime when he or she commits a specified offense and either:
 - a. intentionally selects the person against whom the offense is committed or intended to be committed, in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct; or
 - b. intentionally commits the act or acts constituting the offense, in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.
2. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of the defendant, the victim or both the defendant and the victim does not, by itself, constitute legally sufficient evidence satisfying the people's burden under paragraph (a) or (b) of subdivision one of this section.
3. A "specified offense" is an offense defined by any of the following provisions of this chapter: section 120.00 (assault in the third degree); section 120.05 (assault in the second degree); section 120.10 (assault in the first degree); section 120.12 (aggravated assault upon a person less than eleven years old); section 120.13 (menacing in the first degree); section 120.14 (menacing in the second degree); section 120.15 (menacing in the third degree); section 120.20 (reckless endangerment in the second degree); section 120.25 (reckless endangerment in the first degree); subdivision one of section 125.15 (manslaughter in the second degree); subdivision one, two or four of section 125.20 (manslaughter in the first degree); section 125.25 (murder in the second degree); section 120.45 (stalking in the fourth degree); section 120.50 (stalking in the third degree); section 120.55 (stalking in the second degree); section 120.60 (stalking in the first degree); subdivision one of section 130.35 (rape in the first degree); subdivision one of section 130.50 (criminal sexual act in the first degree); subdivision one of section 130.65 (sexual abuse in the first degree); paragraph (a) of subdivision one of section 130.67 (aggravated sexual abuse in the second degree); paragraph (a) of subdivision one of section 130.70 (aggravated sexual abuse in the first degree); section 135.05 (unlawful imprisonment in the second degree); section 135.10 (unlawful imprisonment in the first degree); section 135.20 (kidnapping in the second degree); section 135.25 (kidnapping in the first degree); section 135.60 (coercion in the second degree); section 135.65 (coercion in the first degree); section 140.10 (criminal trespass in the third degree); section 140.15 (criminal trespass in the second degree); section 140.17 (criminal trespass in the first degree); section 140.20 (burglary in the third degree); section 140.25 (burglary in the second degree); section 140.30 (burglary in the first degree); section 145.00 (criminal mischief in the fourth degree); section 145.05 (criminal mischief in the third degree); section 145.10 (criminal mischief in the second degree); section 145.12 (criminal mischief in the first degree); section 150.05 (arson in the fourth degree); section

150.10 (arson in the third degree); section 150.15 (arson in the second degree); section 150.20 (arson in the first degree); section 155.25 (petit larceny); section 155.30 (grand larceny in the fourth degree); section 155.35 (grand larceny in the third degree); section 155.40 (grand larceny in the second degree); section 155.42 (grand larceny in the first degree); section 160.05 (robbery in the third degree); section 160.10 (robbery in the second degree); section 160.15 (robbery in the first degree); section 240.25 (harassment in the first degree); subdivision one, two or four of section 240.30 (aggravated harassment in the second degree); or any attempt or conspiracy to commit any of the foregoing. (Eff.11/1/03,Ch 264,L.2003)

4. For purposes of this section:
 - a. the term “age” means sixty years old or more;
 - b. the term “disability” means a physical or mental impairment that substantially limits a major life activity.

§485.10 Sentencing.

1. When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02 of this chapter, the hate crime shall be deemed a violent felony offense.
2. When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D, or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant’s conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.
3. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:
 - a. the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
 - b. the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
 - c. the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
 - d. the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
 - e. the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.
4. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.