



BRYN MAWR
COLLEGE

2023-24
CALENDAR AND
STUDENT HANDBOOK



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EMERGENCY/CAMPUS SAFETY

EMERGENCY PHONE NUMBERS

Campus Safety—Emergency Only

on-campus phone 7911
off-campus or cell phone 610-526-7911

Emergency Hotline—Recorded Messages 610-526-7310

Health Center 610-526-7360

Undergraduate Dean's Office 610-526-5375 (M-F, 9 to 5)

Residential Life 610-526-7331 (M-F, 9 to 5)

EMERGENCY PROCEDURES

Reporting a Crime

Call Campus Safety immediately at x7911.

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

Crimes may also be reported to any Campus Security authority, such as a dean, Residential Life staff, hall advisor, or athletic coach. These Campus Security Authorities work closely with Campus Safety to ensure the safety of our community. All reported incidents will be investigated.

Emergency Notification

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

The system will only be activated when tests are conducted or in the event of a serious or imminent threat to community safety. In the event of an immediate hazard or a serious threat to the Campus, a notification message will be sent out via text, voicemail, and e-mail.

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

Campus Emergency

Emergency Notification System: brynmaur.edu/inside/offices-services/campus-safety/annual-security-report-annual-fire-safety-report-clery-act#notification

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

Fire

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

Medical Emergencies

Call Campus Safety at x7911 campus phone or 610-526-7911 immediately.

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

Maintenance Emergencies

After hours and on weekends, Campus Safety communications will contact Facilities Services for requests that are deemed emergencies.

Emergency Hotline

Call x7310 or 610-526-7310 to hear recorded information about current information, such as cancellations or special instructions, during severe weather or other emergencies.

Blue Light—Yellow Emergency Telephones

Yellow emergency telephones, mostly with blue lights on top, are located around campus and

connect the caller with Campus Safety. Many of these phones also provide your location for personnel to assist you.

Campus Crime Awareness: Clery Act and the Annual Fire Report

Information regarding campus security and personal safety as well as the annual fire report may be found at:

brynmawr.edu/safety/act73.htm

SAFETY AND SECURITY TIPS

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

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

BI-CO SAFETY RISK

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

SOME CAUTIONARY WORDS ABOUT POSTING ONLINE

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

These values are the foundation of our Honor Code and our interactions with one another, whether these interactions are face-to-face or conducted online.

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

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

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

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

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

SGA CONSTITUTION

SELF-GOVERNMENT ASSOCIATION (SGA)

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

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

The Self-Government Association will make available meeting minutes to all students. Brief announcements are also tweeted via the username @bmcsga and/or posted through Instagram @bmcsga.

Leadership for the 2023-2024 year will be provided by:

Executive Board

President: Bryn Osborne '24
Vice President: Katelyn Stealey '25
Secretary: Sophia Cunningham '25
Treasurers: Abhi Suresh '24 and Cordelia Li '23
Head of the Honor Board: Xenya Currie '24
Chair of Social Justice and Equity:
Camille Lopez '26

sga.blogs.brynmawr.edu
Contact: sga@brynmawr.edu

The Representative Council

Access Services Representative:
Esenia Bañuelos '26

Activities and Orientation Assistants
Representative: Mana Sadeghi '25
Affinity of Multicultural Organizations
(AMO) Leaders
Board of Trustees Representative(s):
Cole Churchill '25
Career and Civic Engagement Representatives:
Zoe Beer '26

Class President(s) from each class year

Class '24 President(s): Anai Dominguez '24
and Keyla Benitez '24

Class '25 President(s): Anna T Nguyen '25

Class '26 President(s): Kayla Bass '26

Class '27 President (s): To be elected.

Dorm President(s) from each residence hall other than Batten

Brecon: To be elected
Denbigh: To be elected
Erdman: To be elected
Merion: To be elected
New Dorm: To be elected
Pembroke East: To be elected
Pembroke West: To be elected
Radnor: To be elected
Rhoads North: To be elected
Rhoads South: To be elected
Enid Cook '31 Center: To be elected
Rockefeller: To be elected

Haverford College Representative:
To be elected

Heads of Committees

The Bryn Mawr Concert Series:
Helen Ehrlich '25, Sofia Vinci '25
The Campus Safety Committee:
To be appointed
The Committee on Institutional Memory:
SGA Archivist
The Conflict Resolution Committee:
Kira Morozova '26
The Constitutional Review Committee:
Maia Tsalik '26
The Elections Board: Maia Tsalik '26,
Ellie Toyama '26
The Film Series: To be appointed
The Financial Aid Advisory Board:
To be appointed
The Gender Inclusion Committee:
Julia Kim '25
The Green Ambassadors Committee:
Natalie Schliekelman '26
The Health and Wellness Center Advisory

Board: Whitney Rigodon '24 and Julia Kim '25
The Major Council: To be appointed
The Outreach and Communications
Committee: Sabrina Gray '25
The Plenary Committee: Nora Williamson '25
The Residence Council: Kyle Bledsoe '24
The Seven Sisters Committee: Ava Capitelli '24
The Social Committee: Darpan Chahal '24,
Ritzzy Davidson '24
The Social Justice and Equity Taskforce:
SGA Social Justice and Equity Chair
(non-voting)
The S.TEAM: Shriya Shivakumar '25
The Student Curriculum Committee:
Quinn Shing '24
The Student Finance Committee:
SGA Treasurers (non-voting)
The Student Workers Committee:
To be appointed
The Traditions Committee:
Traditions Mistexes Aaniyah Alexander '25
and Anna Roumantsiev '25
Head(s) of Residence Council:
Kyle Bledsoe '24
Independent Major Representatives:
Anam Rawoof '24
Members-At-Large: April Chernila '25,
Hanna de Lorenzi '24,
Francesca Marrapodi '25
McBride Representative: To be elected
Impact Center Representative:
Aaniyah Alexander '25
Off-Campus Representative: To be elected
Representatives to the Faculty: Kelly Douglas '24,
Daniella Jacobs '26
SGA Archivist: Keyla Benitez '24
Student Athlete Advisory Committee
Representative:
Transfer Representative(s): Graziella Pierangeli '24
Tri-College Representative: Iris Kim '26

Appointments Committee

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

Appointments Committee: Katelyn Stealey '25,
Gillyoung Koh '24, Ceyda Koksoy '26,
Jackie Espinoza '26, Kylie McCombs '26

Blog: sga.blogs.brynmawr.edu
Contact: appointments@brynmawr.edu

Honor Board

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

Honor Board Representatives:

Head: Xenya Currie '24

Class of '24 Representatives: Katie Schroeer '24,
Margaret Feng '24, Olivia Taylor '24

Class of '25 Representatives: Cole Churchill '25,
Nora Williamson '25

Class of '26 Representatives: Ceyda Koksoy '26,
Esenia Bañuelos '26

Blog: sga.blogs.brynmawr.edu/honor-board
Contact: honorboard@brynmawr.edu

Posting Policy

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

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

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

Contact: sga@brynmawr.edu

TRADITIONS

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

At Bryn Mawr, the passage of the seasons is marked by a cycle of rituals that celebrate the College community with symbolic pageantry. Observers have described these traditions—which include Maypole dancing, a parade in Elizabethan costume, and a hymn to wisdom sung in Ancient Greek—as both “beautiful” and “quirkily anachronistic.” To many Bryn

Mawr students, the College's traditions are more than entertaining, colorful spectacles that divert participants from the intensity of study; they are ceremonial enactments of common values that help create a sense of community. The major traditions are:

Parade Night

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

Lantern Night

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

WTF (Welcome The First-Years) Week

WTF Week takes place in the middle of February, but is preceded by first-years asking upperclassmen to be their Roses (and for them to be their Buds, respectively) and to provide them with a humorous schedule for the events. The most individualized Tradition of all, WTF Week is where Bryn Mawr students are free to be silly, have fun and strengthen the bond between classes.

May Day

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

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

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

Last Updated: Spring Plenary 2023

ARTICLE I: NAME

The name of this association shall be the Self-Government Association of the Undergraduate School of Bryn Mawr College, hereafter known as SGA.

ARTICLE II: PURPOSE AND GOALS

Section 1: Purpose

The purpose of SGA shall be the governance of the undergraduate student body and to uplift the voices of marginalized communities.

Section 2: Authority

The President and the Dean of the College shall, through the Honor Code, entrust the SGA with exclusive management of all matters concerning the conduct of students in their college life which do not fall under the exclusive jurisdiction of the authorities of the College, the Faculty, or Residential Life.

Section 3: Role

Under the Bryn Mawr College Honor Code and Self-Government Association Constitution, Bryn Mawr College undergraduates take responsibility for governing themselves in academic and social matters, as well as playing an active and fundamental role in the life of the College. The oldest self-governing association in the nation, the SGA is composed of all candidates for a Bryn Mawr A.B. degree. SGA represents the concerns and needs of the undergraduate body to the administration.

Section 4: Privileges Granted

As members of the association, undergraduates are entitled to attend weekly Assembly meetings and voice their opinions, participate in a variety of SGA-sponsored events, groups, film series, magazines, newspapers, and traditions, as well as vote in elections that send student representatives to various committees, the Board of Trustees and the SGA Assembly. It is the hope and expectation of self-governance at Bryn Mawr College that all students will be able to find a place, group, or activity, and raise concerns in the most effective, responsible and satisfying way possible.

Section 5: Composition

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

Section 6: Importance of Plenary

Plenary shall be held twice during each academic year (once each semester) in accordance with Article VIII, Section 2. A quorum of one-third of the undergraduate student body is required to pass all proposals, amendments to the Constitution, and resolutions. The Constitution must be reaffirmed each spring semester.

Section 7: Communication with Body

The Self-Government Association will make available meeting minutes to all students. Brief announcements are also tweeted via the username

@bmcsqa and/or posted through Facebook and Instagram via the Bryn Mawr College Self-Government Association page.

ARTICLE III: MEMBERSHIP

Section 1: General Eligibility

Any candidate for a Bryn Mawr A.B. degree and any undergraduate who resides on the Bryn Mawr campus shall be a member of SGA.

All SGA members have the right and responsibility to vote in all general and dorm elections as outlined in Article VIII and Article VII, Section I. All SGA members have the right and responsibility to attend Plenary.

Section 2: Honorary Membership

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

ARTICLE IV: THE ASSEMBLY

Section 1: Composition and Purpose

Subsection A: Composition of the Assembly

SGA shall entrust its governance to the elected members of Assembly, which shall consist of the Executive Board, the Representative Council, and the Honor Board.

Subsection B: Purpose of the Assembly

The Assembly shall represent the interest of SGA to the College.

Subsection C: Composition of the Executive Board

The Executive Board shall consist of the President of SGA, Vice-President of SGA, Treasurer of SGA, Secretary of SGA, Head of the Honor Board, and Chair of Social Justice & Equity.

Subsection D: Candidate Status of the Assembly

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

A person may concurrently hold more than one position specified in Article II, Section II, of this Constitution but may not vote twice. Voting for the second position must be done via proxy. The proxy voter must be a person from the same committee, Dorm Leadership Team, or AMO group.

Subsection E: Responsibilities of the Assembly

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

Each assembly member is expected to attend their respective meetings.

Section 2: Authority

Subsection A: Constitutional Authority

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

Subsection B: Parliamentary Authority

The Assembly may adopt as its Parliamentary Authority the Rights of Plenary in conjunction with the Social Honor Code.

Subsection C: Right to Petition

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

- (A) Convene a meeting of SGA
- (B) Convene a special meeting of the Assembly
- (C) Convene a special meeting of any committee or body of officers
- (D) Request any matter of concern be referred to a vote of SGA
- (E) Address matters involving SGA Common Treasury Dues

ARTICLE V: THE EXECUTIVE BOARD

Section 1: Composition and Purpose

Subsection A: Purpose of the Executive Board

The Executive Board shall meet regularly to

discuss concerns, share information, and review progress of the Assembly. Each member of the Executive Board shall attend meetings of the Representative Council.

Subsection B: The President of SGA

The office of the President may be held by only one person at any one time. The duties of the President shall include

1. Presiding over meetings of the Representative Council.
2. Overseeing, organizing and planning weekly meetings with SGA E-Board.
3. Calling and presiding over meetings of SGA and the Assembly when necessary.
4. Acting as a liaison between faculty and administration and students, and representing the undergraduate body whenever called upon to do so.
6. Having frequent meetings with the Dean of 5. the College to relay concerns of the student body.
7. Representing SGA at the Board of Trustees meetings.

Ensuring Plenary takes place once a semester, 8. ordering t-shirts and Plenary packets.

9. Ensuring the Big Cheese Forum takes place once a semester, recruiting Cheeses, organizing facilitators and note-takers. This is a panel of administrators or other people with power at Bryn Mawr College, with the goal of creating more transparency for students.
10. Holding weekly office hours in an accessible location.

Subsection C: The Vice-President of SGA

The Office of the Vice-President may be held by only one person at any one time. The duties of the Vice-President shall include:

1. Make themselves available for questions regarding the appointments process in April and September (and optionally in November).
2. Establishing interview times for applicants during appointments rounds; interviewing applicants in person or on video chat.
3. Conducting midterm check-in meetings or reviews with committee heads.

4. Running monthly meetings with the committee heads to create collaboration between heads.
5. Overseeing and updating Appointment descriptions on the SGA website towards the end of the Vice President's term.
6. Checking in with the members of Representative Council at least once per semester to ensure they are performing their duties as set forth by the Constitution.
7. Scheduling meetings with any appointed student who does not respond to three emails checking in about the progress of the committee or board, to discuss the individual's position and the future of the committee or board. If the appointed student does not respond to this request, they will be removed from the position and the position will be reappointed during the next round of appointments.
8. Ensuring appointed students are aware of the resources they have at their disposal, including leadership workshops, on-campus resources, and SGA Budgeting.
9. Ensuring all Committee heads have access to the Committees Drive.
10. Being a member of the Executive Board and attending weekly E-Board meetings.

Subsection D: The Treasurer(s) of SGA

The position of Treasurer(s) of SGA may either be held by a single person or co-held by two. The duties of the Treasurer(s) of SGA shall include:

1. Overseeing the SGA budget and keeping track of SGA account activities. Administering the funds of SGA and serving as its adviser in financial matters.
2. Calling and presiding over meetings of the Student Finance Committee, and representing them when called to do so. The Treasurer(s) must also offer training and supervision to SFC members.
3. Ensures that all SGA funded events are free to all SGA members. The Treasurer(s) shall offer support, help, and advice to club leaders in dealing with financial matters.
4. Hosting Budget Workshops for the student body prior to accepting and reviewing budget requests.
5. Reviewing and auditing the budgets of every

club or committee which receives SGA Common Treasury Funds.

6. Allocating SGA budgetary funds to student activities. Assigning budgets such as club budgets, special event budget, residential life budget, Plenary budget, etc.
7. Weekly, working with the Finance Committee to submit reimbursement requests from clubs/students to accounts payable.
8. Working closely with officers from Student Activities, Controller's office, the Board of Trustees to deal with financial matters.
9. Calling a meeting of the financial officers of any and all campus organizations when necessary.
10. Attending the Undergraduate Liaison meeting and Finance Committee meeting with the Board of Trustees.
11. Being a member of the Executive Board, attending weekly E-Board meetings, and holding an office hour.

Subsection E: The Secretary of SGA

The Office of Secretary may be held by only one person at any one time. The duties of the Secretary shall include:

1. Giving notice via email of all SGA and open Assembly meetings, as well as sending any correspondence as directed by the President.
2. Keeping minutes, attendance, and time of all meetings of SGA. Making the minutes and presentation slides accessible after weekly SGA meetings.
3. Keeping the necessary records of the Representative Council, including resignations, and keeping a current list of Assembly members.
4. Setting the Agenda of the Representative Council meetings.
5. Upholding the Attendance Policy at SGA meetings as per the Bylaws.
6. Appointing an assistant if necessary.
7. Being an expert on the Constitution and meeting procedures.
8. Working closely with the Committee on Institutional Memory's Web Designer(s) to keep the website or other means of distributing information up to date. Maintaining the SGA Drive, including reformatting the constitution for

comprehensibility in collaboration with the Constitutional Review Committee.

9. Being a member of the Executive Board and attending weekly E-Board meetings.

Subsection F: The Head of the Honor Board

The Office of the Head of the Honor Board may be held by only one person at any one time.

The duties of the Head of the Honor Board shall include:

1. Calling and presiding over meetings of the Social and Academic Honor Boards. The Head of the Honor Board shall direct the consideration of cases arising from the possible violation of the Honor Code.
2. Administering an arbitrary selection of the four rotating members of the Social Honor Board.
3. Organizing the Academic and Social Honor Code orientations for first-years during customs week.
4. Attending, upon invitation, faculty meetings to discuss the Academic Honor Code and how it relates to professors.
5. Attending, upon invitation, Residence Council meetings to discuss Social Honor Code concerns.
6. Overseeing a committee of 8 students that shall comprise the Honor Board.
7. Having the responsibility to make known to SGA the procedures and decisions of the Honor Board, as well as the Academic and Social Resolutions, in the form of anonymous abstracts. These abstracts shall be written shortly after resolution is reached and shall be released as prescribed by the Honor Code.
8. Being a member of the Executive Board and attending weekly E-Board meetings.

Subsection G: The Chair of Social Justice and Equity

The Chair of the Social Justice and Equity Committee may be held by only one person at any one time. The duties of the Chair of Social Justice and Equity shall include:

1. Serving as a liaison between the Impact Center and the Representative Council.
2. Spending at least one hour every two weeks in conversation with the full time and/or student staff of the Impact Center.

3. Acting as a liaison between the Community Diversity Advocates and the assembly.
4. Guiding the Executive Board and the Representative Council towards wider goals of diversity and inclusion.
5. Presenting briefly every semester on the various talks, panels, and discussion groups that they convened including topic, number of participants, and ideas on how to build on this work in.
6. Working with AMO leaders in preparation for Night Market. Coordinating a semesterly or quarterly meeting with all AMOs.
7. Meeting with the Equity Chair and History Advisory Committee.
8. Working with the E-Board and relevant AMO leaders and Committee Heads to spearhead events such as Black History Month and Strike 101.
9. Voting in the Representative Council meetings and participating in achieving Representative Council's long- and short-term goals. Being a member of the Executive Board and attending weekly E-Board meetings.

Section 2: Authority

Subsection A: Presidential Authority

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

ARTICLE VI: THE REPRESENTATIVE COUNCIL

Section 1: Composition and Purpose

Subsection A: Purpose of the Representative Council

The Representative Council shall act as the Voting Body of the Assembly and SGA. Representatives shall attend and participate in the Representative Council meetings. Representatives will vote on behalf of the representative's constituents in Representative Council meetings. Representatives may serve on committees formed by the Representative Council. Representatives shall participate in achieving the Representative Council's long- and short-term goals.

Subsection B: Composition of the Representative Council

The Representative Council shall consist of:

- A. Affinity of Multicultural Organizations (AMO) Leaders
- B. Class President(s) from each class year
 - a. Senior Year President(s)
 - b. Junior Year President(s)
 - c. Sophomore Year President(s)
 - d. First Year President(s)
- C. Dorm President(s) from each residence hall
 - a. Batten
 - b. Brecon
 - c. Denbigh
 - d. Erdman
 - e. Merion
 - f. New Dorm
 - g. Pembroke East
 - h. Pembroke West
 - i. Radnor
 - j. Rhoads North
 - k. Rhoads South
 - l. Enid Cook '31 Center
 - m. Rockefeller
- D. Elected Student Representatives
 - a. Activities and Orientation Assistants Representative
 - b. Athletic Association Representative
 - c. Board of Trustees Representative(s)
 - d. Career and Civic Engagement Representatives
 - e. Independent Major Representative(s)
 - f. McBride Representative
 - g. Off-Campus Representative(s)
 - h. Impact Center Representative
 - i. Representative(s) to the Faculty
 - j. Representative(s) to the Tri-College Consortium
 - k. Transfer Representative(s)

E. Heads of Committees

- a. The Access Services Committee (Led by elected role of Access Services Representative)
- b. The Bryn Mawr Concert Series Committee
- c. The Committee on Institutional Memory (Led by elected role of the SGA Archivist)
- d. The Conflict Resolution Committee
- e. The Constitutional Review Committee
- f. The Elections Board (Led by elected Election Heads)
- g. The Film Series Committee
- h. The Financial Aid Advisory Board
- i. The Gender Inclusion Committee
- j. The Health Center Advisory Board
- k. The Outreach and Communications Committee
- l. The Plenary Committee
- m. The Seven Sisters Committee
- n. The Social Committee
- o. The S.TEAM Committee
- p. The Student Workers Committee (Led by the elected role of Student Workers Representative)
- q. The Student Finance Committee

F. Heads of Councils

- a. The Campus Safety Council (Led by internally-elected Campus Safety Committee)
- b. The Green Ambassadors Council (Led by internally-elected Campus Greening Head)
- c. The Major Council (Led by internally-elected Major Council Head)
- d. The Residence Council (Led by internally-elected Residence Council Head)
- e. The Student Curriculum Council (Led by internally-elected Student Curriculum Head)

f. The Traditions Council (Led by elected role of Traditions Mistexes)

G. Members-At-Large

Section 2: Purpose and Importance of Representative Council Roles

Subsection A: Affinity of Multicultural Organizations (AMO) Leaders

The Affinity of Multicultural Organizations Leaders will participate in the Representative Council. Each year, the Eboard, with coordination from the Chair of Social Justice and Equity, will update the list of all AMOs to ensure all AMO leaders are included in Repco votes.

Subsection B: Class President(s)

The office of Class President may be held by up to two people. The duties of the Class Presidents shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
2. Being in charge of all class functions for their respective classes.
3. Being liaisons between their respective classes and the Assembly.

Subsection C: Dorm President(s)

The office of the Dorm President(s) may be held by up to two persons per dorm at one time. For more information on the role of the Dorm President, see Article VII, Section 2.

Subsection D: Elected Student Representatives

Elected Student Representatives work to represent student groups to SGA, and often to represent SGA interests to other groups around the campus. Occasionally, students may be elected to be Heads of Committees or Heads of Councils, in which case their role is listed in the Committee Head or Council Head Section. For more information, see Section 3.

Subsection E: Heads of Committees

Committees and Boards are considered to be the same type of organization. Committees will have heads selected by the Appointments Committee unless otherwise specified in their description. A list of Committees and their roles can be found in Article V. Committees may present a Plenary resolution in order to start selecting leadership through internal election.

Subsection F: Heads of Councils

Councils are larger organizations, often involving Dorm Leadership. Councils elect heads internally via full-council election unless otherwise specified. A list of Councils and their roles can similarly be found in Article V.

Subsection G: Members-at-Large

There may be no more than six Members-at-Large at any one time. The duties of the Members-at-Large shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 3: Roles of Elected Student Representatives

Subsection A: Activities and Orientation Assistants Representative

The offices of the Activities and Orientation Assistants Representative may be held by one person at a time. This person must be an AOA on campus.

The duties of the Activities and Orientation Assistants Representative will include:

1. Acting as a representative of the AOA's and liaison between the SGA and the group.
2. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection B: Athletics Association Representative

The offices of the Athletics Association Representative may be held by one person at a time.

The duties of the Athletics Association Representative will include:

1. Serving as liaison between the Assembly, Department of Physical Education and the Student Athlete Advisory Committee.
2. Representing the concerns of student athletes on Bryn Mawr Campus to SGA.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection C: Board of Trustees Representative(s)

The offices of Board of Trustees Representatives may be held by two people at any one time. The duties of the Board of Trustees Representatives will include:

1. Meeting with the Board of Trustees and representing the student body at those meetings.
2. Serving as liaisons between SGA and the Board of Trustees of Bryn Mawr College.
3. Reporting back to SGA about important information that came up in Board of Trustees meetings.
4. Reporting important SGA information to the Board of Trustees.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection D: Career and Civic Engagement Representatives

The offices of Civic Engagement Representative and Career Engagement Representative may each be held by only one person at any one time. The Civic Engagement Representative and the Career Engagement Representative will consult and share one vote representing the Career and Civic Engagement Center in the Self-Government Association Representative Council.

The duties of the Civic Engagement Representative shall include:

1. Regularly attending meetings of the Civic Engagement staff.
2. Serving as a liaison between CE and the Assembly.
3. Sitting in on SFC budgeting as necessary, with the capacity to be involved in the transportation aspect of budgeting for Community Service and Activism groups as an informant, not as a decision-maker.

The duties of the Career Engagement Representative shall include:

1. Attending meetings of the CPD staff and serving as a liaison between the CPD and the Assembly.
2. Serving as a liaison to SGA-funded groups who might benefit from CPD resources, when necessary.

The duties of both Representatives shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection E: Independent Major Representative

The offices of Independent Major Representative may be held by two people at any one time. The Independent Major Representative is appointed as a junior, and this role is a two year commitment; as a junior, this person will work with the previously appointed IMR, and will tutor the next IMR as a senior. They should be an active member of campus and have knowledge of many departments.

The duties of the Independent Major Representative will include:

1. Organizing an email list of all Independent Majors as each semester begins.
2. Calling a meeting each semester with all Independent Majors to discuss their needs on campus and how best to represent their concerns to SGA.
3. Helping students with the Independent Major application process.
4. Helping advise Independent Major students in what courses to take.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection F: McBride Representative(s)

The Office of the McBride Representative may be held by two people. If there are two people holding office, only one Representative is required to be present at meetings of the Representative Council. The duties of the McBride Representative(s) shall include:

1. Being responsible for the representation of the McBride Scholar Members at each meeting of the Representative Council and being the liaison between the Assembly, the McBride Scholar Members, and SGA.
2. Calling and presiding at all meetings of the McBride Scholar Members. The McBride Representative(s) must call at least one such meeting each semester of the academic term.
3. Voting in the Representative Council votes, attending all SGA meetings, and

participating in achieving Representative Council's long- and short-term goals.

Subsection G: Off-Campus Representative(s)

The Off-Campus Representative(s) work to represent the concerns of non-resident members of SGA, including commuter students and students residing at Haverford.

The office of the Off-Campus Representative may be held by up to two people. A Bryn Mawr student residing at Haverford may not hold this position on their own (except in the case that no other students run), but may co-hold this position. The duties of the Off-Campus Representative(s) include:

1. Representing the non-resident members of SGA at each meeting of the Representative Council and being responsible for communication between the Assembly and the non-resident members of SGA.
2. Acting as a support system for non-resident members of SGA, including students residing at Haverford.
3. Calling a meeting of all non-resident students at least once per semester, much in the way a dorm president would call a meeting.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection H: Impact Center Representative

The office of Impact Center Representative may be held by only one person.

The duties of the Impact Center Representative shall include:

1. Serving as a liaison between the Office of Intercultural Affairs and the Assembly.
2. Spending at least one hour every two weeks in conversation with the full time and/or student staff of the Impact Center.
3. Serve on the Elections Board.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection I: Representative(s) to the Faculty

The office of Representative to the Faculty may be held by up to two people. The duties of the Representative(s) to the Faculty shall include:

1. Attending each Faculty meeting and representing SGA at each meeting of the Faculty.
2. Being responsible for communication between the Faculty and its committees and the Assembly.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection J: The Representative to the Tri-College Consortium

The Representative to the Tri-College Consortium works to improve communications between the SGA boards of Bryn Mawr, Haverford, and Swarthmore.

The office of The Representative to the Tri-College Consortium may be held by up to two people. These may be any student majoring or minoring at either Haverford or Swarthmore campus. The duties of the Haverford Representative(s) shall include:

1. Attending Haverford College Student Council meetings at the discretion of the office-holder and at the request of the Assembly. Occasions on which the student attends Student Council meetings instead of Representative Council shall not be counted as absences from Representative Council.
2. Communicating with the Haverford Students' Council and Swarthmore Student Government Organization (SCCS) in an effort to increase collaboration among the three schools, as well as represent the needs of students at Bryn Mawr to its Consortium members.
3. To whatever degree possible, directly attend any SGA meetings at Swarthmore as requested by the Representative Council or Assembly. If this is impossible, the student may appoint a proxy to attend.
4. Voting in the Representative Council votes, attending all SGA meetings (with the above exception), and participating in achieving the Representative Council's long- and short-term goals.

Subsection K: Transfer Representative

The Transfer Representative works to represent the concerns of Transfer students on campus.

The offices of Transfer Representative may be held by one person at any one time.

The duties of the Transfer Representative will include:

1. Representing the concerns of Transfer students on campus.
2. Keeping an email list of Transfer students and holding a meeting once per semester aimed towards easing transition.
3. Working to create support networks for Transfer students on campus.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 4: General Procedures of Committees and Councils

Subsection A: Procedure of Committees, Boards, and Councils

Committees and Boards are the same type of organization and will have heads selected by the Appointments Committee. Councils will elect heads internally via full-council election.

All committees, boards, and councils shall be responsible for providing information to and receiving suggestions from the community in so far as the subject matter falls within their jurisdiction as stated in this document. Tasks of the committees will serve to support the needs of the community.

All committee, boards, and council heads shall report to the Representative Council when called upon to do so and/or once a semester.

All committees, boards, and councils are responsible for documenting their procedures for future generations of SGA to consult and learn from. At the end of each semester, all committees and councils will ensure their folder in the Committees Drive is entirely updated with documentation of their events and procedures in the preceding year.

New Committees may be created under the purview of the Executive Board, by a petition of 10% of the Representative Council, or by a Petition of SGA as per guidelines listed in the Constitution Article IV, Section 2C.

New Committees may be formalized and placed into the Constitution after two years of their

existence. In order for a new Committee to be formalized, the Vice President and Executive Board must describe their function and current accomplishments before Representative Council.

Subsection B: Elections and Membership

All Committees will be appointed by the Appointments Committee unless otherwise noted in the Constitution.

All Heads of Committees and Boards will be selected by the Appointments Committee. All Councils will elect Heads internally via a full-council election unless otherwise noted in the Constitution.

Students applying to be general Committee, Council, or Board members must be current members of the Self-Government Association (i.e. an undergraduate student matriculated at Bryn Mawr College).

Subsection C: By-Laws

Any committee, board, or council is encouraged to form its own Bylaws to be subordinate to and compatible with this document. All committees operating under Bylaws shall submit them to the Executive Board. Master copies of all Bylaws must be kept in the Committees Drive, overseen by the Vice President.

Section 5: Authority of the Representative Council

Authorities given to the representative council include:

1. The Representative Council may make recommendations to the Faculty, Administration, and other relevant members of the campus community on behalf of SGA.
2. The Representative Council, at their own initiative, may establish long- and short-term goals for SGA.
3. The Representative Council may register a vote of confidence for a committee's change in Bylaws, a committee's recommendation to the Administration, or other matters brought to the Representative Council which are deemed prudent. The Representative Council may, by a two thirds vote, change its own Bylaws.
4. The Representative Council shall establish new committees by vote.
5. A meeting of all members of SGA, not including Plenary, may be called by a vote of the Representative Council.

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

Section 6: Responsibilities of the Representative Council

Subsection A: Meetings

The Representative Council shall hold a weekly meeting open to all members of SGA to discuss campus concerns. Issues for the meeting may be referred by members of SGA and Representative Council.

At the beginning of each semester, the Representative Council shall vote on an established meeting procedure to be followed for the duration of the term of the Executive Board. These shall be established as the Representative Council Bylaws and placed in the SGA Drive for posterity and as a resource to future Representative Council members. The Representative Council must vote to ratify its Bylaws each year, and are encouraged to review and debate any non-functional elements.

Additionally, under the guidance of the SGA President, the Representative Council and Executive Board shall consult on a list of general Goals for the year. Keeping in mind the values and purpose of SGA, these goals should aim to further community well-being, build community trust in SGA and the Honor Code, pursue antiracism, and improve upon existing structures of SGA.

Subsection B: Single Position Voting

If two members hold one position, only one Representative is required to be present at meetings of the Representative Council. Each position on Repco holds one vote. If two or three people are holding the office, they will share one vote rather than having two.

Subsection C: Responsibilities

All meetings of the Representative Council shall be publicly announced and the agenda posted three days in advance. Minutes of each Representative Council meeting shall be distributed to SGA each week in accordance with the Bylaws.

Section 7: Voting Procedures of the Representative Council

Subsection A: Voting Procedures

A quorum shall be required for any vote and shall

consist of two-thirds of the voting members of the Representative Council.

All members of the Representative Council, except the Executive Board, shall have one vote.

The Voting Options shall be:

In favor of the Motion

Against the Motion

Abstain, which shall be included in the count for quorum but shall count neither for nor against the Motion. As a member of SGA, one has the right not to vote, which shall count against quorum.

All voting shall be by simple majority unless otherwise specified. The President shall vote in case of a tie.

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

Subsection B: Voting in Absentia

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

Subsection C: Special Rules

The Representative Council shall approve, by two-thirds vote, any change in Common Treasury Dues. The Representative Council shall approve, by two-thirds vote, the Bryn Mawr and Bi-College budgets in full at the beginning of each semester.

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

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

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

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

ARTICLE VII: COMMITTEES AND COUNCILS

Section 1: The Appointments Committee

Subsection A: Membership

The Appointments Committee shall consist of the Vice-President of SGA and four members of SGA who are not members of the Assembly to be elected conjointly with the Executive Board in accordance with the elections bylaws. The Vice-President shall be responsible for the Committee's report to the Representative Council and for the Committee's agenda.

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

Subsection B: Procedures

The Committee works by consensus, and, in extenuating circumstances, one and only one member may step out of the vote. Should an Appointments Committee member be unable to fulfill the obligations of the committee, and the committee does not have the requisite number of members to run a round of appointments, then the Vice President may ask the Head of the Honor Board to sit in on the round.

If the Committee cannot reach a decision, the appointment shall go before the Representative Council to be decided by a simple majority vote. The Committees will be appointed on the basis of expressed needs of the community members, the SGA voting Assembly, and other College entities (Dean's office, Admissions etc.).

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

Subsection C: Recollection

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

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

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

Section 2: The Access Services Committee

The Access Services Committee will represent students with access concerns to SGA and serves as liaison between Access Services and SGA to help raise awareness about disabilities concerns and access issues on campus, including with the athletic department, as some individuals who require help are athletes that receive injuries in the middle of a season. The committee is responsible for creating active engagement and discussion among students, staff and faculty.

The duties of the Access Services Committee will include:

1. Holding a meeting each semester to open the floor to students on campus facing accessibility issues.
2. Holding regular meetings with the Coordinator of Access Services to bring forward student concerns.
3. Working closely to support any groups on campus dedicated to helping students facing access issues.

The offices of Access Services Committee Head may be held by two elected individuals at any one time. The duties of the Access Services Committee Head will include:

1. Guiding and delegating goals of the Committee.
2. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 3: The Bryn Mawr Concert Series

Subsection A: Purpose, Selection, and Role of the Committee

The Bryn Mawr Concert Series will work to establish performances on campus at the desire of SGA to fill a gap in campus programming. A Bryn Mawr Concert Series Event shall be defined as an event featuring a performing artist brought to campus and funded by the Bryn Mawr Concert Series Fund.

The Appointments Committee shall appoint up to three people to serve on the Bryn Mawr Concert Series Committee, and the voting members of the Bryn Mawr Concert Series shall internally elect three other officers. Voting membership shall be determined by active membership for at least one semester. The

position of Bryn Mawr Concert Series Head may be held by up to three people, to be appointed by the Appointments Committee. They must each have served as an officer for at least one semester.

The duties of the members of the Bryn Mawr Concert Series Committee shall include:

1. Performing all tasks as delegated by the Bryn Mawr Concert Series Heads.
2. Attending the weekly general meeting each week.

The duties of the Bryn Mawr Concert Series Heads shall include:

1. Getting in touch with and actively communicating with bands/musicians throughout the concert planning and execution process.
2. Coordinating contract signing.
3. Coordinating PR and publicity.
4. Coordinating space reservation.
5. Researching and maintaining a clear budget.
6. Participating in tech set-up
7. Filling out the appropriate paperwork (party forms, etc).
8. Working in hospitality towards the client.
9. Delegating all of these tasks as needed to the Committee.
10. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection B: The Bryn Mawr Concert Series Fund

At the end of every semester, the Bryn Mawr Concert Series Head(s) shall create a budget in consultation with the Treasurer, including a list of events with an estimated date, genre, and cost, to then be approved by the Representative Council. At the beginning of the next semester, the Bryn Mawr Concert Series Head(s) shall present a more finalized schedule to the Representative Council.

The source of funding for the Bryn Mawr Concert Series Fund can be derived from any SGA account at the discretion of the Treasurer, also at the approval of the Representative Council.

The Bryn Mawr Concert Series Head(s) shall be responsible for allocating the Bryn Mawr Concert Series Fund in accordance with their Bylaws to events on campus that fall under the definition of a Bryn Mawr Concert Series Event as defined in Article VI, Section XII, Subsection C.

The Bryn Mawr Concert Series Head(s) may co-sponsor Bryn Mawr Concert Series Events with other campus organizations but they will be held solely responsible for the allocation of the Bryn Mawr Concert Series Fund.

Section 4: The Committee on Institutional Memory

The Institutional Memory Committee shall be headed by the SGA Archivist and comprised of up to seven additional members of the SGA, four General Committee Member(s), 1-2 AMO Historian(s), and 1-2 SGA Web Design Specialists. Members of the Committee shall be appointed by the Appointments Committee in the fall or spring semester; the role of the SGA Archivist is an elected position. The Committee's mission is to preserve the institutional memory of the Self Government and AMOs on the SGA Website. It will accomplish this in the following ways:

1. Working alongside Special Collections and Bryn Mawr College's Archivist to ensure all documents are digitized and available on the SGA Website.
2. Maintaining the SGA Archives as easily accessible for all.
3. Completing exit surveys and oral histories of the Executive Board.

Students applying to be general committee members must be current members of the Self-Government Association. Additionally, they should be creative, passionate about the committee's mission, and willing to approach tasks with an open mind. Individuals will be asked to complete tasks alone and in collaboration with other committee members or departments. Lastly, all committee members should approach problem-solving with a positive attitude!

Duties of general Committee Members shall include:

1. Assisting in the collection of oral and written histories from members of the SGA.
2. Transcribing historical documents and recordings.

3. Updating the public SGA Archive via Wordpress.

4. Attending bi-weekly meetings as called by the SGA Archivist.

At least one member of the Committee shall serve as the Affinity Group Collaborator and be responsible for collaborating with Affinity Organizations. At least one member of the Committee shall serve as the SGA Web Design Specialist. These roles may be selected by the Appointments Committee or internally by the club, at the Appointments Committee's purview.

Duties of the Affinity Group Collaborator shall include:

1. Maintaining the findings aid, a section within a digital archive that allows searches for specific materials, for AMOs on SGA's public archive.
2. Maintaining and update a list of contacts for each affinity organization (i.e. if possible: the email of the historian of the organization).
3. Sharing primary documents contained in the SGA archives with associated affinity organization(s). Notifying affinity organizations when either new information about them (i.e. plenary minutes) or archived information, discovered in archived sources, is published on the archive.
4. Assisting general Committee members and attending bi-weekly meetings as called by the SGA Archivist.

Duties of the SGA Web Design Specialist(s) shall include:

1. Developing and sharing with future Web Designer(s) a familiarity with Wordpress.
2. Keeping in close contact with the Secretary, Committee on Institutional Memory, and Constitution Review Committee to update and list information on the website where necessary.
3. Updating, formatting, and digitally constructing the public archive of SGA.
4. Attending bi-weekly meetings as called by the SGA Archivist.

The position of SGA Archivist is an elected position, held by only one person.

The duties of the SGA Archivist shall include:

1. Calling and presiding over meetings of the

Committee on Institutional Memory.

2. Attending meetings of the Representative Council in order to advise on issues relating to SGA. Presenting quarterly reports at Representative Council meetings on their findings that are relevant to current issues and discussions of the Representative Council and greater campus community.
3. Collaborating with the SGA Executive Board and Representative Council to grow institutional memory continuously.
4. Assisting in carrying out the SGA's long- and short-term goals.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 5: The Conflict Resolution Committee

The Bryn Mawr College Conflict Resolution Committee (CRC) is an SGA appointed committee that aims to aid students in resolving social issues.

The position of the Conflict Resolution Committee Head shall be held by up to two people as appointed by the Appointments Committee. The Committee shall be made up of no more than six members as appointed by the Appointments Committee.

The duties of members of the Conflict Resolution Committee shall include:

1. Holding meetings with students who bring forth concerns.
2. Mediating conflicts around campus as outlined by internal bylaws.
3. Working with the Honor Board to improve conflict guidelines over time.
4. Working to ensure values of inclusivity and antiracism are built into the Committee framework.

The duties of the Conflict Resolution Committee Head(s) shall include:

1. Coordinating training in consultation with the Head of the Honor Board each fall.
2. Coordinating advertisement of the Conflict Resolution Committee, including meeting with the Hall Advisors each fall via ResLife.

3. Scheduling monthly committee meetings.
4. Ensuring confidentiality occurs within all committee meetings and helping guide committee members towards improved mediation skills.
5. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 6: The Constitutional Review Committee

The Constitutional Review Committee shall have the responsibility of updating the Constitution to fit the current needs and structures of the Assembly and community at large. The Committee shall submit all changes to the Constitution to the approval of the Representative Council by vote, and if desired, to the approval of SGA by vote at Plenary.

The position of the Constitutional Review Committee Head shall be held by up to two people as appointed by the Appointments Committee. The Committee shall be made up of no more than five members as appointed by the Appointments Committee.

The duties of the Constitutional Review Committee shall include:

1. Meeting with the Executive Board to assess board needs each semester.
2. Meeting each semester to brainstorm ideas for deep-running revisions.
3. Once per year, double-checking that all current Executive Board, Representative, Committee, and Council job descriptions are up to date, and making any necessary clarifications. Meeting directly with the Vice President to ensure all Committees and Councils are still extant and functional.
4. If Committees are not functional, working to improve or clarify any frameworks.
5. Working directly with the Plenary Committee to improve processes and, if wanted, offering to consult on any Constitutional Amendments created by other parties.

6. Working to improve frameworks of inclusivity and antiracism in the future Constitution.
7. Put forward a plenary resolution to review the biographies of Committees once a year and ensure their continued success.
8. Create biographies for all new Committees after two years of their existence.

The duties of the Constitutional Review Committee Head(s) shall include:

1. Coordinating all efforts and delegating edits where necessary.
2. Keeping strong connections with the Plenary Committee and SGA E-Board for quick communication.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 7: The Elections Board

The Elections Board shall be comprised of five members, one of which will be the Impact Center Representative, and the other four appointed by the Appointments Committee. The Head of the Elections Board, sometimes referred to as Elections Head, may be held by up to two people, and is an elected position. The Head of Elections Board may appoint one or more assistants if necessary.

The duties of the Elections Board shall include:

1. Supervising publicity for all elected offices at the time of elections.
2. Organizing and running the Candidates' Forum before each set of elections.

The duties of the Head(s) of the Elections Board shall include:

1. Administering SGA's election system, assisted by the members of the Elections Board.
2. Convening, presiding over, and representing the Elections Board.
3. Updating the Elections blog, if extant.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 8: The Film Series Committee

The Film Series Committee works to plan the Film Series for the year and facilitate screenings during a few weekends each semester. The Film Series shows 5-7 films each semester on Friday and Saturday nights.

The Film Series Committee shall be composed of no more than four members from any class year as appointed by the Appointments Committee. The position of the Film Series Head(s) shall be held by up to two people as appointed by the Appointments Committee, each of whom must be current sophomores or juniors. All committee members must check and respond to emails over breaks.

The duties of the Film Series Committee shall include:

1. Helping to select films for each semester.
2. Advertising for the screenings, including posting film fliers around campus.
3. Maintain an Instagram account for the Film Series.

The duties of the Film Series Head shall include:

1. Leading the process of choosing the films which are shown on campus each weekend. The Head must be able to plan far in advance as films are chosen through a distributor at the beginning of each semester.
2. Communicating between Student Activities and film distributors to set up screenings.
3. Working with Mary Beth Horvath and Student Activities to advertise. Delegating any additional advertising each week for the screenings.
4. Holding regular meetings with the committee throughout the semester. Communicating plans and ideas to committee and delegating responsibilities.
5. Stepping in if something goes awry at the screenings.
6. Building or delegating a familiarity with Bryn Mawr's multimedia equipment.
7. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 9: The Financial Aid Advisory Board

The Financial Aid Advisory Board acts as a liaison between the students and the Financial Aid Office.

The Financial Aid Advisory Board shall be composed of no more than three members from any class year as appointed by the Appointments Committee. The position of the Financial Aid Advisory Board Head(s) shall be held by up to two additional people as appointed by the Appointments Committee. In order to fulfill the responsibilities of the position the Head must be a self-starter, persistent, good with time management, and able to communicate with multiple parties at one time.

The duties of the Financial Aid Advisory Board shall include:

1. Liaisoning between students and the Financial Aid Office.
2. Innovating ways to make the financial aid process easier.
3. Organizing workshops with the Financial Aid Office tailored to answering questions students may have.

The duties of the Head of the Financial Aid Advisory Board shall include:

1. Delegating tasks to their committee.
2. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 10: The Gender Inclusion Committee

The Gender Inclusion Committee works to maintain an inclusive, welcoming, and safe environment at Bryn Mawr College for students of a wide range of gender identities. An emphasis is placed particularly on students with gender identities that may face more exclusion or are in a minority, such as students who identify as transgender, nonbinary, or may be gender-nonconforming. As understanding of gender evolves, it is the interest of this committee to help Bryn Mawr's administration and student body navigate what it means to be a Historically Women's College, and to create a better atmosphere and community on campus for students of all gender identities.

Duties and goals of the Gender Inclusion Committee will include:

1. Creating awareness about the broader spectrum of gender identities present on campus among students, staff, and administration
2. Creating a safe space for students of all genders on campus
3. Gauging student interests and concerns regarding Bryn Mawr's policy, language, and actions regarding student gender identity.
4. Reacting appropriately to these concerns and expressing student opinion regarding these matters and expressing concerns to staff and administration.
5. Ensuring that Bryn Mawr policy and language surrounding student gender identity accurately reflects expression of gender in the student body.
6. Holding internal meetings bi-weekly or more in needed
7. Meeting with administration to discuss student feelings about gender acceptance and belonging on campus.
8. Creating informational resources to share online and on campus.
9. Holding events to help promote a feeling of belonging and acceptance.

Duties of the Head(s) of the Gender Inclusion Committee will include:

1. Guiding the entirety of the Committee in their mission.
2. Meeting with the other Committee Head to plan for general member meetings and determine goals for the committee.
3. Leading internal meetings with the entire committee.
4. Checking in with committee members to keep everyone organized, updated, and on-task.
5. When needed, being the source of communication with other Committee Heads and the SGA E-Board, including but not limited to attending Committee Head Meetings; and keeping record of the committee's activities and giving appropriate information to SGA to maintain internal memory.
6. Voting in Representative Council votes and participating in achieving Representative Council's long- and short-term goals.

Section 11: The Health Center Advisory Board

Subsection A: Role and Responsibilities of the HCAB

The Health Center Advisory Board acts as an advisory committee to liaison between the Health & Wellness Center (HWC) and the student body. The board aims not only to serve as a liaison but also as a learning opportunity regarding professional communication, graphic design, workshop/event development, and teamwork.

Duties of the HCAB will include:

1. Meeting with HWC staff monthly.
2. Meeting internally with the student board every week (subject to change based on the needs of the committee).
3. Communicates student experiences and concerns to HWC.
4. Communicating available HWC resources to the student body.
5. Planning campus-wide health-related events and workshops in collaboration with student organizations and campus staff and faculty (ie. Wellness Education Week or WEW in the Spring, and the Vaccination Card Protector decorating event).

The co-heads will consult the HCAB handbook, passed down internally each year, to guide their leadership. The duties of the co-heads will include:

1. Meeting with one HWC staff member from both medical and counselling services, who are assigned by HWC administration depending on the year and availability.
2. At the beginning of the semester, surveying each committee member to understand personal learning goals, campus wellness aims, and semester commitments that they would like to achieve during their participation.
3. At the end of the semester, meeting members to review their experience in HCAB and whether the board met their learning goals.
4. Voting in Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Subsection B: Makeup of the HCAB

The Health Center Advisory Board shall be comprised of:

- A. Up to two co-heads (one a year older than the other to ensure smooth transition)
 - B. 1-2 treasurers
 - C. 1 secretary
 - D. 1 archivist
 - E. 3-4 publicity heads
- Fthe remaining numbers for WEW spearhead

The committee should reach a maximum total of 13-14 members, with a number of roles subject to change based on the needs of the committee). HCAB co-heads and general members shall be appointed by the Appointments Committee, adhering to interview questions provided by current co-heads. Membership is a two-year commitment, but qualified seniors may still apply.

An internal election run by the co-heads will select the main 4 internal roles (treasurer, secretary, archivist, and publicity) from among the members elected during the second week at the beginning of the academic year; these members hold their position for the remainder of the academic year. New members appointed will be eligible for the WEW spearhead position in the first year, and can only apply for the other main roles in their second year.

Any of the permanent members of the Health Center Advisory Board may be removed after review for continuous misconduct or at their request. In the event that a main member (treasurer, secretary, publicity, archivist) is no longer fit to serve their role on the board, the Head shall appoint the most senior member of the board to fulfill said role. Any of the members of HCAB may choose to withdraw from the group so long as every main role is fulfilled, and only after meeting and working with co-heads in developing ways to best involve them given their capacity.

Section 12: The Outreach and Communications Committee

The Outreach and Communications Committee assists the SGA executive board and committees in event planning, marketing, and advertising events.

The Outreach and Communications Committee shall be composed of no more than three members from any class year as appointed by the Appointments Committee. The position of the Outreach and Communications Committee Head(s) shall be held by up to two people as appointed by the Appointments Committee.

The duties of the Outreach and Communications Committee shall include:

1. Run the SGA Instagram and any other social media platforms.
2. Assisting in event planning.
3. Help in organizational branding.
4. Notify staff members about SGA activity.
5. Write any blogs as called for or helpful in the position.

The duties of the Outreach and Communications Head(s) shall include:

1. Communicating with groups on campus when questions are raised.
2. Ensuring other committee Heads are aware of the committee's willingness to assist in advertising.
3. Working to improve frameworks for SGA outreach.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 13: The Plenary Committee

The Plenary Committee works to organize and manage successful Plenaries once per semester.

The Plenary Committee should be composed of up to six members from all classes: up to two Plenary Committee Heads, and four committee members, each appointed by the Appointments Committee. All members must be available to attend both plenaries, and the Plenary Committee shall be appointed no later than three months before the date set for Plenary. The member of the SGA EBoard working as the Plenary coordinator each academic year may participate in the Plenary Committee in an advisory capacity.

The duties of the Plenary Committee shall include:

1. Organize and conduct Plenary as per guidelines.

2. Informing the student body about Plenary (explaining what Plenary is and what Plenary has done in the past).

3. Designing and ordering Plenary t-shirts if student interest in these is at a level deemed reasonable by the Plenary committee and SGA EBoard.

4. Advertising and publicizing Plenary, including its date, location, resolutions, and results.

5. Hosting multiple Plenary writing workshops before each Plenary to guide students in their resolution writing process. In these workshops, members will give a presentation on the structure and writing of resolutions and answer resolution writers' questions and concerns.

6. Meeting directly with resolution writers in order to help writers edit their resolutions before they are submitted to a Representative Council vote and later, Plenary.

7. Connecting resolution writers to the relevant staff, administration, committees, or students that can best help them in enacting the actionable changes they propose in their resolutions. Communicating with the Constitution Review Committee about any major proposed changes to the Constitution so the Committee may choose to reach out to those students.

8. Attending each plenary.

9. Toward the end of the academic year, reviewing the progress and success of that year's two Plenaries and making recommendations to the Representative Council for the following year.

The duties of the Plenary Committee Head(s) shall include:

1. Acting as primary contact for resolution writers, SGA members, and the student body who have questions regarding the resolution writing process, what Plenary is, and other Plenary-related questions.

2. Communicating with the EBoard-Plenary coordinator about Plenary t-shirts; Representative Council's voting; and Plenary's date, time, and location.

3. Sending emails, or delegating the sending of emails, about Plenary workshops, including the times, dates, and locations of these events;

advertisements for plenary; and encouraging the student body to vote to reach quorum.

4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 14: The Seven Siblings Committee

The Seven Siblings Committee will work with the Seven Siblings Representatives from other colleges in preparation for upcoming Seven Siblings Conferences and events. This committee should be made up of motivated, creative individuals with good organizational skills, good skills working in a team, and experience or desire to gain experience planning large events.

The duties of the Seven Siblings Committee shall include:

1. Assist in planning logistics and brainstorming ideas relating to the Seven Siblings Conference in Fall or Spring semester. Attending any Seven Siblings Conferences possible.
2. Planning events and/or social opportunities for students amongst Seven Siblings colleges beyond the Seven Siblings Conference.
3. Building sustained connections between students at Bryn Mawr College and other Seven Sibling colleges.

The duties of the Seven Siblings Committee Head shall include:

1. Working together with Seven Siblings Representatives from Bryn Mawr College and other colleges.
2. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 15: The Social Committee

The Social Committee shall consist of five to seven members from any year as appointed by the Appointments Committee. The role of Head of the Social Committee may be held by up to two people.

The duties of the members of the Social Committee shall include:

1. Helping the dorm presidents with the planning, organization and advertising of larger campus parties, specifically the four major social events of Halloween, East/West,

Winter Formal, and St. Patrick's.

2. Organizing, implementing and facilitating a campus wide student event calendar.
3. Continuing campus conversations about alcohol in addition to identifying what social problems exist in the community, and how we can go about solving them as a community.
4. For every committee member, working at a minimum of one major event/party each semester.

The duties of the Head(s) of Social Committee shall include:

1. Organizing and facilitating campus-wide programming, including delegating tasks. Leading the organization of the campus wide calendar.
2. Calling and presiding over meetings of the committee.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 16: The Social Justice Taskforce Council

The Social Justice Taskforce Council shall consist of at least six members. The Student Curriculum Council shall internally elect one Head.

The duties of the Social Justice Taskforce Council shall include:

1. Considering and acting on all Social Justice related issues either as selected by their purview or as delegated to them by the Chair of Social Justice and Equity.

The duties of the Head of the Social Justice Taskforce Council shall include:

1. Calling meetings of the Social Justice Taskforce Council.
2. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 17: The S.TEAM

The purpose of the S.TEAM committee is to collect students representing interests from each STEM major, discuss issues, formulate solutions, and seek to implement changes through the appropriate channels.

Positions on this committee will include two Co-Heads, who may also serve as Liaisons or Major Reps; up to two Q Center Liaison(s); a CEC Liaison; and Major Representatives from Geology, Physics, Biology, Biochemistry, Chemistry, Mathematics, Engineering, and Computer Science. Physics and Engineering can be combined and Biochemistry can be a shared responsibility between Bio and Chem.

The role of the Major Representatives shall include:

1. At the beginning of each quarter, holding “town hall” meeting for each major to bring to light major-specific issues, events, and progress. At the end of each Major Rep Presentation, there will be a few minutes of suggestions regarding starting points as well as questions/comments from other Major Reps and Liaisons. The results of this meeting will be a list of “problem areas” to be resolved and discussed in future Solutions Meetings.
2. Holding, on a weekly or bi-weekly basis, Solutions Meetings that focus on specific problem areas, discussing the problem areas in relation to a few majors and brainstorming solutions, based on other Reps’/Liaisons’ knowledge and experiences.
3. At the beginning of each of these meetings, Major Representatives will check in with their progress in solving their own major-specific issues.
4. Surveying students within major about positive and negative aspects of their experiences, developing an understanding of problem areas, preparing short verbal presentations to advocate for these topics, and consulting necessary administrators, faculty, staff, committee members, etc about how to implement solutions.

The role of the S.TEAM Liaisons shall include:

1. If the Q Center Liaison, coordinating with and survey math and STEM students about their experiences with the Q center, communicating with the Q Center to find out the resources they have and still need, gaining an understanding of need areas, following up with appropriate groups based on meeting proceedings. Ideally, meeting with Q Center employees once per week.
2. If the CEC, communicating Major Rep and career development-related issues to CEC help formulate solutions, providing

insight into inner workings of CEC for other Committee representatives, and following up with all relevant groups based on meeting proceedings. Ideally, meet with CEC once per week.

The role of the S.TEAM Co-Heads shall include:

1. Running and facilitating meetings. Record notes at each Town Hall.
2. Prioritizing meeting topics and determining the order of each Solutions Meeting.
3. Following up with Major Representatives and Liaisons to ensure there are multiple topics that can be discussed on a given day
4. Seeking new appointees if the need arises.
5. Taking attendance.

Section 18: The Student Worker Committee

The Student Workers Committee will represent student workers on campus and serve as a liaison between student workers and SGA to help raise concerns from student workers and advocate for their needs. The committee will be made up of various types of student workers.

The duties of the Student Worker Committee will include:

1. Advocating for long-term pay security for Bryn Mawr’s Student Workers
2. Listening to student workers in order to understand the needs of student workers on campus
3. Meeting in order to evaluate how best to meet the needs of student workers.

The Office of the Student Workers’ Representative may be held by up to two elected representatives. If there are two people holding office, only one Representative is required to be present at meetings of the Representative Council.

The duties of the Student Workers Committee Head(s) shall include:

1. Being responsible for the representation of Bryn Mawr’s Student Workers at each meeting of the Representative Council.
2. Advocating for long-term pay security for Bryn Mawr’s Student Workers. Working with the Executive Board and Assembly to create policies intended to support Student Workers on campus.
3. Voting in the Representative Council votes, attending all SGA meetings, and

participating in achieving Representative Council's long- and short-term goals.

Section 19: The Campus Safety Council

The Campus Safety Council shall consist of no more than two Campus Safety Representatives from each undergraduate hall. The office of Head of the Campus Safety Committee may be held by up to two people.

The members of the Campus Safety Council's duties shall include:

1. Communicating information about breaches of campus safety, campus safety precautions and any other pertinent information about campus safety to the Students in their respective hall.

The duties of the Head(s) of the Campus Safety Council shall include:

1. Calling and presiding over meetings of the Campus Safety Council.
2. Meeting regularly with the Administrative Head of Campus Safety.
3. Serving as a liaison(s) between the Administrative Head of Campus Safety, the Campus Safety Committee, and the Assembly.
4. Serving as a liaison between the Assembly and the Department of Transportation, at the discretion of the office-holder.
5. Serving on the Residence Council.
6. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 20: The Green Ambassadors Council

A Green Ambassador Dorm Representative is elected from each class, as detailed below in Dorm Government, and holds this position for one year. The Green Ambassador Dorm Representatives will elect from their midst two Co-Heads.

The duties of the Co-Heads of the Green Ambassadors Council shall include:

1. Facilitating communication among the Green Ambassador Dorm Representatives, administration and the student body to address campus green initiatives such as recycling and energy efficiency.
2. Budgeting and organizing events.

3. Holding bi-weekly meetings with the Dorm Representatives.
4. Educating Representatives about new green projects and different sustainability plans on campus.
5. Developing new green ideas in the dormitories.
6. Taking on and delegating additional obligations that include alterations/improvements to our recycling system, and collecting special recycling objects from Dorm Representatives (such as: ink cartridges, fluorescent light bulbs, and batteries).

Section 21: The Major Council

The Major Council shall consist of one Major Council Delegate from each of the academic departments of the Undergraduate School of Bryn Mawr College. The Major Council shall elect from its body up to two members to serve as its Head(s).

Major Representatives are responsible for either becoming or selecting a Major Council Delegate. If a Major Representative does not have the time to attend Major Council meetings, they must appoint a permanent proxy, henceforth known as a Major Council Delegate. The internally elected Head(s) of the Major Council will follow up with any Majors who have not provided a delegate to plan next steps.

The Major Council's duties shall include:

1. Reviewing all curriculum issues as they pertain to specific major departments. Making suggestions as they see fit to the appropriate bodies.
2. Providing student input on departmental decisions.
3. Assisting the Faculty in academic considerations.
4. Attending as many regular meetings as possible as scheduled by the Head. Reporting to the Major Council any general concerns with regards to their Major.

The duties of the Major Council Head(s) shall include:

1. Acting as a representative to the Student-Faculty Curriculum Committee.
2. Holding meetings once per month or as needed to ensure concerns of all Majors

are able to be heard. Opening networks of communications between Majors via a group chat or email list.

3. Ensuring Delegates of all Majors are participants in the council.
4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 22: The Residence Council

Subsection A: The Purpose of the Residential Council

The Residence Council shall consist of the Head(s) of the Residence Council, and the Dorm Presidents. The Residence Council shall deal with all residential aspects of the community.

The Residence Council shall establish standing committees to consider and act on the following matters concerning: (A) Buildings and Grounds; (B) Special Case Procedure for Room Changes; and (C) Room Draw.

Subsection B: Head(s) of Residence Council

The office of the Head of Residence Council may be held by up to two people.

The duties of the Head(s) of the Residence Council shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
2. Calling and presiding over all meetings of the Residence Council.
3. Running Room Draw.
4. Heading Residence Council's Special Cases Committee.
5. Being the liaison(s) between the Residence Council and the Assembly.
6. Serving as SGA's representative(s) to the Committee on Buildings and Grounds of the Board of Trustees.
7. Serving as SGA's Representative(s) to the Housing Group.
8. Establishing and appointing the members of such committees of the Residence Council as they consider necessary, and being responsible for the functioning of these committees.

9. The duties of the Residence Council Head(s)-Elect shall include:

- a. The Residence Council Head-Elect shall be apprentice to the current head, and shall take office following Room Draw.
- b. Assisting the Residence Council Head during Room Draw.

Subsection C: The Residential Council Fund

The Residence Council shall preside over the Residential Council Fund. The Purpose of the fund shall be to cover lasting improvements, replacements or repairs to dorm common spaces beyond what Facilities is able to provide. The Residence Council Head(s) shall communicate and work with Facilities on all appropriate projects.

The Residence Council Fund shall be allotted \$1,000 each semester by the Student Finance Committee and be collective. This Fund shall be capped at \$8,000.

Proposals for spending from the fund shall be brought forward to the residence council by students, Dorm Presidents or the Residential Council Head(s). Approval for spending from the fund must be voted on by the Dorm Presidents, one vote per residence, and shall require a two-thirds majority of quorum. When money is expended from this fund, the Residence Council Head(s) must announce the decision at the next Assembly meeting.

Section 22: Student Curriculum Council

The Student Curriculum Council shall consist of no more than two members elected from each residence hall. The Student Curriculum Council shall internally elect two Heads of the Student Curriculum Council.

The duties of the Student Curriculum Council shall include:

1. Considering and acting on all problems relating to curriculum that are within their purview.
2. Collaborating with the Major Council to gain insight into issues faced by each Major, and work to collaboratively solve general curriculum issues.
3. Collaborating with the Honor Board to organize the proctoring system during final exams.

4. Recruiting proctors for self-scheduled final examinations. The Honor Board shall be responsible for revising and distributing the Honor Code rules for taking proctored exams during exam period.

The duties of the Heads of the Student Curriculum Council shall include:

1. Scheduling general board meetings.
2. Working with the Council to elect three students to serve on the Student-Faculty Curriculum Committee.
3. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.

Section 23: The Traditions Council

The Traditions Council shall consist of each class's Traditions Mistress(es)/Master(s)/Mistex(es), the Sophomore Class President(s), the Sophomore Traditions Representatives, and the Class Songs Mistex(es).

The Mistex(es) shall be elected as specified from the sophomore class each year in the Spring Semester for a term of one year as Traditions Mistex(es) and the following year as Traditions Emeritus/a/um [i/ae/a]. Traditions Emeritus/a/um [i/ae/a] will not serve on the Representative Council. The office of Traditions Mistex(es) may be held by up to two people. The Traditions Mistex(es)-Elect shall serve as an apprentice to the current Traditions Mistex(es) until the Traditions-Elect takes office on the May Day following election.

The duties of members of the Traditions Council shall include:

1. Scheduling, publishing, and organizing all Bryn Mawr College traditions.
2. Serving as consultants on all Bryn Mawr College traditions, past and present.

The duties of the Traditions Mistress(es)/Master(s)/Mistex(es) shall include:

1. Organising, executing, and perpetuating all traditions of Bryn Mawr College.
2. Calling and presiding at meetings of the Traditions Council.
3. Administering the election of the First-Year Traditional Non-Transfer Student Songs

Mistex(es) during Customs Week each year.

4. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
5. Being responsible for the administration of the election of the First-Year Traditional Non-Transfer Student Songs Mistex(es) during Customs Week each year.
6. Petitioning, if desired, SGA as defined in Right to Petition, in order to discontinue, modify, or create a tradition.
7. Coordinating with McBride Scholars' Traditions Mistex(es) to facilitate the opportunity for full participation of the McBride Scholars in the undergraduate traditions of Bryn Mawr College.
8. The Traditions Mistex(es)-Elect shall assist the current Traditions Mistex(es) in the organization and execution of the May Day Celebration.

The duties of the Traditions Emeritus/a/um [i/ae/a] shall include:

1. Serving as advisors to the current Traditions Mistex(es).
2. Meeting with the current Traditions Mistex(es) and the Staff Adviser to Traditions, scheduling meetings, and setting agendas for meetings.
3. The Traditions Emeritum(a) are not the final arbiters in any decisions on traditions but are rather advisers to the current Traditions Mistex(es) and members of the Committee.

ARTICLE VIII: THE HONOR BOARD

Section I: Composition

Subsection A: Student Membership

The Student members of the Academic Honor Board shall consist of eight undergraduates elected by all the members of SGA each year in February. As specified in Article X, one shall serve as Head for a one-year term, one first-year traditional non-transfer student will be elected to a two-year position, one first year traditional non-transfer student will be elected to a one-year position, one sophomore will be elected to a two-year position, and two juniors will be elected to one-year positions. In the normal course of

events, six positions will be open each year.

All elected student representatives to the Honor Board take office immediately after the election. The members of the existing board shall serve until a quorum of the succeeding board is elected. That quorum, for both academic and social hearings, is defined as five of the eight permanent student members. Each permanent member must be a candidate for the Bryn Mawr A.B. degree.

Subsection B: Faculty Membership

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

Subsection C: Social Honor Board

The members of the Social Honor Board shall be the eight permanent undergraduate members of the Academic Honor Board and four rotating members, one from each class, who shall be chosen at random from among the members of SGA whenever a case arises.

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

Subsection D: Disqualification

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

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

Section II: Purpose and Responsibilities

Subsection A: Purpose of the Honor Board

The Honor Board is responsible for the administration and facilitation of the Honor Code. The Honor Code has two parts: the Social Honor Code and the Academic Honor Code. Members of the Honor Board outline the Honor Code and explain how it affects one's life as a Bryn Mawr student each year for first-year

and transfer students during Customs Week. Members of the Honor Board also participate in hearings when a possible infraction has occurred. When an infraction has been determined to have taken place, the Honor Board's role is to assess whether—and, if so, how—the community member can reconcile with the rest of the community.

Subsection B: Responsibilities of the Student Honor Board

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

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

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

Section III: Authority

See Honor Code.

SECTION IV: PROCEDURES

Subsection A: Extreme Cases

In the event that a social situation involves too many legal issues, a Deans' Panel may be convened at the discretion of the Honor Board Head and the Dean of the Undergraduate College.

A Deans' Panel consists of two deans, one other administrator or appropriate faculty or staff member, two Honor Board members, and a random community member from the class of the student involved, who will be selected according to the same procedure as in a Social Honor Board Hearing. A Deans' Panel will be conducted in the same manner as Social Hearings but with no appeals process.

ARTICLE IX: DORM GOVERNMENT

Section 1: Dorm Election Procedures

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

Each spring, the Elections Board will coordinate the election of Dorm Presidents for the following academic year, in accordance with the Elections Bylaws.

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

Section 2: The Dorm President

Two people may hold the position of Dorm President. The duties of the Dorm President(s) shall include:

1. Voting in the Representative Council votes, attending all SGA meetings, and participating in achieving Representative Council's long- and short-term goals.
2. Reporting to their residence hall twice a semester at Dorm Meetings and/or DLT meetings.

The Dorm President(s) shall represent their dorm on Residence Council. The Dorm President(s) shall act as a liaison between Residence Council and the dorm. The Dorm President(s) will attend and be a voting member of the SGA Assembly with one (combined) vote.

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

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

The Dorm Presidents must be candidates for the Bryn Mawr A.B. degree and be residents of their respective halls. Customs People and Hall Advisers shall not be eligible for the position of

Dorm President, as these positions interfere with the President's ability to mediate. They shall be elected by their respective halls each fall for a term of one year beginning in the fall and/or until their successor(s) takes office.

Section 3: The Dorm Officers

The Dorm Officers shall be students from their respective dorms elected to the following positions at the first all-form meeting:

- (A) Campus Safety Council Representative (2)
- (B) Green Ambassador Council Dorm Representatives (2)
- (C) Head Traditions Representative (1-2)
- (D) Senior Traditions Representative (at least 2)
- (E) Junior Traditions Representative (at least 2)
- (F) Sophomore Traditions Representative (at least 2)
- (G) First-year Traditional Non-Transfer Representative (3-5)

Subsection A: Campus Safety Council

The office of Campus Safety Council Representative may be held up to two people at any one time. The Campus Safety Council Representative shall serve on the Student Campus Safety Council. The Campus Safety Council Representative shall serve as a liaison between the hall and the Campus Safety Council.

Subsection B: Green Ambassadors Council

The office of Green Ambassadors Council may be held by up to two people. Green Ambassadors shall comprise the Green Ambassadors Council, which shall be presided over by the Green Ambassadors Council Head. Green Ambassadors shall oversee recycling in the dorms and other activities the committee undertakes.

Subsection C: Traditions Representatives

The office of Sophomore Traditions Representative may be held by at least two people. The Sophomore Traditions Representative(s) shall help organize and direct all Traditions for the Dorm. The Sophomore Traditions Representative(s) shall serve on the Traditions Committee.

The office of First-Year Traditional Non-Transfer Student Representative may be held by three people. The First-Year Traditional Non-Transfer Student Representative shall represent the First-Year students in their respective dorms in SGA meetings. They will assist in the running of dormwide activities such as Trick or Treat, Bryn Mawr Unplugged, Done is Good and other dorm activities, at the Dorm President's discretion. They will meet with the SGA Executive Board at least once per semester. They are encouraged to volunteer at Plenary.

ARTICLE X: PROCEDURES OF THE ASSEMBLY

Section 1: Authority of the Bylaws

Any matter not specified in, and not in violation of the Constitution shall be determined at the discretion of the Assembly in their Bylaws. The Assembly shall compose, revise or reaffirm their Bylaws at the beginning of each academic year. Bylaws shall be approved by a two-thirds vote of the Assembly, providing two-thirds of the members vote.

Section 2: Procedures of Plenary

Subsection A: General Plenary Procedures

All SGA members have the right to submit resolutions for Plenary. Plenary Resolutions may include, but are not limited to, efforts to amend the Constitution, recommendations to the Administration, ratification of school policy, overriding of decisions made in Representative Council, and creation or amendment of campus-wide policies. At Plenary, a simple majority of those present is required to pass all proposals, amendments to the Constitution, and resolutions.

Plenary quorum shall be one-third of the undergraduate student body. A time limit of 3 hours will be maintained for reaching quorum at every Plenary. If quorum is attained and later lost, a time limit of 30 minutes will be established to regain quorum. After these 30 minutes have elapsed the waiting period will cease. If quorum has not been reached the attendees will be dismissed. If quorum has been reached, plenary will proceed. If quorum is lost again, plenary has ended. There will be no subsequent waiting period.

Subsection B: Constitutional Amendment

In addition to Plenary, any proposed amendment to the Constitution may be referred to SGA for a campus-wide vote. Each member of SGA shall be informed two times of the proposed amendment. This proposal and subsequent voting process may occur electronically. Proposed amendments to the Constitution shall be adopted upon a two-thirds vote of approval within two weeks of the first publication of said amendment(s), provided a minimum of two-thirds of SGA votes.

Subsection C: In Cases of Emergency

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

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

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

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

ARTICLE XI: PROCEDURES OF ELECTIONS

Section 1: Election Policy

Unless otherwise specified, all officers of SGA shall be elected according to the Bylaws of the Elections Board.

Any violation of the following elections procedures should be considered grounds for invalidation of any election at the discretion of the Head(s) of the Elections Board. An election can also be invalidated if the Head of the Honor Board and the President of the Self-Government Association together determine that the election has not been conducted in the spirit of the Honor Code. Appeals concerning elections will be heard by the Honor Board.

An abstention does not figure into the percentage count of votes, but does count towards quorum, if quorum is being considered.

Class Presidents, Dorm Presidents, Residential Representatives, Off-Campus Representatives, Haverford Representatives and McBride Representatives shall be elected by their specific constituencies as specified in this document and under the direction of the Elections Board. The Traditions Head shall administer the election of the First-Year Traditional Non-Transfer Student Songs Mistress(es) / Master(s) / Mistex(es) during Customs Week each year. All other positions shall be filled in general elections in accordance with the following guidelines in Section 3 of this Article.

Section 2: Eligibility

To be eligible to run for a position a candidate must be a current member of SGA and a candidate for a Bryn Mawr A.B. degree or a non-matriculated McBride. To be eligible to run for a position, a candidate must meet the specifications of the office for which the student is running.

Section 3: General Elections

Elections shall be held the Monday and Tuesday following publication of candidate statements, to allow for run-off elections as specified in Section 5. A majority of fifty percent plus one vote (50% + 1) of the ballots cast shall be necessary for election to an office, with the exception of the Appointments Committee, which requires additional approval from the Vice-President of SGA.

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

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

Section 4: Write-Ins and Absentee Ballots

Write-ins shall be a valid means of registering preferences. A write-in candidate must fulfill the eligibility requirements as specified above in section 2. If a write-in candidate does not fulfill the eligibility requirements, the vote for the candidate shall be considered an abstention. Before a write-in candidate can be declared a participant in a run-off election, or the winner of an election, the student shall be notified by the Head of the Elections Board and must accept the nomination. A write-in vote figures in the percentage count of the vote.

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

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

Section 5: Special Cases

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

In an unopposed race, if no candidate receives 50% + 1 of the ballots cast, a run-off election will be held within forty-eight hours between the previously unopposed candidate and the write-in candidate receiving the largest number of votes, provided they accept the nomination. Write-ins will not be allowed on the ballot in the event of a run-off election. Adequate publicity

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

Section 6: Special Elections

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

With the exception of the office of President of SGA (see Article III, Section I, Subsection C), all vacancies shall be filled through a special election which shall take place no later than two weeks after the vacancy occurs, under the direction of the Elections Board. In case of a special election to fill a vacancy, an individual who already holds an office in the Assembly may run in the election and still retain the previously-held office.

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

Unless otherwise specified, all special elections shall be held under the direction of the Elections Board.

Section 7: Resignations

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

Section 8: Removal from Office

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

All charges which could result in removal from office shall be referred to the Honor Board and be subject to the Honor Board's rules and procedures. Honor Board can refer social cases that affect the greater community to the student body for a majority vote. The Honor Board will serve as the vehicle for investigating all issues/matters concerning removal(s) from office, and then the issue goes to a student body vote.

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

ARTICLE XII: TRADITIONS

Section 1: Purpose

The purpose of Traditions is to promote, encourage, and preserve the spirit of Traditions on campus. At Bryn Mawr, the passage of the seasons is marked by a cycle of rituals that celebrate the College community with symbolic pageantry. To many Bryn Mawr students, the College's traditions are more than entertaining, colorful spectacles that divert participants from the intensity of study; they are ceremonial enactments of common values that help create a sense of community.

Section 2: Major Traditions

Subsection A: Parade Night

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

Subsection B: Lantern Night

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

Subsection C: WTF (Welcome The First-Years) Week

WTF Week takes place in the middle of February, but is preceded by first-years asking upperclassmen to be their Roses (and for them to be their buds, respectively) and to provide them with a humorous schedule for the events. The most individualized Tradition of all, WTF Week is where Bryn Mawr students are free to be silly, have fun and strengthen the bond between classes.

Subsection D: May Day

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

Section 3: Minor Traditions

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

I. THE HONOR BOARD

- A. The Honor Board is responsible for the administration and facilitation of the Honor Code. This includes an orientation for new students each fall, open meetings where the student body can discuss non-confidential matters relating to the Honor Code, and the periodic review of the Honor Code itself.
- B. Composition of the Board
 - 1. The Academic Honor Board consists of the Dean of the Undergraduate College, members of the Faculty of Arts and Sciences elected as Faculty Representatives, and eight students from the Undergraduate College: three students from the senior class (at the beginning of the fall semester), two students from the junior class (at the beginning of the fall semester), two students from the sophomore class (at the beginning of the fall semester), and one student elected as Head of the Honor Board by members of the Association.
 - 2. In the case that most current representatives of the Faculty of Arts and Sciences are compromised because of conflicts of interest or scheduling, the Dean's Office will request that a faculty member who has previously served on the Honor Board be asked to serve on a hearing.
 - 3. The Social Honor Board consists of four permanent members who sit on the Academic Honor Board and four rotating members (one from each class) selected at random from the Association.
 - 4. There are three specialty appointments on the Board: the Senior Counsel, the Secretary, and the Conflict Resolution Committee. The Senior Counsel serves as the support person for the confronted party in that the Senior Counsel makes clear the procedure of the hearing to the confronted party. The Secretary takes minutes at meetings, writes abstracts, and takes care of the Honor Board budget. The Conflict Resolution Committee works closely with the mediation intake coordinators to schedule mediation and to organize the mediation program. Since it is important for both the Senior Counsel and the Secretary to have an understanding from the experience of the hearing procedure, the Head of the Honor Board, in consultation with the Honor Board, shall appoint elected members of the Board to these positions based on the length of term and/or total time served on the Board. The Conflict Resolution Committee shall likewise be appointed with regards to experience with the Conflict Resolution Committee.
- C. The jurisdiction of the Honor Board extends to all members of the Undergraduate College. The Board has the authority to justify any sanction up to failure of an examination or paper, failure of a course, exclusion from a residence hall, exclusion from campus housing or expulsion from the College.

II. PROCEDURES

- 1. Academic Cases
 - A. Confrontation
 - i. If a student or another member of the community (including members of the faculty) suspects that the actions of another student are not consistent with the academic aspects of the Honor Code, they should talk in person with the student who committed the alleged violation to determine whether or not a potential violation has occurred. If the confronting party is satisfied that no violation has occurred, no further action is needed. If, after the conversation, the confronting party still believes that a violation may have occurred, the confronting party should ask the confronted student to report themselves to the Honor Board (preferably, in writing). This process of confrontation should be conducted in a completely confidential manner.

- ii. The confronted student is obligated to contact the Head of the Honor Board within 48 hours to report that an infraction may have occurred. If the confronting party has not heard from the Head of the Honor Board within 48 hours, they should report the possible infraction and the student's name to the Head. This should be done in writing, if possible.
 - iii. Both the confronting and confronted parties must write separate statements explaining the circumstances as they perceive them. In ordinary circumstances the statements should be submitted to the Honor Board within 72 hours after the confronted student and the Honor Board have made contact.
 - iv. The Head of the Honor Board and the Dean of the Undergraduate College, or their designee from the Dean's Office, will read both statements to determine if a hearing is warranted. If it is unclear whether a matter should be addressed by the Academic or Social Honor Board, the Head of the Honor Board in conjunction with the Dean of the Undergraduate College, or their designee from the Dean's Office, shall decide to whom the matter will be referred.
- B. Hearing Procedures
- i. If the confronting party is a student, they may be represented during the hearing by the professor involved. The confronting student, however, may be asked to write a statement for the hearing.
 - ii. The Senior Counsel and/or the Head of the Honor Board talk to the persons involved prior to each hearing. At the hearing, the statements previously submitted to the Honor Board will be read by Board members before the arrival of the confronting and confronted parties. Both parties (confronting and confronted) may read all written statements.
 - iii. In the hearing, the confronted student has the option to be present for all testimony given. The student's dean is present during the entire hearing, but does not have a vote in the final decision. The hearing is conducted in an informal manner. As soon as the hearing is over, the student is informed of the Board's decision by the Head of the Honor Board and the Dean of the Undergraduate College or their designee from the Dean's Office. The Dean of the Undergraduate College, or their designee from the Dean's Office, informs the professor of the confronting party.
 - iv. When the Head of the Honor Board deems it necessary, the Honor Board may call expert witnesses to testify about the materials in question. To ensure impartiality, this witness may not currently be the student's professor.
 - v. Each record includes all written statements and the Honor Board's final decision in the case.
 - vi. At the end of each semester, the Head of the Honor Board will release a final report of the hearings that took place to the Bryn Mawr Community. This report will include the number of academic hearings, the reason why they were brought to the Honor Board, and a broad description of the decision of each hearing. In addition, the Head of the Honor Board will present this information at the end of each semester to the SGA Assembly. Included in the published report, the Head of the Honor Board must also include five to six random abstracts from no earlier than two semesters ago and no older than six. This random selection should be representative of cases that are still relevant to campus life. All members of the Self-Government Association have the right to ask the Head of the Honor Board for as many abstracts from hearings that have happened from no earlier than two semesters ago and no older than six semesters.
 - vii. Appeals of decisions of the Academic Honor Board may be made to the President

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

2. Social Cases

A. Confrontation

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

other Board member, will collect written statements and determine if a hearing is warranted and which witnesses will be heard.

B. Hearing Procedures

- i. The Head of the Honor Board informs the confronted student of their option to seek advice from the Senior Counsel.
- ii. The Senior Counsel and/or the Head talk to the parties involved prior to each hearing. At the hearing, the statements previously submitted to the Honor Board will be read by Board members before the arrival of the confronting and confronted parties.
- iii. In the hearing, the confronted student has the option to be present for all testimony given and, in the event that the confronted student decides to speak, speaks last. The hearing is conducted in an informal manner. As soon as the hearing is over, the student is informed of the decision of the Board by the Head of the Honor Board and Senior Counsel.
- iv. Social hearings are confidential. Each record includes all written statements and the Honor Board's final decision in the case.
- v. At the beginning of the spring semester, the Head of the Honor Board must release Social Honor Board Hearing abstracts from no earlier than two semesters ago and no older than 10. These abstracts should be presented to the SGA assembly and will be released to the Bryn Mawr community. The Head of the Honor Board should take into consideration issues of confidentiality while selecting these abstracts as there still may be collective memory over the incident. The Head of the Honor Board will consult the Dean of Undergraduate Students when doing so. If the Head of the Honor Board does not have any Social Honor Board abstracts to release, then she must state this to the SGA Assembly at the beginning of the spring semester.

C. Appeal

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

any decision of the Honor Board, reverse that decision, or call for a new hearing. Decisions involving separation and exclusion are automatically appealed.

D. Reporting to Other Higher Educational Institutions

- i. When students and alums apply to graduate and professional schools, they must report whether they have been involved in a “disciplinary hearing,” which includes Honor Board hearings, both social and academic. It has been resolved that there can be exceptions to this rule for minor violations of the Honor Code and will be taken up on a case-by-case basis by the current Dean of the Undergraduate College and Head of Honor Board.

III. DEAN’S PANEL

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

IV. POLICIES

1. Academic Resolutions

- . These resolutions are to preserve and ensure the integrity of the College and of the individuals within it. Each student is responsible for the integrity of their own academic work. Thus, it is important that each student read and understand these academic resolutions, as each student will be held responsible for them.
- A. Examinations and Quizzes
 - i. Students are not to reveal the form, content, or degree of difficulty of any examination or quiz. Discretion should be used in discussing the examination and in disposing of the examination.
 - ii. Examinations at the end of each semester will be conducted without proctors in the examination rooms. However, one or more student proctors will remain in each building to be called in case of emergency and to maintain quiet.
 - iii. There should be no talking in the examination rooms. A student may leave an examination but should not create a disturbance. On completion of examinations, students are requested to leave the building promptly and quietly. Examinations will be written in blue books or on other paper provided by the College. Students are urged to occupy alternate seats where space permits. Students should not bring books and papers into the examination room unless told to do so by the instructor.
 - iv. In a scheduled examination, the instructor or the instructor’s representative may stay in an examination room for about 15 minutes at the beginning of an examination to answer questions, and may return at the close of the examination to collect papers. Students, upon completing, shall leave all blue books on the instructor’s desk or as otherwise instructed.
 - v. Quizzes will be conducted in the same manner except that the instructor may remain in the room. Quizzes will ordinarily begin at 10 past the hour, and students are responsible for observing time limits.
 - vi. In self-scheduled examinations, students must stop writing at the time specified by the instructor. Both the self-scheduled examination questions and the ‘blue books’ will be returned to the proctor in the building after the students complete them. The same standard of integrity is expected of students in cases of take-home or open book examinations, or any type of examination. The time allowed for a take-home examination

or quiz is considered to run from the time the student opens the examination through the time limit specified by the instructor. A student may not use course materials, or seek any other outside help, unless specifically instructed to do so.

B. Other Academic Work

- i. In reports and other written work, sources of information and of ideas and opinions not the student's own must be clearly indicated; the source of direct quotations must be acknowledged. Failure to do so constitutes plagiarism.
- ii. In laboratory work, each student, unless otherwise directed, is expected to make all the necessary measurements, drawings, etc., independently, from their own observations of the material provided. All records, including numerical data for working out results, are to be used by the student independently and as initially recorded.
- iii. Collaboration among students in the preparation of work may take place as approved by the instructor.
- iv. Permission must be obtained in advance from all professors concerned if a paper is to be submitted for credit in more than one course. If the paper has been used in a previous course or another school, the current professor should be made aware of the fact.
- v. Any student who is uncertain about the application of the preceding rules to any particular assignment should ask the instructor for more explicit directions.
- vi. Library: Use of library resources is subject to the Honor Code, as well as normal library regulations. It is the responsibility of the students to acquaint themselves with the regulations regarding the use of library materials, especially those materials on reserve. If a student fails to return a library book on time, despite requests from the librarian, it will be considered an infraction of the Academic Honor Code, and will be dealt with accordingly.
- vii. Faculty: Members of the faculty are not under the jurisdiction of the Honor Code but may participate in confrontation. Complaints about a faculty member should first be made to the professor and then to the Dean of the Undergraduate College.

1. Social Resolutions of the Honor Code

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

- i. Confidentiality: The right of each student to privacy shall be preserved except in cases of dire emergency. When answering phones, no information concerning any student may be released without an express directive from the student. This same concern should be considered when replying to written or verbal requests for information about another member of the Association or the larger community.
- ii. Guests: Every guest on the campus is bound by the Honor Code regulations while staying on the campus; future visits by guests who have violated these regulations may be restricted. Each student is responsible for seeing that their guests are acquainted with the resolutions of the Association. The student will not be penalized for a guest's failure to comply with the resolutions if the guest has been informed of them. This statement refers only to the student Social Honor Code procedures. The student and their guest may be subject to College administrative procedures and penalty.

Guests may be received in students' rooms at any hour. For the security of the halls, any stranger should be escorted to the public rooms, to the room of the person being visited, or out of the hall. It is a College rule that guests may stay in halls for short visits only. Violations may be reported to the Dean of the Undergraduate College.

- iii. **Dormitory Life:** Decisions pertaining to the specific door-keeping practices, smoking areas, and quiet hours of each dormitory will be determined at the first dorm meeting of each academic year.
- iv. **Policies on Alcohol and Drugs:** The College's policies on alcohol and drugs are also included in this Honor Code.

V. OTHER INSTITUTIONS

If a Bryn Mawr student is in violation of the honor system of another institution, including those with which Bryn Mawr has cooperative agreements (except Haverford, with whom there is a special agreement), that violation will be adjudicated at that institution. The student should report the case to the Bryn Mawr Honor Board, but ordinarily no action will be taken at Bryn Mawr.

1. **Special Agreement with Haverford College** (College A may be either Bryn Mawr or Haverford College, depending on where the case originates.)
2. When College A concludes a hearing of a case involving a student from College B with a recommendation for action that requires enforcement by College B, the student will have five days to appeal to the President of College A, using College A's appeal procedures. If, after the appeal period, there remain some results which must be enforced by College B, that recommendation is forwarded by the appropriate person in College A to the appropriate person in College B (i.e. when an appeal was heard, by the President of College A to the Dean of College B; when there was no appeal, by the Dean of College A to the Dean of College B).
3. At College B, an inquiry will be made by the dean and the student head of Honor Board or Council. It is understood that this should not constitute a second hearing of the case, but all materials from the hearing should be available to the inquiry, which may also call upon anyone involved for further questioning. The inquiry will not affect the resolution of the case in those areas where enforcement is within the authority of College A, but will only decide whether the recommendation for action referred to College B will be accepted, modified, or rejected. The student has five days to appeal the results of the inquiry to the President of College B, whose decision is final.
4. Students should be familiar with both the Bryn Mawr and the Haverford Honor Codes, as one is expected to adhere to the Code of the campus one is on. There are several significant differences between the Colleges' Honor Codes of which each student should be aware.
5. The Bi-Co Liaison will be utilized as appropriate.
6. The purpose of the Bi-Co Liaison is to keep the home institution informed, as well as serve as a source of knowledge about the home institution. The liaison will be responsible to attend any necessary meetings, transporting any necessary documents back to the home institution, and bringing up relevant points that the jury may have thus far neglected to consider.
7. The liaison at both institutions will be governed by the same set of procedures that were consented by both, the Bryn Mawr Honor Board and the Haverford Honor Council, and will be made readily available to the community. Changes to these guidelines that do not conflict with what has already been stated can only be changed with the consent of both the Bryn Mawr Honor Board and Haverford Honor Council.

DEAN'S PANEL

A Dean's Panel is conducted in the spirit of the values affirmed in the Bryn Mawr Honor Code: a belief in the integrity of each individual, a concern for others, and a commitment to dialogue. A Panel may

be convened to investigate and resolve certain concerns about a student's behavior raised by students, faculty or professional staff. Being called before a Dean's Panel in no way implies a presumption of guilt.

A. Purpose

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

B. Composition of the Dean's Panel

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

C. Notification

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

D. Scheduling

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

E. Fact-Finding Procedures

The members of the Panel will determine whether or not to solicit a written statement from any student brought before it.

The members of the Panel will determine a slate of witnesses; these will ordinarily be members of the Bryn Mawr College community. The Panel will obtain statements from witnesses either through submission of written statements in advance of the Panel or through fact-finding interviews at the Panel itself.

A student brought before the Panel will have access to any written statements submitted by witnesses. A student called before the Panel has the right to be present, with a support person, during fact-finding presentations which take place at the hearing.

Witnesses will be interviewed individually at the hearing. Members of the Dean's Panel will first question each witness. The student brought before the panel will then also have the opportunity to question each witness. Any harassing, intimidating, or irrelevant question will be disallowed by the

Chair. If a student persists with such questions, the Chair may judge that they have forfeited the right to question the witness. Ordinarily, a witness will not question the student brought before the Panel but may suggest to the Panel questions that should be addressed to the student.

The student brought before the Panel will be questioned after all other witnesses (if any) have appeared.

The support person of any student called before a Dean's Panel will ordinarily not be allowed to address the Panel or to serve as a witness.

If the Panel chooses to interview witnesses in private, separate from the hearing, the student brought before the Panel will have the opportunity to submit questions for the witnesses to the Dean's Panel members. A summary statement of private interviews will be given to the student at the hearing.

F. Dean's Panel Deliberations

After gathering information, the Panel will meet in private to deliberate and formulate its resolutions. A student brought before the Panel will be informed of the Dean's Panel's resolutions orally at the first opportunity. In addition, soon after the Panel's deliberations, the chair will send the student a written summary of the Panel's resolutions. The Panel will determine which others should also be informed of the resolutions.

G. Finality of the Decision

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

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

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

I. Record

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

J. Confidentiality

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

STUDENT RESOURCES

Question or Concern	Next Step Toward Resolution
I'm having an issue with my roommate or someone else in my dorm.	Your Hall Adviser (HA) and/or Customs Person can offer immediate advice. You may also consult the Associate or Assistant Dean for Residential Life, your dean, or a counselor in Counseling Services at the Health Center.
I'm worried about a friend.	If you aren't ready yet to talk directly with your friend about your concern, talk with your Hall Adviser, a Customs Person, the Interfaith Chaplain, your dean, or a counselor at the Health and Wellness Center. After hours, please call ProtoCall to talk with a counselor or access the BMC MySSP app for support.
I've forgotten my password.	Contact the Help Desk (x7440) in Canaday Library or visit brynmawr.edu/inside/offices-services/library-information-technology-services . If you haven't already done so, set up password reset questions that allow you to reset your password yourself any time, any place.
Something in my room is broken and needs repair.	Call Facilities at x7930 or fill out Service Request form brynmawr.edu/inside/offices-services/facilities/service-requests
I lost my OneCard.	Immediately report the loss to Campus Safety at 610-526-7911. They will temporarily deactivate the card so your account cannot be used. Go to the OneCard office (Cartref Building) during business hours to replace your card. Campus Safety can give temporary building access until the card is permanently replaced.
I want to host a party.	Talk with Student Engagement office staff and your Dorm President.
I want to explore off-campus.	Your Customs Person, Activities & Orientation Assistant, Student Engagement, or the Career & Civic Engagement Center can provide advice.
I've got a cold.	The Medical Services at the Health and Wellness Center provides a "do-it-yourself" cold care center if you need some over-the-counter medicine. When the Health and Wellness Center is closed, please call TeamHealth Medical and Nurse On-Call at 610-517-4921.
My dorm bathroom is flooded and the facilities office is closed.	Call Campus Safety at x7911.
I'm sick.	Call or go to the Health and Wellness Center! After hours, students can call TeamHealth Medical and Nurse On-Call at 610-517-4921. Don't hesitate to call Campus Safety (x7911) if you aren't well enough to get there on your own. You can also go to Urgent Care Centers or Walk-In Clinics at nearby drugstores, CVS & Rite Aid. Check the Health and Wellness Center website - brynmawr.edu/healthcenter/local-urgent-care-centers

Question or Concern	Next Step Toward Resolution
I want to reserve a room for a meeting or party.	<p>If the room is in your dorm, contact your dorm president.</p> <p>If it's not in a dorm, use the online room reservation system at brynmawr.edu/inside/offices-services/conferences-events/brynmawr-community/reserving-space/ems-web-app-formerly-virtual-ems-instructions.</p> <p>You can also contact the Conferences and Events Office in the Campus Center.</p>
I lost something.	Report it to Campus Safety (x7911).
I need to get a document notarized.	Go to the College Counsel's office on the third floor of Taylor Hall.
I need passport/visa photos.	Go to Bryn Mawr Post Office, 16 N. Bryn Mawr Ave., Bryn Mawr, PA
I'm homesick.	Finding friends takes time. Try talking to your HA, your Customs Person, your Activities & Orientation Assistant, or your dean.
I'm being harassed.	<p>Contact Campus Safety (x7911).</p> <p>You can also contact the Bias Incident Response Team (biarresponse@brynmawr.edu) by email and a member of the team will contact you. Consider talking with a counselor in Counseling Services. If the harassment is sexual or gender-related, contact the College's Title IX Coordinator (titleix_coordinator@brynmawr.edu).</p>
I want to talk to someone about gender and sexuality.	Your deans, HAs, CDAs, and staff at the Impact Center for Community Development and Inclusion are good listeners and trained sources of support. Another safe and confidential place to discuss sexuality and/or gender identity is the Health and Wellness Center—Counseling and Medical Services.
I've been sexually assaulted.	<p>Go to the Health and Wellness Center or Bryn Mawr Hospital to receive confidential medical attention. Talk with a counselor at Health and Wellness Center or the Interfaith Chaplain for confidential emotional support.</p> <p>To report the assault and to ensure an investigation takes place, contact Campus Safety, the Police, the Title IX Coordinator, (titleix_coordinator@brynmawr.edu), your dean, or your HA. Reporting your assault to Campus Safety does not mean you have to talk with the police.</p> <p>You may also use the online Sexual Misconduct Reporting Form: brynmawr.qualtrics.com/jfe/form/SV_bemH6hX9kSLX9Zz</p>
I think I might be pregnant.	Seek medical attention and emotional support at the Health and Wellness Center. Talk with your dean.
I'm having problems paying my College bill.	Make an appointment with someone in Student Accounts to discuss your concerns: 610-526-5500 or studentaccounts@brynmawr.edu .

Question or Concern	Next Step Toward Resolution
I'm thinking about suicide.	<p>Seek immediate help from the Health and Wellness Center– Counseling Services at 610-526-7360 or from Campus Safety at 7911 from any campus phone. If calling from a cell phone or off-campus phone, call 610-526-7911.</p> <p>Reach out to someone you trust and let that person know that you are struggling. Contact the Suicide Hotline: 1-855-634-HOPE (4673) Crisis Text Line - Text HOME to 741741.</p>
I want to find a spiritual community or place of worship.	<p>There are a number of student religious organizations as well as welcoming religious communities nearby. Contact the Interfaith Chaplain or the Impact Center for Community, Equity, and Understanding for advice.</p> <p>brynmawr.edu/inside/offices-services/impact-center/religious-spiritual-life</p>
I am an undocumented student who needs support.	Contact the Assistant Dean for Student Support and Belonging, Bryn Mawr's contact person , who can help to connect you to other campus supports as appropriate.
I have a financial emergency.	Contact your dean or the Dean's Office for advice and resources.

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

Question or Concern	Next Step Toward Resolution
I want to take a course credit/no credit.	Consult your dean. You must sign up in BiONic (starting after Confirmation of Registration ends) to declare a course credit/no credit. The deadline to sign up for a full semester course is by the end of the sixth week of classes. This deadline is strictly enforced. See Registrar's website for more information: brynmawr.edu/inside/academic-information/registrar
I have a question about my grade.	Consult your professor or talk with your dean if you're not sure how to proceed.
I want to study abroad.	<p>Studying abroad can have tremendous value for your academic, personal, professional, and intercultural growth.</p> <p>To get started: Come to the office in Guild Hall and talk with a Study Abroad Student Coordinator to explore program options. Attend an information session. Talk with your dean, your major adviser, and Director of Global Education Tracy Weber. It is never too early to start planning, and we want to help you find the program that is the best fit for you!</p>
I need a tutor	<p>First, talk with your professor about your difficulty with the material and utilize class resources. If you think you need a tutor, consult the Peer Tutor site:</p> <p>brynmawr.edu/inside/offices-services/peer-tutors/how-request-tutor.</p>

Question or Concern	Next Step Toward Resolution
I can't seem to get all my work done on time.	If it is a one-time problem with a particular assignment, talk with the professor whose work you are having trouble completing to request an extension. If you often experience this problem with your assignments, talk with a peer mentor, your dean or the Director of Academic Support Services for a referral to the appropriate academic support service.
I need an accommodation due to a disability.	Consult the Director of Access Services, Deb Alder (x7561). Your dean can help with this referral.
I want to take a course at Swarthmore.	See Swarthmore registration information on the BMC Registrar's website.
I want to take a course at Penn.	See Penn Registration information on the BMC Registrar's website.
I need an extension during the term.	Ask your professor for an extension before the due date. If you are having trouble completing the work for more than one class, you should talk with your dean as well.
I need an extension after the last day of classes.	Contact your professor and your dean. Extensions into the exam period require permission from both of them. Note that Haverford and Bryn Mawr have different policies on extensions beyond the last day of class.
I'd like to take a summer course.	Consult your dean. See the Registrar's website for policies and procedures about transferring credits. brynmawr.edu/inside/academic-information/registrar
I need to miss classes because of a religious holiday or observance.	Bryn Mawr supports students in their religious observances. Consult your professors at the beginning of the semester to alert them well in advance and to discuss options. You are entitled to observe your religious holiday, but you are also responsible for the course content and assignments of that day. Please be in touch with the Interfaith Chaplain or the Impact Center for Community, Equity, and Understanding with any questions or concerns.
I want to apply for an external fellowship.	Consult the Fellowships page on the Dean's Office Website. brynmawr.edu/inside/academic-information/research/fellowships
I think I or someone else may have violated the Honor Code.	Contact the head of the Honor Board and your dean.
I think a professor has treated me or someone else unfairly or in a biased way.	See section "Resources in the Event of Suspected Discrimination or Bias," under Community Policies.
I need to order academic transcripts.	See the information on the Registrar's website : brynmawr.edu/inside/academic-information/registrar .
I want to go to law school.	Consult with the pre-law advisor in the Career & Civic Engagement Center.
I want to apply for graduate school.	Consult professors whom you know well, your dean, and a career counselor in the Career & Civic Engagement Center.

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

ACADEMIC SUPPORT AND LEARNING RESOURCES

Guild Hall, ground floor, x5375

brynmawr.edu/inside/offices-services/academic-support

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

ACCESS SERVICES

Guild Hall, ground floor, x7561

brynmawr.edu/inside/offices-services/access-services

Bryn Mawr College welcomes students with disabilities to the campus community. Access Services provides reasonable accommodations for eligible students protected under the Americans with Disabilities Act due to documented learning, physical, medical, or psychological disabilities. If you think you might be eligible for academic adjustments in the classroom (e.g. extended time for tests is a possible example), housing modifications in the residence halls (e.g. an air conditioner due to a significant medical condition is one possible example)

or other modifications, please contact the Director or Assistant Director as early as possible. For additional information about Access Services, including the eligibility criteria, documentation requirements, and procedures for requesting accommodations, please check the Access Services website. Make an appointment with the Director or Assistant Director by calling 610-526-7516 if you wish to discuss your situation and determine if you are eligible for accommodations. The information that you share is kept strictly confidential.

ATHLETICS AND PHYSICAL EDUCATION

Bern Schwartz Fitness and Athletics Center, x7305

brynmawr.edu/inside/offices-services/athletics-physical-education

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

CAREER & CIVIC ENGAGEMENT CENTER

Student Life and Wellness Building, x5174

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

brynmawr.edu/inside/offices-services/career-civic-engagement-center

The mission of the Career & Civic Engagement Center (the Center) is to prepare and support liberal arts students and alums to become effective, self-aware leaders in their chosen life pursuits. Students should utilize the Center's team of 16 staff members to facilitate connections with experiences and resources that will allow them to explore their interests and passions and construct their resumes. From the day students arrive on campus, the Career & Civic Engagement Center provides integrated and coordinated services, programs and opportunities in career exploration, internships and summer internship funding, civic engagement, leadership, professional and personal skill-building, networking and alumnae/-i programs.

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

Civic Engagement works with community-based organizations to prepare students to be socially responsible leaders and citizens through purposeful action, reflection, and learning. The Center helps students reflect on their values and how they can use those values to make meaningful differences in their local and global communities. Community-Based Work Study and the Praxis Program are two examples of the variety of curricular and co-curricular programs offered.

Students, faculty, staff, and community partners collaborate with the Center to create direct service initiatives, project-based learning, skill development and capacity building opportunities.

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

DEAN'S OFFICE

Guild Hall, lower level, x5375

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

(after hours appointments available through your dean).

brynmawr.edu/inside/offices-services/deans-office

Your dean is a valuable source of advice on academic and non-academic matters throughout your years at Bryn Mawr. Whether you want to talk about choosing courses or deciding on your major, or identifying necessary resources to address roommate challenges or homesickness, your dean can help you consider your options, find the support you need, and develop a plan that works for you. You will at times need to see your dean for official permission or approval on various academic matters. But beyond this, a dean should be among the first people you consult if you have questions about any aspect of life at Bryn Mawr. While it is your responsibility to familiarize yourself with the rules and procedures that shape your experience at Bryn Mawr, your dean can help you understand this information and manage your concerns more effectively. Your dean's name is displayed on your Student Center page in BiONiC. If you cannot access BiONiC and need to know who your dean is, call the Dean's Office (x5375).

EDUCATION STUDIES MAJOR AND MINOR AND SECONDARY TEACHER CERTIFICATION

Bettws-y-Coed, x5010

brynmawr.edu/inside/academic-information/departments-programs/education

Students may choose among the following options available through the Bryn Mawr/Haverford Education Department: (1) take courses that are open to all; (2) pursue a major or minor in Education Studies; (3) pursue a major or minor in Education Studies leading to certification to teach at the secondary (grades

7-12) level as part of the four-year undergraduate program; (4) complete a secondary teacher education program after they graduate; (5) apply to sub-matriculate as juniors or seniors into the University of Pennsylvania, Graduate School of Education's elementary or secondary education Master's program; or (6) in a five-year program, complete both the A.B./M.A. program in physics or mathematics (or possibly other departments that offer the AB/MA option) and the secondary teaching certification program. Students interested in option one through six should meet with a program adviser as early as possible. Students interested in option five should also reach out to Maureen Cotterill, Program Manager of the Penn GSE Urban Teaching Apprenticeship Program, at maurenc@upenn.edu.

GLOBAL EDUCATION

Guild Hall lower level, x5375

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

brynmawr.edu/inside/offices-services/study-abroad

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

Bryn Mawr students can expand their horizons by taking courses in another country and cultural context—an incredible opportunity for academic, personal, professional, and intercultural growth. The Office of Global Education provides guidance and support for undergraduate students who want to study abroad during the academic year; oversees international partnership and exchange agreements; and engages strategically with departments across campus around global education at the College. The College has approved more than 80 programs in over thirty countries for semester or year-long study. Students also have the option to participate in exchange through special agreements with Sciences Po (Paris); Aberystwyth University (Wales); Nanyang Technological University (Singapore); Tsuda University (Japan); Keio University (Japan); and Spelman College (Atlanta, Georgia, USA). The Study Abroad Committee, which consists of faculty members as well as staff in the Undergraduate Dean's Office, approves programs, reviews study abroad applications, and makes final decisions about a student's eligibility to study abroad.

HEALTH PROFESSIONS ADVISING OFFICE

Canwyll House East, x7350

brynmawr.edu/inside/offices-services/health-professions-advising

The Health Professions Advising Office provides information, advising, and assistance to students and alums who are interested in careers in the health professions. We offer guidance with making a decision to pursue a career in healthcare, choosing prerequisite courses, getting clinical volunteer experience, and applying to professional schools. Students who wish to receive announcements about health-related workshops, internships, and other opportunities should contact the health professions advisor.

Bryn Mawr's Post-Baccalaureate Premedical Program is designed for individuals, who did not fulfill the premedical requirements as undergraduates, but who now want to apply to schools of medicine, dentistry, or veterinary medicine. Admission to this program is highly selective.

THE IMPACT CENTER FOR COMMUNITY, EQUITY, AND UNDERSTANDING

Student Life and Wellness Building—First Floor, x6592

brynmawr.edu/inside/offices-services/impact-center

The Impact Center for Community, Equity, and Understanding addresses issues of equity, power and privilege, including but not limited to race, ethnicity, country of origin, class, gender, sexual orientation, religious affiliation, disability, and intersectionality, with a goal of improving the campus climate and enhancing community life at Bryn Mawr. This is done with a lens that advances anti-racism, wellness, welcome, and belonging for all students, especially those who know the experience of marginalization firsthand.

The Impact Center's staff develops and coordinates educational and community-building programs, guides student affinity groups, coordinates College programs to mentor and support students from underrepresented groups, supervises the Community Diversity Assistants, and provides informal advising to all students around issues of identity, social justice,

anti-racism, and inclusion. The Impact Center envisions a campus culture that affirms and supports the identities, backgrounds, experiences, and perspectives of all students in a way that informs College efforts to create equity across student identities and experiences.

INTERNATIONAL STUDENT AND SCHOLAR ADVISING

Student Life and Wellness Building #150, x7390

brynmawr.edu/inside/offices-services/impact-center/international-advising

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

NEW STUDENT PROGRAMS

Guild, Lower Level, x5375

New Student Programs supports new students on their transition to college through summer programming, Customs New Student Orientation, THRIVE, and special events and programs throughout the year. New Student Programs works closely with other administrative departments, the Customs People and other members of the Dorm Leadership Team to support new students.

PRE-LAW ADVISING

Student Life and Wellness Building, x5174

brynmawr.edu/inside/offices-services/career-civic-engagement-center/graduate-school-resources/pre-law

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

Q CENTER: QUANTITATIVE REASONING PROJECT

Canwyll House West

brynmawr.edu/inside/offices-services/q-center

The Q Center supports students engaged in quantitative problem solving in introductory courses across the social science and science curriculum. The Q Center is staffed by trained peer mentors who host in-person collaborative study sessions. Q mentors help students develop problem solving strategies, and improve quantitative, computational, and data analysis skills. Please visit the Q Project website for more information, including hours of operation, appointment scheduling, and mentor interests.

RELIGIOUS AND SPIRITUAL LIFE

The Impact Center, Student Life and Wellness Building—First Floor, x6592

brynmawr.edu/inside/offices-services/impact-center/religious-spiritual-life

We recognize that spiritual wellness, irrespective of religious or secular identity, is a component of student success and wellbeing. Religion and spirituality are significant aspects of many students' lives. The Interfaith Chaplain offers confidential pastoral support for individuals and student groups. We also provide connections for students to local religious organizations and to student religious groups. Additionally, the Impact Center employs student Interfaith Coordinators who organize programs promoting interfaith exploration and dialogue.

RESIDENTIAL LIFE & STUDENT ENGAGEMENT

Campus Center 610-526-7331

brynmawr.edu/inside/offices-services/residential-life

The Residential Life and Student Engagement Office is responsible for the administration of all residence halls and student housing, works with student organizations, and provides social programming for the community. They work closely with the Dorm Presidents, Residence Council, Hall Advisors, Activities and Orientation Assistants and other Dorm Leadership Team Members.

STUDENT ACCOUNTS

Benham Gateway, third floor, x5500

**[brynmawr.edu/inside/offices-services/
student-accounts](http://brynmawr.edu/inside/offices-services/student-accounts)**

The Student Accounts division of the Controller's Office assists students and their families in understanding their bill and payment options. The office works closely with the Office of Financial Aid to coordinate services. Student Accounts also manages the International Student Loan program and is responsible for the issuance of tax form 1098-T.

SUMMER STUDY ABROAD

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

WRITING CENTER

Canaday Library, First Floor

**[brynmawr.edu/inside/offices-services/
writing-center](http://brynmawr.edu/inside/offices-services/writing-center)**

The Writing Center offers free, individual consultations on writing assignments of any kind, including essays, research papers, lab reports, senior theses, and fellowship or graduate school applications. We also offer consultations on public speaking and writing in languages other than English. All writers--whether experienced or novice, native-English-speaking or multilingual--can benefit from constructive conversation about their work with trained readers, and students may come in at any point in the writing process, even without a draft. Visit the Writing Center Web site to make an appointment or learn more about our services. Walk-ins are helped on a first-come, first-served basis, and

DORM LEADERS

(BRYNMAWR.EDU/RESIDENTIAL-LIFE/DORM-LEADERS)

ACTIVITIES & ORIENTATION ASSISTANTS

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

COMMUNITY DIVERSITY ASSISTANTS

Community Diversity Assistants (CDAs) serve as educational and community-building resources at Bryn Mawr. They help students explore issues of diversity, equity, and inclusion in residence halls and on campus. Together with other members of the Dorm Leadership Team, affinity groups, the Impact Center, and community members, CDAs implement educational programming and help students explore diversity across a variety of areas, including race, socioeconomic class, gender identity, sexuality, abilities and more. CDAs help facilitate conversation and build understanding around issues of equity and diversity, and hold office hours to discuss questions raised by residents about these issues. The goal of the CDA program is to promote a community where difference is valued through communication, mutual respect, and empathy towards one's peers. CDAs are supervised by the Impact Center.

CUSTOMS PEOPLE

Customs People (CP) are students who have been selected to live on the halls with new students. They provide orientation during Customs Week as well as continued guidance throughout the year to assist first-year and transfer students with a successful transition to the College. CPs are part of the Office of Student Engagement & New Student Programs.

DORM PRESIDENTS

Dorm Presidents serve as elected representatives to Residence Council and as representatives to SGA. Residence Council is responsible for addressing residential and campus issues that involve dorm life, including but not limited to maintenance issues, student safety, energy conservation, and fire safety.

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

HALL ADVISORS

Undergraduate Hall Advisors (HAs) work closely with members of their dorm leadership team, particularly Customs People, on behalf of their fellow residents. The HA has special responsibilities to the residents on the assigned hall where they live. HAs provide information about the College and its services and refer students to resource persons when appropriate.

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

PEER MENTORING SERVICES (PMS)

Peer mentors are trained to help their fellow students identify and implement techniques for more effective learning. These techniques include developing strategic study routines, taking notes from lectures and readings, seeking help from the instructor, analyzing a course syllabus as well as texts and working with a study group. Mentors also assist students with course selection and planning. Students can visit their peer mentor during workshops and drop-in hours, as well as in one-on-one sessions.

ESSENTIAL HEALTH INFORMATION

HEALTH CENTER

610-526-7360

brynmawr.edu/inside/offices-services/health-wellness-center

The Health Center provides a full array of primary medical and psychological counseling services for students.

During the academic year, the Center is open 9 a.m. to 5 p.m. Monday–Friday. Medical Services is also available on Saturdays for urgent visits from 9 a.m. On other days and times when the Health Center is closed contact as follows:

For Medical Concerns:

Non-Life-Threatening Emergencies:
Call TeamHealth Medical and Nurse
On-Call at 610-517-4921

Life-Threatening Emergencies:
Call Campus Safety at 610-526-7911.

For Mental Health/Counseling Concerns:

Non-Life-Threatening Emergencies:

Students can speak with an on-call counselor whenever classes are in session and the Health and Wellness Center is open (9am-5pm, Monday-Friday).

When the Health and Wellness Center is closed, students can reach the on-call counseling service by calling 610-526-7778 for concerns that cannot wait until the Health and Wellness Center reopens at 9am. Students can also access counseling services through our BMC MySSP app which is available for free to all students enrolled at BMC. Through the app, students can access a counselor by text, phone, teletherapy 24/7.

Life-Threatening Emergencies:
Call Campus Safety at 610-526-7911.

Policy on Confidentiality

The confidentiality of the health care provider-student relationship is respected at all times. No information regarding your health will be released without your permission. Matters of health become practical issues when questions of extensions and absences from class arise.

At such times you may want us to inform your dean or the Department of Athletics and Physical Education (if you are enrolled in PE courses) about your health, and you will be asked what information you wish to have shared and with whom.

However, in the case of a life-threatening emergency, such as accident, severe injury, hospital admission, emergency surgery, statement of suicidal intent or suicide attempt, the College administration and its Health Service personnel will intervene at their discretion and inform the emergency contact person or others who may need to be involved to assure the student's safety. Student health services are available to all matriculated undergraduate, graduate, and post-baccalaureate students. All students are required to have a completed admission health history and physical exam form on file at the Health Center to receive services.

MEDICAL SERVICES

Health Center, 610-526-7360

brynmawr.edu/inside/offices-services/health-wellness-center/medical-services

- Immediate Nurse telephone triage available for consultation, every day during the hours of operation.
- Physician or nurse practitioner appointments available Monday through Friday.
- Routine gynecologic care, provided by nurse practitioners, including contraception counseling, education about sexuality and sexually transmitted infections, pregnancy tests, and confidential testing and treatment for sexually transmitted infections.
- Self-Care Center, which provides education and treatment for simple ailments.

Most physician, nurse practitioner and nursing visits are provided free of charge to students. No student will be denied needed care due to inability to pay. However, there may be charges for some services including the following:

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

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

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

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

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

COUNSELING SERVICES

Health and Wellness Center, 610-526-7360
brynmawr.edu/inside/offices-services/health-wellness-center/counseling-services

Bryn Mawr College Counseling Services is dedicated to delivering excellent clinical care to the College's diverse student population. The college years are a time of accelerated growth, significant challenges and considerable stress. In a confidential setting, our counselors and psychiatrists listen carefully to student concerns and help them address issues large and small. Each year, approximately one third of our student body uses our services.

Counseling Services provides brief assessments, short-term psychotherapy, teletherapy, psycho-educational groups, workshops and webinars, crisis intervention, case management, mediation, outreach, advocacy, psychiatric medication evaluation and management, and referral services for BMC undergraduate, graduate, and post-bac students when classes are in session during the academic year. Students are typically seen within a week of requesting an appointment (immediately if there is a crisis). While a student can be seen for up to 10 sessions at no cost, sessions beyond 10 are billed at \$75/session. Importantly, no student is ever denied service due to financial constraints. Students should discuss any financial concerns with their counselor or the Counseling Director.

DRUG AND ALCOHOL EDUCATION AND COUNSELING SERVICES

Educational Programming: Entering first-year students are required to complete the multi-section online alcohol education program, Alcohol-Wise, which begins during the summer before the start of the first year with the completion of part one. The remaining sections are completed during the first semester of the academic year. The online program is the first part of an ongoing discussion about campus norms that continues during the THRIVE course which all first-years are required to take during their first semester. Throughout the academic year, educational programs are offered for students about the physical, emotional and social consequences of alcohol and other drug use for the individual and the College community. The goal of these programs is to empower students with the information they need to make responsible choices and to develop healthy social skills.

Party-host trainings are offered throughout the semester for those who choose to host parties. These trainings review the Bryn Mawr College alcohol and party policies (see pages 52 and 58), the Pennsylvania state laws concerning the distribution and consumption of alcohol (see page 62), and the risks and liabilities of anyone, regardless of age, who serves minors. Also included in the training are low-risk guidelines for drinking, information about how blood-alcohol content affects behavior and judgment, and how to care for an intoxicated person.

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

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

Resource and Referral: The Health Center has books and educational videos on addiction and related topics. These materials are available to students for both personal or research purposes. Also, an alcohol self-assessment is provided below

to help you determine whether you should be concerned about your alcohol use.

- Do you drink when you feel depressed, hoping it will make you feel better?
- Do you need alcohol to feel sexy or to flirt?
- Do you regularly use alcohol to relieve menstrual cramps? To help you sleep? To calm your nerves or handle stress?
- Do you sometimes feel uncomfortable if alcohol is not available?
- Do you sometimes feel guilty about your drinking or worry that your friends/family know how much you drink?
- Do you sometimes forget what happened after a night of drinking?
- Do you do things when you're drinking that you normally wouldn't do?
- Do you feel depressed or irritable after drinking a lot?
- Do you become defensive when someone mentions your drinking?
- Do you avoid eating on a day when you are going out drinking?
- Do you sometimes miss classes or appointments because of drinking or hangovers?
- Do you feel social only when you drink?

If you have answered YES or SOMETIMES to several of these questions, you should contact the Health Center at 610-526-7360.

SEXUAL ASSAULT COUNSELING AND CARE

Bryn Mawr is committed to helping any student who has experienced sexual assault. Counselors, health center personnel, residential life staff, campus safety officers, and deans will support a student through the recovery process.

Options for Students Who Have Been Sexually Assaulted

Any student who experiences any form of sexual violence has the option to seek help from resources available through the College and/or from outside sources. The following is a short list of options available to students seeking help at Bryn Mawr. More detailed information about

each option is provided on the Title IX web page. You may:

- Contact the Bryn Mawr College Health Center (610-526-7360) to receive general medical care, speak to a counselor, and/or discuss other medical and support options confidentially.
- Go to Bryn Mawr Hospital (130 South Bryn Mawr Avenue, Bryn Mawr, PA 19010) to receive a medical examination, which is admissible in court as evidence of an assault.
- Call Bryn Mawr College Campus Safety (x7911, 911 in emergencies) to arrange for transportation to the Health Center or to Bryn Mawr Hospital, and/or to report an incident.
- Contact the Bryn Mawr College Title IX Coordinator, Kimberly F. Taylor (610-526-7863 or ktaylor4@brynmawr.edu), to report an incident and initiate the College's investigation.
- Call Lower Merion Township Police (610-642-4200) to arrange transportation to Bryn Mawr Hospital, to report a sexual assault or to request emergency medical assistance.

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

Kimberly F. Taylor
Office location: Gateway 309
610-526-7863
ktaylor4@brynmawr.edu

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

- Have any allegations of sexual assault taken seriously and without any suggestion that survivors are responsible for sexual assault.
- Be treated with respect and dignity, regardless of gender, gender identity, race, age, income level, physical abilities, cognitive abilities, or sexual, medical, and mental health history.
- Have timely access to emergency and crisis counseling services.
- Be accompanied by an advocate while receiving victim services.

- Be informed of legal rights and available resources.
- Be informed of safety planning and protection services.
- Be informed of appropriate follow-up treatment, medical testing and counseling.
- Be notified of options for and assistance with changing academic and/or living situations if so requested and if such changes are reasonably available.
- Have the College conduct a prompt and thorough investigation of the allegation, preserving the privacy of the survivor to the extent possible within the requirements of Title IX.
- Be able to give testimony in a campus hearing by means other than being in the same room with the accused.
- Have a support person present during campus disciplinary proceedings.
- Be informed of the outcome of the sexual assault disciplinary proceedings.

LIBRARY AND INFORMATION TECHNOLOGY SERVICES (LITS)

LIBRARIES AND RESEARCH

The Mariam Coffin Canaday Library is the center of Bryn Mawr's library system. Opened in 1970, it houses the College's holdings in the humanities and the social sciences. The award-winning Rhys Carpenter Library, opened in 1997, is located adjacent to Old Library and houses the collections in Classical and Near Eastern Archaeology, Classics, History of Art, and Growth and Structure of Cities. The Lois and Reginald Collier Science Library, located in the Park Science Building, brings together the collections for Mathematics and the sciences.

Tripod (tripod.brynmawr.edu), the library catalog, provides access to print and online books, journals, videos, sound recordings, and other materials in the Bryn Mawr, Haverford, and Swarthmore College libraries. Tri-Co books are available to students and are delivered across the three campuses daily. Can't find what you need in the Tri-Co? Use E-ZBorrow and Interlibrary Loan (ILL) to request materials from libraries worldwide.

BUILDINGS QUICK GUIDE

Each library has:

- a circulation desk where you can pick up books from any Bryn Mawr, Haverford, or Swarthmore library
- research assistance from librarians
- study spaces: tables and individual carrels
- course reserves
- brain breaks: origami, games, puzzles
- printers and computers

Canaday Library

- humanities and social science books
- Help Desk (tech assistance and support)
- Special Collections (2nd floor), exhibitions throughout the library
- pleasure reading collections of fiction, sci-fi, nonfiction (1st floor)
- Writing Center (1st floor)
- Lusty Cup (student-run coffee shop open in the evenings, A floor)
- 24-hour computers (A floor)

Carpenter Library

- art history, archaeology, cities, and classics books
- Digital Media and Collaboration Lab (DMCL)
- classrooms
- Jigsaw Puzzle Lab (B floor)

Collier Library and Makerspace

- Science and mathematics books
- Collier Library Reading Room (including balcony space)
- reservable group study room (Park 380)
- Makerspace (Park 157) for digital, mechanical, and manual fabrication tools

Research Help

Librarians, specializing in subject areas, are available to assist you at any stage of the research process. Stop by any library and speak to a librarian about your research. Make an appointment at brynmawr.edu/lits/library-help or email library@brynmawr.edu.

E-ZBorrow and Interlibrary Loan

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

Special Collections

Bryn Mawr has a wide variety of art, artifacts, rare books, manuscripts, and archival collections that can be used for original research. Collections materials are exhibited regularly in various locations on campus, often in Canaday Library. Collections are digitally searchable; see brynmawr.edu/inside/offices-services/library-information-technology-services/libraries-collections/special-collections. Visit the Reading Room on the second floor of Canaday or email speccoll@brynmawr.edu to make an appointment.

Digital Scholarship

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

WEB RESOURCES

- Password Reset:
password.brynmawr.edu
- Office 365 (email and calendar):
webmail.brynmawr.edu
- Tripod Library Catalog:
tripod.brynmawr.edu
- LITS Website and Ask Athena tech documentation:
brynmawr.edu/lits

TECHNOLOGY LABS

Computers in Libraries

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

24-Hour Access

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

Digital Media and Collaboration Lab

The Digital Media and Collaboration Lab in Carpenter is available for individual and collaborative work on technology-based projects.

Remote Access

Lab computers and software are also available virtually. See Ask Athena for instructions. (askathena.brynmawr.edu/help).

Makerspace

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

HELP DESK

Canaday Library, first floor help@brynmawr.edu, 610-526-7440

The Help Desk is your first point of contact for technology-related problems and questions. Call or email the Help Desk if you:

- Are having trouble with any of your accounts
- Cannot connect to the network

- Need help with your personal computer or advice about information security
- Think you have a virus or other computer problem
- Want to report a problem with a campus computer
- Want to know about available software
- Need advice about buying a new computer or upgrading an old one

LEARNING ABOUT TECHNOLOGY

Digital Competencies Program

The Digital Competencies Program helps you identify your digital skills, seek curricular and co-curricular opportunities to hone your digital skills, and develop ways of articulating and demonstrating your digital competencies to various audiences (including prospective employers).

To learn more and explore opportunities, visit brynmawr.edu/digitalcompetencies

LinkedIn Learning

Use your Bryn Mawr email to access LinkedIn Learning for free. LinkedIn Learning is an online library with thousands of high-quality video courses that allow you to develop a variety of skills at your own pace.

Visit askathena.brynmawr.edu/help/linkedin-learning-overview to get started.

Tech Docs

Visit the LITS website for a wide variety of technology how-to's and tips, including:

- Accessibility
- Moodle
- Microsoft Office
- Email and Calendar
- Image and video editing
- Web editing and blogs

COMMUNITY POLICIES

BILLING AND PAYMENT POLICY

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

The College reserves the right to prevent a student from registering for classes, attending class, or entering residence until payment of the College charges has been made each semester. No student may preregister for the next semester, participate in room draw, order a transcript, participate in graduation, or receive a diploma until all accounts are paid, including the activities fee assessed by the student Self-Government Association officers. This fee covers class and hall dues and support for student organizations and clubs. All resident students are required to participate in the College meal plan.

ACCESSIBILITY POLICY FOR COLLEGE EVENTS

Bryn Mawr College strives to provide equal access to all College-sponsored activities and events. When requested, reasonable accommodations for College events will be made in order to ensure equal access. Requests for reasonable accommodations at events might include:

- Preferential seating
- Sign language interpreters
- Captioned media
- Alternative formats (e.g. large print, braille, electronic copies) of printed materials
- Program location moved to a more accessible space
- Assisted listening device

All Bryn Mawr College event advertisements (including, but not limited to, print publications such as brochures and flyers, website and email announcements/publications, and social media event pages) must include the following statement:

Bryn Mawr College welcomes the full participation of all individuals in all aspects of campus life. Should you wish to request a disability-related accommodation for this event, please contact the event sponsor/coordinator. Requests should be made as early as possible.

In addition, when event advertisements are posted online, they must be accessible, in accordance with the College's Web Accessibility Guidelines.

Event advertising should also include information regarding accommodations that have been secured for an event. For example, "Computer Assisted Real-Time Translation (CART) services will be provided at Convocation."

Should an event sponsor/coordinator need assistance in evaluating a request or in procuring services to provide an accommodation, please contact Access Services for advice and/or consultation.

SUBSTANCE USE POLICIES

All students are responsible for knowing and acting in accordance with the College's Substance Use Policies which are found in this Handbook.

Each student is responsible for conducting themselves in accordance with federal, state and local laws, for following College party rules, and for assisting others impaired by alcohol and/or drugs in the interests of their health and well-being.

The College will not contribute to the cost of a legal defense for those who violate drug or alcohol laws and rules. Substance Use policy infractions may result in a Dean's Panel, Honor Board proceeding, or other College or SGA action.

The care and concern for other individuals which are embodied in the Social Honor Code should govern a student's response to a violation of the College's Substance Use Policy. When a student is concerned about another student's substance use, they may express that concern to the student and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses, or physicians on either campus or off campus. A student with questions about how best to intervene on behalf of another student should seek guidance from a counselor or dean. Advice may be sought without revealing the identity of the student needing help.

SUBSTANCE USE POLICY: ALCOHOL

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

- to remind students of the laws of the Commonwealth of Pennsylvania and of the Social Honor Codes, both of which govern their behavior with respect to alcohol;

- to stress moderation, safety, and individual accountability for those who choose to drink;
- to maintain a Bi-College social atmosphere that is free of coercion for those who choose not to drink and a climate in which alcohol is not the focus of parties or other social events;
- to maintain a Bi-College community in which alcohol use and its effects are minimal;
- to provide confidential and effective guidance for those with specific needs related to substance use and substance use disorders; and
- to provide information and education to all students about the effects of alcohol consumption.

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

It is the duty of all students to conduct themselves in a manner consistent with the Honor Code, in addition to helping others do the same. With regard to the consumption of alcohol, students are responsible for their own well-being. Behavior that puts students at mental, physical and/or legal risk will be taken seriously and addressed accordingly to the needs of the student and community.

EXPECTATIONS OF STUDENTS

Students who choose to consume, provide or serve alcohol, with an understanding of the responsibilities imposed by Pennsylvania law, should do so with a sense of responsibility and concern for themselves and others. Students also have the responsibility to talk to others whose behavior under the influence of alcohol is inconsistent with the welfare of the community.

The legal drinking age in the Commonwealth of Pennsylvania is 21, therefore alcoholic beverages are not to be served or consumed at student parties open to and/or advertised in the College, Bi-College, or Tri-College community. Additionally, alcoholic beverages can neither be served nor consumed at open parties held in public spaces. These include:

- At Bryn Mawr: Cambrian Row, the Campus Center, Old Library, Guild Hall, Goodhart, Schwartz Gymnasium, Student Life and Wellness Building, all corridors, stairwells, landings, basements,

attics and courtyards, laundries, all dining halls, Arnecliffe Studio, Pembroke Dance Studio, classroom buildings, the Dorothy Vernon Room, Canaday Library, outdoors on College grounds.

- At Haverford: Founders Great Hall and Common Room, the Dining Center, Lunt Party Room, the Old Gymnasium and Alumni Field House, Marshall Auditorium, MacCrate Recital Hall, all corridors, stairwells, roofs and attics, Stokes Auditorium, classroom buildings, Magill Library, outdoors on College grounds. With special permission, parties at which only those 21 years of age and older are served alcohol may be held in public spaces.

Students who consume alcohol where it is forbidden under Section 2 of this Policy, and thereby place the hosts, the Colleges, and the students who administer party funds at risk and in jeopardy, should be asked to refrain from violating the Policy by the host or other party guests. In incidents where students feel that a violation of the Alcohol Policy has occurred and where the concerned party and the student about whom they are concerned fail to reach a resolution, they should follow the procedure of the campus on which the incident occurred. At Haverford, disregard for these Alcohol and other Party Policies will be brought to the attention of the deans. At Bryn Mawr, disregard for these Alcohol and other Party Policies will be dealt with under the procedures outlined in the Social Honor Code.

Intoxication shall not be seen as an acceptable or justifiable excuse for disruptive behavior and confrontation for such behavior shall be dealt with through each campus's Social Honor Code.

When talking with an individual does not or cannot lead to a satisfactory resolution of the issue, the individual whose behavior allegedly violates the Codes and expected conduct of the Colleges, in accordance with the procedures of the Social Honor Codes, shall ultimately be brought to the attention of the Honor Board (BMC) or Honor Council (HC).

The Honor Board/Council will bring a case to

the attention of the Office of the Dean of the appropriate College if there is a threat to the lives or safety of individuals or of damage to College or private property resulting from intoxication or a violation of the Alcohol Policy. Flagrant or repeated violations of party guidelines could constitute such a case. Such behavior may result in separation or exclusion of the violating person(s) from the Colleges.

In some cases, the Honor Board/Council or the Office of the Dean will consult counselors who have expertise in alcohol abuse and alcoholism if such expertise is deemed relevant. Such consultation will take place only with the violating person's knowledge.

Coordinators of parties and other social events must abide by the Party Policy of the host campus.

It is expected that hosts will inform their guests of the provisions of the Honor Codes, including the Alcohol Policy. Should the provisions of this Policy be violated by non-Bi- College members, their further access to these campuses may be restricted.

Faculty and staff members who entertain students should be aware of the responsibilities and risks to the Colleges and to themselves as individual social hosts under the laws of the Commonwealth.

Groups sponsoring social events must abide by the host campus' Party Policy. If party guidelines are not followed by guests or hosts, it is the responsibility of students aware of the violation to approach those in violation and seek a resolution.

Services and Referrals

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

- Polly Hill O'Keefe, Director of Counseling, Bryn Mawr College Health Services, The Health and Wellness Center, 610-526-7360
- Joye Shrager, Substance Abuse Educator, Haverford College, Morris Health Services 610-896-1089
- Students may also be interested in Counseling Services Resource page: brynmawr.edu/inside/offices-services/

health-wellness-center/counseling-services/counseling-resources

- Harm Reduction Coalition: harmreduction.org/resource-center/harm-reduction-near-you/
- For those interested in abstinence-based programs:
 - IntheRooms.com
 - AASEPIA.org
 - NA.org

SUBSTANCE USE POLICY: DRUG USE

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

- to remind students that the Social Honor Code, the federal laws and the laws of the Commonwealth of Pennsylvania apply to their behavior with respect to the use of drugs;
- to stress individual accountability for those who choose to use illegal drugs;
- to maintain a Bi-College community where the harmful effects of drug use can be minimized;
- to inform the members of the Bi- College community of the availability of confidential and effective guidance and resources for those with questions and concerns related to drug use, and substance use disorders; and
- to encourage all members of the Bi-College community to become familiar with the physiological, psychological and legal aspects of drug use, and substance use disorders.

All members of the Bi-College community are expected to be familiar with and abide by the principles of the drug policy. This policy stresses prevention and concern; it charges the community with the responsibility for drug education, intervention and heightened awareness of campus resources for attending to substance use/substance use disorders.

It also asks us to consider the relationship between the individual and the community, and the question of responsibility to one's peers. In many cases, choosing not to intervene in another person's substance use is not a neutral position. Speaking with the individual in a respectful and non-judgmental manner at a time when the individual is not under the influence of drugs/alcohol, allow the individual to reflect on the

impact of their behavior on others. While not expecting or demanding immediate change, one may offer resources/referrals which may be helpful either at that time or in the future.

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

Procedures

A student's response to a violation of the College's drug policy will be governed, first and foremost, by the care and concern for other individuals, which are embodied in the Social Honor Codes. The following guidelines are not meant to cover all situations. They are intended, instead, to remind students of the variety of resources available and to reassure them about the benefits of seeking help. When a student is concerned about another student's drug use, they should express their concern and, if appropriate, encourage that student to seek confidential help from one of the counselors, nurses or physicians on either campus or from a professional off campus.

If talking with the student does not seem appropriate or proves ineffective, the concerned individual should turn to a counselor, the counseling director, the medical director, or dean for advice on how to intervene and help. Advice may be sought without revealing the identity of

the student needing help.

If a student's behavior as a result of drug use has disturbed or harmed other individuals or the community in a more general sense, the behavior itself should be dealt with through the usual Honor Code procedure at either College beginning with a conversation.

If mediation is necessary, the members of the Bryn Mawr Honor Board or the Haverford Honor Council should be consulted. The substance use that may have caused the behavior should be seen as a second problem for which the individual may be encouraged to seek help from a professional counselor. In cases where the Honor Council or Board is asked to intervene, they will deal with the specific behavior that has been brought to them and may recommend that the individual go to a counselor for evaluation and help with any underlying substance use issue. Bryn Mawr graduate students or special students who are not bound by the Social Honor Code should be referred to the Deans of the Graduate Schools.

If an individual's involvement with drugs is such that, or behavior associated with it, is violent or life-threatening, it should be brought to the attention of a dean or College health provider without delay by any member of the community who becomes aware of the situation. Thus, a counselor, peer educator, dean, health provider, or Honor Board/Council member who was working with a student on any aspect of his or her involvement with drugs would, as in any other life-threatening situation, be bound to report the problem to the Dean of the appropriate college when the potential for violence or loss of life requires immediate administrative action. Some cases, such as the sale or distribution of drugs, may not present immediate danger to life but may have legal implications which are administrative concerns, as well as social consequences which are student concerns. In these situations, joint action by the Dean and the Honor Board/Council may be necessary.

Policy on Drug-Free Schools

The unlawful possession, use, or distribution of illicit drugs and alcohol poses a threat to the health and safety of all members of the Bryn Mawr College community and is not permitted. The sanctions for the unlawful possession, use, or distribution of illicit drugs and alcohol are defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. Sections 780-101 to 780-144); Controlled Substances Forfeiture (42 Pa.C.S. Sections 6801-

6802); the Pennsylvania Crimes Code (18 Pa. C.S. 6307- 6314); the Pennsylvania Motor Vehicle Code (75 Pa. C.S. 1546-1547; 3715, 3731); and the Lower Merion Township Code (Article IV, Section 111-4). These statutes are on file at the reference desk in Canaday Library. A summary of federal law and relevant sanctions is also on file.

The College's policies on disciplinary sanctions for students are stated in this Handbook. Policies on sanctions for faculty and staff are stated in the handbooks appropriate to them. This policy is instituted effective immediately, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. #101-226). No institution will receive federal financial assistance of any kind after October 1, 1990, unless it has certified that it has "adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

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

POLICY ON A DRUG-FREE WORKPLACE

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

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

As a condition of College employment, every employee shall abide by the terms of this policy, and he or she shall notify his or her supervisor of any criminal conviction for a violation occurring in the College workplace no later than five days after such conviction. Any employee found in violation of these prohibitions and regulations may be required to participate in a drug-abuse assistance or rehabilitation program and shall be subject to disciplinary action, which action might include dismissal. Information regarding such assistance or rehabilitation is available through the Health Center, the campus physician and Crossroads. All of the insurance programs offered to staff, faculty and students through the College provide some form of support to persons in

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

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

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

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

For more information see:

- awareawakealive.org/images/uploads/user_images/bac-graph.jpg
- safeparty.ucdavis.edu/watch-your-bac
- nida.nih.gov/research-topics/commonly-used-drugs-charts

SMOKING POLICY

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

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

- Smoking is prohibited outdoors within 25 feet of the perimeter of any College building, including arches and covered entrances, to ensure that second-hand smoke does not enter the area through entrances, windows, or ventilation systems.

HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS

Drugs	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Narcotics					
Heroin	High	High	Euphoria	Slow and shallow breathing Clammy skin Convulsions Coma Possible death	Yawning
Morphine	High	High	Drowsiness		Loss of appetite
Codeine	Moderate	Moderate	Respiratory depression		Irritability
Hydrocodone	High	High	Constricted pupils Nausea		Tremors
Hydromorphone	High	High			Panic
Oxycodone	High	High			Cramps
Methadone, LAAM	High	High			Nausea
Fentanyl and Analogs	High	High			Runny Nose
Other Narcotics	High-Low	High-Low			Chills and sweating
Depressants					
Chloral Hydrate	Moderate	Moderate	Slurred Speech Disorientation	Shallow respiration	Anxiety Insomnia
Barbituates	High-Moderate	High-Moderate	Drunken behavior without the odor of alcohol	Clammy skin Dilated pupils	Tremors Delirium
Benzodiazepines	Low	Low		Weak and rapid pulse	Convulsions
Glutethimide	High	Moderate		Coma	Possible death
Other Depressants	Moderate	Moderate		Loss of appetite	Possible death
Stimulants					
Cocaine	Possible	High	Increased alertness	Agitation	Apathy
Amphetamine/Methamphetamine	Possible	High	Euphoria Increased pulse rate and blood pressure	Increased body temperature Hallucinations	Long periods of sleep Irritability
Methylphenidate	Possible	High	Excitation Insomnia	Convulsions Possible death	Depression Disorientation
Other Stimulants	Possible	High	Loss of appetite		
Cannabis					
Marijuana	Unknown	Moderate	Euphoria	Fatigue	Occasional reports of insomnia
Tetrahydrocannabinol	Unknown	Moderate	Relaxed inhibitions Excitation	Paranoia Possible psychosis	Hyperactivity
Hashish and hashish oil	Unknown	Moderate	Increased appetite Disorientation		Decreased appetite
Hallucinogens					
LSD	None	Unknown	Illusions and hallucinations Altered perception of time and distance	Longer, more intense "trip" episodes	Unknown
Mescaline and Peyote	None	Unknown		Psychosis	
Amphetamine Variants	Unknown	Unknown		Possible death	
Phencyclidine and Analogs	Unknown	High			
Other Hallucinogens	None	Unknown			

- Cigarette butts are to be extinguished and placed in appropriate outdoor receptacles. Throwing cigarette butts on the ground or pavement is considered littering.
- “Smoking” also includes the use of electronic cigarettes and other devices that create a vapor.

The College is committed to assisting students, faculty and staff in making healthy lifestyle choices. Students can go to the Health Center for information and assistance. Faculty and staff who are interested in smoking cessation programs may obtain information from Human Resources. In addition, residents of Pennsylvania can access services available through the PA Free Quitline at 1-800-Quit-NOW (784-8669) or health.pa.gov/topics/programs/tobacco/pages/quitline.aspx.

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

STUDENT CLUB AND ORGANIZATION POLICY

Bryn Mawr College is committed to supporting a variety of student clubs and organizations which are consistent with the educational philosophy and mission of the College. Social fraternities or sororities are not permitted at the College. The College has determined that students are better served by the numerous non-exclusive student clubs and organizations which exist on campus. Bryn Mawr College does not recognize the charter of any social fraternity or sorority. No College facilities (including all public and private spaces, bulletin boards, and campus mail) can be used for any social fraternity or sorority activities. Violation of this policy by any student constitutes a violation of the social honor code and may result in disciplinary sanctions.

PARTY POLICY

Bryn Mawr College is committed to maintaining a social atmosphere that emphasizes the safety of all students, whether or not they choose to drink. Moderation, concern for others, and individual accountability should be characteristic of all social activities on campus.

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

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

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

Party Definition

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

Wet parties cannot be held in public spaces.

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

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

Completion of the Party and Public Space Notification Forms

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

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

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

Parties and Events which require a Party or Public Space Notification Form are not permitted to

occur after the last day of classes.

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

Party Training

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

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

The Course will cover the following information:

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

Party Advertisement

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

Mass advertisement includes signs, fliers, posters, mass e-mails, all campus invitations, and all online and social media advertisements and postings.

Dry parties may be advertised using printed and electronic material. A copy of the advertising for dry parties should be attached to the notification form when submitted.

Advertising for the party may not begin until the event is approved.

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

Party Levels

To help promote the safety of all guests, those wishing to host a party must select a party level. Party levels were developed, along with defined roles, to make it easier for students to throw a successful party that ensures compliance with the Bryn Mawr College Party Policy, the College's Alcohol Policy, and federal and state law.

Level 1

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

Level 2

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

Level 3

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

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

Staffing

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

Alcohol Limits

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

Guests at wet parties must be served no more than four drinks at any party. Common source containers (other than kegs) are not permitted.

Party Host Responsibilities

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

Before the party:

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

During the party:

- Hosts must make sure that servers and bouncers understand the role they are to play in the party and should check in with them throughout the party.
- Hosts must prominently display a sign stating "You must be 21 years of age to consume alcoholic beverages in the Commonwealth of Pennsylvania."
- All hosts wear the party host button provided by the Student Engagement Office.
- Hosts must post the approved party notification form near the entrance.
- Hosts must be sober at all times and must not be drinking during the party.

- One host who is 21 years of age must be present at all times if alcohol is to be served.
- Hosts must provide food and non-alcoholic beverages.
- Must designate a bathroom for party guests and designate areas that are off-limits to guests.
- Hosts must end the party by 2 a.m. Parties must not exceed more than four hours in length.

After the party:

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

Server Responsibilities

- The following are the responsibilities that servers must take on at a party.
- Servers are responsible for setting up, maintaining, and serving from a designated area from which all alcohol will be served. As a server, you are the only person permitted to distribute alcoholic beverages.
- Servers must be clearly identified and should wear the server button provided by the Student Engagement Office at all times during the party.
- Servers must be sober at all times and must not be drinking during the party.
- Servers must ensure that no one under the age of 21 is served alcohol.
- Servers must refuse to serve people who are visibly intoxicated and/or seems in danger of hurting themselves or someone else.
- Servers must mark the hand of those they distribute drinks to each time they serve a drink and serve no more than four drinks per party attendee.

Bouncer Responsibilities

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

- Bouncers must be clearly identified and should wear the bouncer button provided by the Student Engagement Office at all times during the party.

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

Guest Responsibilities

- Guests must be members of the Tri-Co community or guests of a Tri-Co community member.
- Tri-Co community members are not permitted to bring more than three guests to a party.

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

Substitutions

Should someone scheduled as a host, server or bouncer not be able to work the party, the main

party host must inform the Student Engagement Office by noon on the day before the party. It is the responsibility of the main party host to make sure the substitution meets all qualifications and is aware of the responsibilities involved.

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

Violations

Students are encouraged under the Honor Code to report violations occurring at parties. Students wishing to report violations should contact either the Honor Board or any member of the Dean's staff to report the violation.

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

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

Party Fund

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

Reimbursement is only available for registered parties and is based on the party level selected.

Level 1: \$30, Level 2: \$60, Level 3: \$90.

HAZING POLICY

Bryn Mawr College is committed to providing a welcoming, inclusive and respectful environment for all community members.

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

Hazing, in all forms, on- or off-campus, is expressly prohibited by the College under state

law, College policies, and the Honor Code. The infliction of mental or physical discomfort, embarrassment, harassment or ridicule on a community member for the purposes of initiation or entry into any organization, club or group is inconsistent with Bryn Mawr's values and will not be tolerated.

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

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

Pennsylvania State Law

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

"Hazing." Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor,

drug, or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

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

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

Guidelines: Recognizing Hazing

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

- Would you hesitate to describe this activity, or to show photos or videos of it, to your parents, dean, professor, or employer?
- Would you be uncomfortable if the details of the activity were made public or appeared on the local news?
- Does the activity involve deception?
- Does the activity involve nudity or clothing that is conspicuous or in poor taste?
- Is the activity physically uncomfortable? Does it involve physical exertion, noise, heat or cold?

- Will the activity cause embarrassment or anxiety?
- Are there any safety issues or risk of injury?
- Does the activity interfere with academic work, sleep, or self-care?
- Does the activity run counter to any law or College policy?
- What if someone doesn't want to participate? In a community of respect like Bryn Mawr, it's assumed that one would respect and listen to any student who opts out of or speaks out against activities that others consider the norm. Doing anything else, such as ostracizing someone for failing to participate, might in itself constitute hazing.
- If no one opts out or objects to an activity, is that evidence that it's not hazing? Remember that hazing is by nature socially coercive. Just because someone consents to participate in an activity and has the choice of opting in or out of it does not mean that the activity is not hazing. Peer pressure and the desire to belong may undermine a person's ability to provide true consent.
- Where can I get guidance if I'm uncertain? Any of the deans, coaches, or student life staff would be glad to help, as would members of the Honor Board and the Traditions Committee.

POLICIES ON SEXUAL ASSAULT

Introduction

Title IX

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities.

U.S. Department of Education Final Rule under Title IX

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

Defines the meaning of "sexual harassment" (including forms of sex-based violence),

Addresses how an institution must respond to reports of misconduct falling within that definition of sexual harassment, and

Mandates a grievance process that an institution must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: [bit.ly/TitleIXReg](https://www.federalregister.gov/documents/2020/05/19/2020-09831/title-ix)

Bryn Mawr College ("the College") remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the new Title IX Final Rule, and retains authority to investigate and adjudicate allegations under the policies and procedures defined within this Bryn Mawr College Sexual Misconduct Policy.

Bi-College Policy Development

Bryn Mawr and Haverford Colleges ("the Colleges") have a long-standing collaborative relationship which offers students comprehensive access to academics, student organizations, residence hall and dining facilities and social activities on both campuses. A free "Blue Bus" shuttle service makes regular stops at each campus every 30 minutes, providing easy and frequent access to all community members. Some academic programs and departments are provided only on one campus or structured to share resources between the two institutions. In 2016, the Colleges codified the Bi-College ("Bi-Co") relationship with a Memorandum of Understanding to provide a formalized framework for ongoing collaboration. Due to the complexity of the Title IX requirements, specific language in the Final Rule, and the sometimes overlapping nature of the Colleges' Education Program and Activities, Bryn Mawr and Haverford Colleges will implement Sexual Misconduct Policies which are substantially the same, effective August 14, 2020. The Colleges will jointly administer the procedures set forth in the Resolution Process of these Policies, as mutually agreed by the Colleges, if a Complainant is a student or employee of one College and the Respondent is a student or employee of the other College, if the Complainant is a student or employee of one College and the location of the

alleged Sexual Misconduct is the other College, or if other facts and circumstances set forth in a Formal Complaint or in the investigation of such Formal Complaint suggest the need for joint administration of the Resolution Process.

Sexual Misconduct Policy

***The College audits the Sexual Misconduct Policy each summer to be sure it is fully compliant with State and Federal regulations.**

See the College website at: brynmawr.edu/inside/policies-guidelines-handbooks/title-ix/sexual-misconduct-policy for the most current version (available as a downloadable pdf) of the Sexual Misconduct Policy.

Bryn Mawr College is committed to ensuring that all members of the College community have a learning and working environment that is free from sexual misconduct. For purposes of this policy, the College defines Sexual Misconduct as acts described in one or both of the following broad categories:

“Title IX Sexual Harassment,” in accordance with the U.S. Department of Education Final Rule, includes any conduct on the basis of sex that is alleged to have occurred in a College Education Program or Activity, and is alleged to have been perpetrated against a person in the United States. The conduct alleged, if true, must satisfy one or more of the following conditions:

A College employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;

Unwelcome conduct a reasonable person would determine to be so severe, pervasive, and objectively offensive such that it effectively denies a person equal access to the College’s Programs or Activities;

Sexual Assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), meaning any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (such as incapacitation, age, family relation to the other party, or intellectual or other disability). Sexual Assault can be

committed by or against individuals of any sex or gender and can occur between individuals of the same sex/ gender or different sexes/genders. As required by the Title IX Final Rule, the College will rely on the following definitions of Sexual Assault:

sexual intercourse with another person, including oral or anal sexual intercourse, or the use of any body part or an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or

sexual intercourse with a person who is under the statutory age of consent.

Dating Violence, as defined in 34 U.S.C. § 12291(a)(1)), meaning any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined based on a consideration of the length, type, and frequency of interactions between the persons involved in the relationship.

Domestic Violence, as defined in 34 U.S.C. § 12291(a)(8), meaning a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom

the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking, as defined in 34 U.S.C. 12291(a) (30), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

“Other Gender-Based Misconduct,” defined as acts which do not meet the narrow definition of “Title IX Sexual Harassment,” as defined above, but nevertheless could constitute discrimination on the basis of sex. Other Gender-Based Misconduct, which is alleged to have occurred by or against any member of the College community, regardless of the location of the alleged action, includes:

Sexual Assault, Dating Violence, Domestic Violence, and Stalking as defined in 1c, d, e, and f (above).

Unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature that is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Sexual exploitation, defined as occurring when a person abuses or exploits another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose without that person's consent. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the

other sexual misconduct offenses.

Examples of sexual exploitation include:

- observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity in a place where that person would have a reasonable expectation of privacy, without that person's consent;
- recording, and/or distributing (including streaming) of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without that person's consent;
- prostituting another individual;
- exposing one's genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

General Rules of Application

The above-referenced acts are considered sexual discrimination. Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681-1688 (“Title IX”), prohibits discrimination on the basis of sex in Education Programs and Activities operated by recipients of federal financial assistance, including Bryn Mawr College. This Policy is intended to meet the College's obligations under Title IX; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”), with respect to its application to sex-based misconduct; and other applicable law and regulations.

Consistent with Title IX requirements, Bryn Mawr College does not discriminate on the basis of sex in its Education Programs or Activities (including in admissions and employment). College community members have the right to be free from all forms of sexual harassment and violence. All College community members are expected to conduct themselves in a manner that does not infringe upon

the rights of others. The College has zero tolerance for sexual misconduct, and this Policy applies to all employees and students. Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct.

Reports of Sexual Misconduct committed by any student or employee (including faculty and staff) of the Bryn Mawr community will be resolved according to the procedures outlined in this Policy, unless otherwise noted.

Effective Date

This Sexual Misconduct Policy is effective on August 14, 2020 and will apply to Formal Complaints of Sexual Misconduct brought on or after August 14, 2020. Formal Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to previous College policies.

Non-Discrimination in Application

The requirements and protections of this Policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about this Policy or processes set forth herein may contact the Department of Education's Office for Civil Rights using contact information available at ocrcas.ed.gov/contact-ocr.

Disability Accommodations

This Policy does not alter any College obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations, that do not fundamentally alter the Resolution Process, for disclosed disabilities to the Title IX Coordinator at any point before or during the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other College programs and activities.

Alcohol and Drug Use Amnesty

The health and safety of every student 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 Sexual Misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of Sexual Misconduct. An individual who experiences Sexual Misconduct, or a Witness to such Sexual Misconduct, acting in good faith, who discloses any incident of Sexual Misconduct to College officials or law enforcement will not be sanctioned under College codes of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of Sexual Misconduct. The College may request that the individual attend an approved alcohol or drug education program, without assessing any charges for such program. This amnesty provision also applies to student groups making a report of Sexual Misconduct. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

Policy Definitions

Advisor

An Advisor is any individual who has been chosen by a Party or designated by the College to provide support and guidance during the resolution process. The specific role of the Advisor is explained under the Resolution Process section of the Policy.

Complainant

A Complainant is any individual who has reported being or is alleged to be the victim of conduct that could constitute Sexual Misconduct as defined under this Policy.

Confidential Resource

A Confidential Resource is a College employee who is not required to report notice of sexual harassment to the Title IX Coordinator. References made to confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or College officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. Lists of Confidential Resources are available on the Bryn Mawr College webpage.

Consent

Consent to engage in sexual activity must be informed, knowing and voluntary; consent must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

Guidance for Consent:

- Prior to initiating a sexual encounter, one is expected to obtain consent to each act of sexual activity prior to initiating such activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or orally refuse sexual activity is not necessarily giving consent.
- When consent is requested orally, absence of any explicit oral response constitutes lack of consent. An oral “no” constitutes lack of consent, even if it sounds insincere or indecisive.
- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed, both parties should stop and clarify orally the other’s willingness to continue before continuing such activity.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in each sexual activity.

- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.
- Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise their own free will to choose whether or not to have sexual contact.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise physically helpless is considered unable to give consent.
- In the Commonwealth of Pennsylvania, the age of majority is 18. Under state law, consent cannot be given by minors under the age of 13 and can only be given by a minor under the age of 16, if the other party is less than four (4) years older than the minor.

Education Program or Activity includes:

- Any Bryn Mawr College on-campus premises
- Any off-campus premises over which the College has substantial control over the Respondent and the context in which the Sexual Misconduct occurred. This includes buildings or property owned or controlled by a recognized student organization.
- Any activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of College programs and activities over which the College has substantial control.

Formal Complaint

A Formal Complaint is a document—including an electronic submission—filed by a Complainant with a signature or other indication that the Complainant is the person filing the Formal Complaint, or a document signed by the Title IX Coordinator, alleging Sexual Misconduct against a Respondent within the College’s Education Program or Activity and requesting initiation of the College’s Resolution procedures consistent with this Sexual Misconduct Policy to investigate the allegation of Sexual Misconduct.

Hearing Panel

The Hearing Panel is the group of individuals appointed by the College with authority to determine responsibility and sanctioning (if applicable) for violation of this Sexual Misconduct Policy.

Investigator

The Investigator is the individual or individuals appointed by the College to gather evidence and facts related to the allegation of Sexual Misconduct. The Investigator(s) will provide an investigative report summarizing all relevant evidence for review by both the Complainant and Respondent.

Privacy

References made to privacy mean the actions of College employees, who cannot guarantee confidentiality, to maintain privacy to the greatest extent possible. Information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The College will limit disclosure as much as practicable, even if the Title IX Coordinator determines that a request for confidentiality cannot be honored.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA), as outlined in the Bryn Mawr College FERPA policy. Employee privacy will be protected in accordance with Bryn Mawr Faculty and Staff Handbooks.

Resolution Process

The Resolution Process is a formal resolution process to address reported conduct that may be a violation of this Sexual Misconduct Policy.

Respondent

A Respondent is any individual who has been reported to be the perpetrator of conduct that could constitute Sexual Misconduct as defined under this Policy.

Reporting Sexual Misconduct to the College

Any person may report Sexual Misconduct in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report.

Such a report may be made at any time (including during non-business hours) via the Bryn Mawr Online Reporting Form, or by mail to the office address listed for the Title IX Coordinator. The Online Reporting Form will provide a link to this Policy, as well as encourage individuals to review this Policy for more information about procedures and resources.

Individuals who report Sexual Misconduct in Pennsylvania will also be informed of their rights as a victim of crime under Pennsylvania law.

Once an individual provides a report of Sexual Misconduct, the report will be reviewed by the Title IX Coordinator. At this stage, only the Title IX Coordinator will have access to the report, and they will share the information on a limited basis as required to take the appropriate next steps. Using the information gathered through the Online Reporting Form, the College will promptly contact the Complainant to discuss appropriate Supportive Measures and to explain the process for filing a Formal Complaint and that Supportive Measures are available with or without the filing of a Formal Complaint. Complainants are not required to respond to outreach from the College and the College will respect this decision, with limited exceptions where it is obligated by law or to act in the safety interest of the community.

Only individuals authorized by the College may enter, update, access, share, or disseminate the electronic data collected, created, or maintained from the Online Reporting Form.

Anonymous Reports

An individual may make a report of Sexual Misconduct to the Title IX Coordinator, and if preferred, may do so without disclosing one's name using the online reporting form listed above and here: brynmawr.qualtrics.com/jfe/form/SV_bemH6hX9kSLX9Zz

Depending on the level of information available about the incident or the individuals involved, the College's ability to respond to an anonymous report may be limited. The College will, however, take whatever steps it deems appropriate and in the best interest of the overall College community, consistent with the information available. The College will never refuse to respond on the grounds that a report was made anonymously.

Information collected through the anonymous reporting line will be shared only with necessary

College officials in order to respond to the reported concern. Information is kept confidential and no personally identifiable information is shared, except as necessary to follow this Policy, without the reporting party's consent.

Title IX Coordinator

The Title IX Coordinator provides supervision and management of the College's efforts to address and resolve incidents of sexual and gender-based discrimination. The Bi-College Title IX Coordinator is:

Kimberly F. Taylor

Bi-Co Title IX Coordinator
Haverford & Bryn Mawr Colleges
ktaylor4@haverford.edu
Bryn Mawr College
Office location: Gateway 309
Phone: 610-526-7863

At Bryn Mawr College, the Title IX Coordinator has reporting responsibilities to:

The Dean of Student Life (to be announced)

In the interim to the
Dean of the Undergraduate College
Bryn Mawr College

Support and Resources

Supportive Measures

Supportive Measures are non-disciplinary, non-punitive, and individualized services that the College offers and may put in place, without fee or charge, after receiving notice of possible violations of this Policy. Supportive Measures are designed to restore or preserve access to the College's Education Program and Activity, protect the safety of all Parties and the College's educational environment, and/or deter Sexual Misconduct, while not being punitive in nature or unreasonably burdening any Party.

Both Complainants and Respondents have the right to receive Supportive Measures from the College regardless of whether a Formal Complaint has been filed. The Title IX Coordinator will contact a Complainant after receiving notice of possible violation of this Policy (1) to discuss the availability of Supportive Measures and (2) to explain that Supportive Measures are available with or without the filing of a Formal Complaint of Title IX Sexual Harassment. The Title IX Coordinator will consider the Complainant's wishes with respect to implementation of Supportive Measures.

To determine the appropriate Supportive Measure(s) to be implemented, the College will conduct an individualized assessment based on the unique facts and circumstances of a situation. Whether a possible Supportive Measure would unreasonably burden the other Party is a fact-specific determination made by the College in its discretion that takes into account the nature of the Education Program and Activity, opportunities and benefits in which an individual is participating.

Examples of Supportive Measures may include, as appropriate and as reasonably available:

- referral to counseling or medical services
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the Parties (no contact orders)
- changes in work or housing locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

Supportive Measures will remain private to the extent possible. Some College officials will be notified of Supportive Measures as needed for implementation.

The Title IX Coordinator will ultimately serve as the point of contact for any individual requesting Supportive Measures.

Supportive Resources

On-Campus Resources

- **Counseling Services**
610-526-7360 (M-F, 9am-5pm)
610-526-7778 (After hours counselor on call)
- **Campus Safety**
610-526-7911
- **Dean's Office Staff**
610-526-5375

Regional Resources

- **Victims Services Center of Montgomery County**
888-521-0983
victimservicescenter.org

- The Crime Victims’ Center of Chester County
610-692-7273
cvcofcc.org
- Delaware County Women Against Rape
610-566-4342
delcowar.org
- Network of Victim Assistance (Bucks County)
1-800-675-6900
novabucks.org
- Berks Women in Crisis (Berks County)
610-372-9540
berkswomenincrisis.org
- Women Against Abuse (Philadelphia)
866-723-3014
womenagainstabuse.org
- Women Organized Against Rape (Philadelphia)
215-985-3333
woar.org

National Resources

- RAINN (Rape, Abuse & Incest National Network)
800-656-HOPE (4673)
rainn.org/
Online chat:
 - English: online.rainn.org
 - Española: rain.org/es
- National Sexual Violence Resource Center
nsvrc.org/

Emergency Removal

The College may remove a Respondent from the College’s Education Program or Activity on an emergency basis, where the College (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Misconduct justifies a removal.

If a College official determines such removal is necessary, the Respondent will be provided notice and an opportunity to appeal the decision immediately following the removal.

Administrative Leave

The College retains the authority to place a non-student employee Respondent on administrative leave during the pendency of the Resolution Process, consistent with Bryn Mawr Faculty and

Staff Handbooks. An employee will not be placed on administrative leave unless and until a Formal Complaint of Sexual Misconduct has been filed with the College.

Resolution Process

Filing a Formal Complaint

The timeframe for the College’s Resolution Process begins with the filing of a Formal Complaint. The Resolution Process will be concluded within a reasonably prompt manner, and in ordinary cases no longer than ninety (90) business days after the filing of the Formal Complaint. The phrase “business days” shall refer to those days ordinarily recognized by the College’s administrative calendar as workdays. The Process may be extended for a good reason, including but not limited to the absence of a Party, a Party’s advisor, or a Witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Parties may submit a written request for an extension to the Title IX Coordinator.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. If a Complainant does not wish to make a Formal Complaint in connection with a report of Sexual Misconduct, the Title IX Coordinator may, in their discretion, determine a Formal Complaint is necessary and sign the Formal Complaint. When the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not the Complainant or otherwise a Party. The Title IX Coordinator will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further, but the Complainant will still be treated as a Party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of Hearing, and the notice of outcome. At no time will the College coerce or retaliate against a Complainant or any Party or Witness in order to convince the Complainant or any Party or Witness to participate in the Resolution Process.

Nothing in this Sexual Misconduct Policy prevents a Complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

A Complainant who files a Formal Complaint may elect (if all Parties and the College agree), at any time, to address the matter through an Alternative Resolution Process.

Multi-Party or Multi-Allegation Situations

In its discretion, the College may consolidate Formal Complaints alleging Sexual Misconduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations arise out of the same facts or circumstances. In addition, the College has discretion to consolidate allegations of other forms of misconduct should they occur in the same incident. If Formal Complaints involving multiple Complainants, multiple Respondents, or multiple allegations are consolidated, each Party will have access to all of the information being considered including as provided by all involved Complainants, all involved Respondents, and all involved Witnesses. The decision to consolidate Formal Complaints is not subject to appeal.

Determining Jurisdiction and Mandatory Title IX Dismissal

The Resolution Process will apply to a Formal Complaint if, in the reasonable determination of the Title IX Coordinator, the alleged conduct fits the definition of Sexual Misconduct as defined in this Policy, i.e., the alleged conduct is “Title IX Sexual Harassment” and/or “Other Gender-Based Misconduct,” as defined herein. In addition, a Complainant filing a Formal Complaint of Title IX Sexual Harassment must be participating, or attempting to participate, in the College’s Education Programs and Activities at the time the Formal Complaint is filed in order for the Formal Complaint to be considered Title IX Sexual Harassment for purposes of the Resolution Process. If the Complainant is not participating or attempting to participate in a College Education Program or Activity, the College will dismiss the Complaint for Title IX purposes and treat the Formal Complaint as one of Other Gender-Based Misconduct.

If the alleged conduct does not meet these definitions, the Title IX Coordinator will, in consultation with the Dean of the Undergraduate College (for student-related Complaints) or the Director of Human Resources (for employee-related Complaints) determine the appropriate process for resolution.

Discretionary Title IX Dismissal of Complaint

The Title IX Coordinator may, in their discretion, dismiss a Formal Complaint brought under this Sexual Misconduct Policy, or any specific allegations raised within that Formal Complaint, at any time during the Investigation or Hearing, if:

- A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint, or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by Bryn Mawr College or,
- If specific circumstances prevent the College from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

The College retains discretion on a case-by-case basis to dismiss a Formal Complaint based on any of the above reasons. Just because one or all of the conditions above are satisfied, does not mean the College will automatically dismiss the Formal Complaint. Instead, the College will determine if such a decision is appropriate under the circumstances.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the College will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the Parties through their College email accounts if they are a student or employee, and by other reasonable means if they are neither. It is the responsibility of Parties to regularly check their email accounts.

Any Party may appeal a dismissal determination using the process set forth in “Appeals” section of this Policy.

Withdrawal or Resignation While Charges are Pending

Should a student withdraw from the College or refuse to participate in the Resolution Process, the College reserves the right to continue with the Formal Complaint in the student’s absence. A determination of responsibility that results in a student’s suspension or expulsion will be noted on that student’s official transcript.

Should an employee resign with unresolved allegations pending, Human Resources records will reflect that status, and the College reserves the right to continue with a Formal Complaint in the employee’s absence.

Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any Party to the allegations of Sexual Misconduct. Such notice will occur as soon as practicable after the College

receives a Formal Complaint of the allegations if there are no extenuating circumstances.

The Parties will be notified simultaneously by their College email accounts if they are a student or employee, and by other reasonable means if they are neither. The College will provide sufficient time for the Parties to review the Notice of Allegations and prepare a response before any initial interview.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the College's Sexual Misconduct Policy and a hyperlink to a copy of the Policy.
- Notice of the allegations potentially constituting Sexual Misconduct, and sufficient details known at the time the Notice is issued, such as the identities of the Parties involved in the incident, if known, including the Complainant, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known.
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a Determination Regarding Responsibility will be made at the conclusion of the Resolution Process.
- A statement that the Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney.
- A statement that before the conclusion of the Investigation, the Parties may inspect and review evidence obtained as part of the Investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the College does not intend to rely in reaching a Determination Regarding Responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a Party or other source.
- Information regarding the availability of support and assistance through College resources and the opportunity to meet with the Title IX Coordinator in person to discuss resources, rights, and options.
- A statement that the College explicitly prohibits Retaliation by or against the Complainant, the Respondent, and Witnesses, that the College will take prompt action if Retaliation is reported, and instructions regarding how to report acts of alleged Retaliation.

Advisors

Parties participating in the Formal Resolution Process as a Complainant or Respondent may be accompanied by an Advisor to any meeting or hearing to which they are required or are eligible to attend. The Advisor is not an advocate. Except where explicitly stated in this Policy, as consistent with the Department of Education's Final Rule, Advisors shall not participate directly in the process.

The College will reasonably attempt to accommodate meetings and hearings on dates when Advisors are available, provided that an Advisor acts reasonably in providing available dates and works collegially to find dates and times that meet all schedules.

The College's obligation to investigate and adjudicate in a prompt timeframe under Title IX and other College policies apply to matters governed by this Policy, and the College cannot agree to extensive delays solely to accommodate the schedule of an Advisor. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The College will not be obligated to delay a meeting or Hearing under this process more than five (5) days due to the unavailability of an Advisor, and may offer the Party the opportunity to obtain a different Advisor or utilize one provided by the College.

The College will provide the Parties equal access to Advisors and support persons; any restrictions on Advisor participation will be applied equally.

Alternative Resolution

Parties who do not wish to proceed with an Investigation and live Hearing, and instead seek the College's assistance to resolve allegations of Sexual Misconduct, may elect to enter the Alternative Resolution Process. Generally speaking, these resolution options are less time intensive than an Investigation and Hearing, while still affording an opportunity to actively participate in a process for resolution of Complaints.

Parties may elect to enter an Alternative Resolution Process at any time after the filing of the Formal Complaint and prior to a Determination Regarding Responsibility through an informed written consent. This informed written consent will include all terms of the elected alternative process, including a statement that any agreement reached through the process is binding on the Parties.

All Parties must agree on the form of Alternative Resolution, and the Title IX Coordinator or

designee must approve the decision to commence an Alternative Resolution Process and may determine that Alternative Resolution is not appropriate under the circumstances. Factors in considering the appropriateness of the Alternative Resolution Process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm or safety to the campus, whether the Respondent is a repeat offender, and whether the Parties are participating in good faith. This determination is not subject to appeal.

Alternative Resolution is only permitted to address allegations of student-on-student sexual harassment and is never allowed as an option to resolve allegations that an employee sexually harassed a student.

At any time after the commencement of the Alternative Resolution Process, the College may determine that the Alternative Resolution Process is not an appropriate method for resolving the matter and may require that the matter be resolved through the Formal Process. This determination is not subject to appeal. In addition, either Party may elect to leave the Alternative Resolution Process at any point prior to reaching a resolution. If a Party elects to leave the Alternative Resolution Process, the Formal Resolution Process may recommence, if necessary.

Role of the Alternative Resolution Facilitator

Alternative Resolution Processes are managed by Facilitators, who must not have a conflict of interest or bias in favor for or against Complainants or Respondents generally or regarding the specific Parties in the matter.

Facilitators have training in the definitions of Sexual Misconduct, the scope of the College's Education Program or Activity, how to conduct Alternative Resolution Processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

Confidentiality

In entering the Alternative Resolution Process, the Parties agree that any testimony and evidence (including admissions of responsibility) they share or receive during the Alternative Resolution Process concerning the allegations of the Formal Complaint is confidential. No evidence concerning the allegations obtained within the Alternative Resolution Process may be disseminated to any person, provided that any Party to the Alternative Resolution Process may generally discuss the allegations under investigation with a parent,

friend, advisor, or other source of emotional support, or with an advocacy organization. As a condition of entering the Alternative Resolution Process, any evidence shared or received during the Alternative Resolution Process may not be used in any subsequent Formal Resolution Process or College Appeal.

Alternative Resolution Options

The College offers the following Alternative Resolution options for addressing Formal Complaints of Sexual Misconduct:

Administrative Resolution

Should the Parties mutually determine to enter the Alternative Resolution Process, and the Respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the Alternative Resolution Process, the College may administratively resolve the Formal Complaint.

Where the Respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and a Hearing Panel will convene to determine the Respondent's sanction and other remedies, as appropriate and consistent with College policy. The Parties will be given an opportunity to be heard at a sanctions hearing, including but not limited to the submission of impact statements. Parties may be accompanied by their Advisor but questioning of Parties or Witnesses will not be permitted. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the Appeal Process.

Facilitated Resolution

The purpose of Facilitated Resolution is for the Parties who are in conflict to identify the implications of a student's actions and, with the assistance of a trained Facilitator, identify points of agreement and appropriate remedies to address them. Either Party can request Facilitated Resolution to seek resolution; however, Facilitated Resolution will be used only with the consent of both Parties. The Parties will be instructed not to contact one another during the process. The Title IX Coordinator will review any request for Facilitated Resolution and may, in their discretion, decline to mediate based on the facts and circumstances of the particular case. Either Party has the right to terminate the Facilitated Resolution process and choose or resume another option for resolution at any time.

During Facilitated Resolution, any potential Investigation will halt, and calculations for time frames will be stayed. If the Facilitated Resolution results in a resolution, the disciplinary process will be concluded, and the matter will be closed. If a resolution cannot be reached, the matter will be referred back to the Title IX Coordinator to re-evaluate other options for resolution, including Investigation.

During Facilitated Resolution, a Facilitator will guide a discussion between the Parties. In circumstances in which the Parties do not wish to meet face-to-face, either Party can request “caucus” Facilitated Resolution, and the Facilitator will conduct separate meetings. Whether or not the Parties agree to meet face-to-face, each Party will be permitted to bring an Advisor of their choice to any meetings. The Advisor may provide private guidance during the Facilitated Resolution but may not actively participate in the discussion between the Complainant and Respondent.

At the conclusion of the Facilitated Resolution, the Facilitator will memorialize the agreement that was reached between the Parties. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution can result in appropriate enforcement actions.

Formal Resolution Process

Notice of Meetings and Interviews

The College will provide, to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all Hearings, investigative interviews, or other meetings with a Party, with sufficient time for the Party to prepare to participate.

Request for Delay

Each Party may request a one-time delay in the Resolution Process of up to five (5) days for good cause (granted or denied in the judgment of the Title IX Coordinator, in consultation with the Dean of the College or Director of Human Resources, as appropriate), provided that the requestor provides reasonable notice and the delay does not overly inconvenience other Parties.

The Title IX Coordinator shall have sole judgment to grant further pauses in the Process.

Investigation

General Rules of Investigations

The Investigator(s) will perform an Investigation under a reasonably prompt timeframe of the conduct alleged to constitute Sexual Misconduct after issuing the Notice of Allegations.

The College, and not the Parties, bears the burden of proof and the burden of gathering evidence, (i.e., the responsibility of showing a violation of this Policy has occurred). This burden does not rest with either Party, and either Party may decide not to share their account of what occurred or may decide not to participate in an Investigation or Hearing. This does not shift the burden of proof away from the College and does not indicate responsibility.

The College cannot access, consider, or disclose medical records without a waiver from the Party (or parent, if applicable) to whom the records belong or of whom the records include information. The College will provide an equal opportunity for the Parties to present Witnesses, including fact and expert Witnesses, and other inculpatory and/or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations, respectively), as described below.

Ongoing Notice

If, in the course of an Investigation, the College decides to investigate allegations about the Complainant or Respondent that are not included in the original Notice of Allegations and otherwise fall within this Sexual Misconduct Policy, the College will notify the Parties whose identities are known of the additional allegations by their College email accounts or other reasonable means.

The Parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Review of Evidence

Prior to the completion of the Investigative Report, the Parties and their Advisors will have an equal opportunity to inspect and review the evidence obtained through the Investigation. The purpose of the inspection and review process is to allow each Party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the Investigation.

Evidence that will be available for inspection and review by the Parties will be any evidence that

is directly related to the allegations raised in the Formal Complaint. It will include any:

Evidence that is directly related to the allegations in the Formal Complaint, even if that evidence does not end up being relied upon by the College in determining responsibility;

Inculpatory or exculpatory evidence that is directly related to the allegations, whether obtained from a Party or other source.

All Parties must submit any evidence they would like the Investigator to consider prior to when the Parties' time to inspect and review evidence begins.

The College will send the evidence made available for each Party and their Advisors to inspect and review. The College is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The Parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the Investigator. The Investigator will consider the Parties' written responses before completing the Investigative Report.

Any evidence subject to inspection and review will be available at any Hearing, including for purposes of questioning.

The Parties and their Advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Resolution Process.

Evidence obtained in the Investigation that is determined in the reasoned judgment of the Investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the Investigative Report and may be appropriately redacted before the Parties' inspection to avoid disclosure of personally identifiable information of a student.

Investigative Report

The Investigator will create an Investigative Report that accurately summarizes relevant evidence. The Investigative Report is not intended to catalog all evidence obtained by the Investigator, but only to provide an accurate summary of the relevant evidence.

Only relevant evidence (including both inculpatory and exculpatory) will be referenced in the Investigative Report.

The Investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

Hearing

General Rules of Hearings

The College will not issue a disciplinary sanction arising from an allegation of Sexual Misconduct without holding a Hearing and permitting an Appeal, unless otherwise resolved through an Alternative Resolution Process.

The Hearing may be conducted with all Parties physically present in the same geographic location, or, at the College's discretion, any or all Parties, Witnesses, and other participants may appear at the Hearing virtually through video conference. This technology will enable participants simultaneously to see and hear each other. At its discretion, the College may delay or adjourn a Hearing based on technological errors not within a Party's control.

Continuances or Granting Extensions

The College may determine that multiple sessions or a continuance (i.e., a pause on the continuation of the Hearing until a later date or time) is needed to complete a Hearing. If so, the College will notify all participants and endeavor to accommodate all participants' schedules and complete the Hearing as promptly as practicable.

Participants in the Hearing

Hearings are not public, and only the following individuals are permitted to participate:

Complainant and Respondent ("the Parties")

- The Parties cannot waive the right to a Hearing except by participating in an Alternative Resolution.
- The College may still proceed with the Hearing in the absence of a Party and may reach a Determination Regarding Responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that Party.
 - For example, an oral or written statement constituting part or all of the Sexual Misconduct itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to questioning about that statement. In other words, a prior statement would not include a document,

audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the Formal Complaint.

- The decision-maker cannot draw an inference about the Determination Regarding Responsibility based solely on a Party's absence from the Hearing or refusal to answer questions.
- Advisors shall be subject to this Policy's Rules of Decorum and may be removed in the discretion of the Hearing Panel upon violation of those Rules.

The Hearing Panel

- The Hearing Panel will consist of three (3) trained decision-makers, a Panel Chair and two Panel members. The Panel Chair may be a College administrator or an outside consultant, contracted by the College. Panel members will be appointed administrators or faculty members.
- No member of the Hearing Panel will also have served as the Title IX Coordinator, Title IX Investigator, Advisor to or Witness for any Party in the case.
- No member of the Hearing Panel may serve on the Appeals body in the case.
- No member of the Hearing Panel will have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the case.
- The Hearing Panel will be trained on topics including how to serve impartially, issues of relevance, how to apply the rape shield protections provided for Complainants, and any technology to be used at the Hearing.
- The Parties will have an opportunity to raise any objections regarding a Hearing Panel member's actual or perceived conflicts of interest or bias at the commencement of the Hearing.

Advisors

- The Parties have the right to select an Advisor of their choice, who may be, but does not have to be, an attorney.
- The Parties' Advisors may accompany the Parties to any meeting or hearing they are permitted to attend, but may not speak for the Party, except for the purpose of

questioning during a Hearing, where appropriate. (See Questioning Procedure #1).

- If a Party does not select an Advisor, the College will select an Advisor to serve in this role at the Hearing at no fee or charge to the Party.
- The Advisor is not prohibited from having a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the case.
- If a Party does not attend the Hearing, the Party's Advisor may appear and ask questions on their behalf.
- If neither a Party nor their Advisor appears at the Hearing, the College will provide an Advisor to appear on behalf of the non-appearing Party.
- Advisors shall be subject to this Policy's Rules of Decorum and may be removed upon violation of those Rules.

Witnesses

- Witnesses cannot be compelled to participate in the Hearing and have the right not to participate in the Hearing, free from retaliation.
- If a Witness does not submit to questioning, as described below, the Hearing Panel cannot rely on any statements made by that Witness in reaching a Determination Regarding Responsibility, including any statement relayed by the absent Witness to a Witness or Party who testifies at the Hearing.
- Witnesses shall be subject to this Policy's Rules of Decorum and may be removed upon violation of those Rules.

Hearing Procedures

Any Hearing conducted under this Resolution Process will follow the procedure below:

- The Panel Chair will open and establish rules and expectations for the Hearing.
- The Parties will each be given the opportunity to provide opening statements.
- Panel members will ask questions of the Parties and Witnesses.
- Parties or their Advisors, as applicable, will be given the opportunity to ask questions of the other Party and Witnesses after the Panel members conduct their initial round of questioning.

- During the Parties’ questioning, the Panel Chair will have the authority to pause at any time for the established Rules of Decorum.
- Should a Party or the Party’s Advisor choose not to question the other Party or any Witness, that Party shall affirmatively waive their right to questioning through a written or oral statement to the Panel Chair. A Party’s waiver of questioning does not eliminate the ability of the Hearing Panel to use statements made by the Party.

Questioning Procedure

The questioning procedure may differ according to the allegations presented at the Hearing.

Procedure #1

At a Hearing convened to resolve allegations of “Title IX Sexual Harassment,” as defined above in this Policy, each Party’s Advisor will conduct questioning of the other Party or Parties and Witnesses. During this questioning, the Advisor may ask the other Party or Parties and Witnesses relevant questions and follow-up questions, including those that challenge credibility directly, orally, and in real time. Parties are not permitted to ask questions of the other Party or Witnesses in Hearings convened under this Procedure #1.

Before any question is answered, the Panel Chair will determine if the question is relevant. The Panel Chair retains the discretion to determine what constitutes a “relevant” question. For example, questions that are duplicative of those already asked may be deemed irrelevant if they have been asked and answered.

If a Party does not submit to questioning during Procedure #1, the Hearing Panel cannot rely on any prior statements made by that Party in reaching a Determination Regarding Responsibility, but may reach a Determination Regarding Responsibility based on evidence that does not constitute a “statement” by that Party.

Procedure #2

For all other Hearings, Parties, and not their Advisors, must conduct any questioning of Witnesses. With respect to questioning of the other party, the Panel Chair will conduct the questioning based upon written questions submitted by the Party. The Panel Chair will only ask the written questions submitted by the other party if they determine, in their discretion, that the question is deemed “relevant.” Irrelevant questions will not be asked at the Hearing.

Hearing Recording & Transcript

All Hearings will be recorded, and a transcript will be available to the Parties for inspection and review. Requests to review the recording and/or transcript must be made in writing to the Title IX Coordinator. Prior to obtaining access to a Hearing transcript, the Parties and their Advisors must sign an Agreement not to disseminate any of the testimony heard or evidence obtained in the Hearing or use such testimony or evidence for any purpose unrelated to the Resolution Process. Once signed, this Agreement may not be withdrawn. Hearing transcripts will be available within 7 business days of the conclusion of the Hearing unless there are extenuating circumstances.

Determination Regarding Responsibility

Standard of Proof

The College will use a “preponderance of the evidence” standard in deriving conclusions for its Determination Regarding Responsibility for Formal Complaints brought under this Policy. This standard means that the facts uncovered during the Investigation and Hearing determine whether it is more likely than not that a violation of the Policy occurred.

Considerations for Evaluating Testimony and Evidence

Determinations Regarding Responsibility for an allegation of Sexual Misconduct may be based in part, or entirely, on documentary, oral, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Panel Chair.

Hearing Panel members shall not draw inferences regarding a Party’s or Witness’ credibility based on the Party’s or Witness’ status as a Complainant, Respondent, or Witness, nor shall they base their judgments in stereotypes about how a Party or Witness would or should act under the circumstances.

Generally, credibility judgments will rest on the demeanor of the Party or Witness, the plausibility of their testimony, the consistency of their testimony, and the reliability of the testimony considering corroborating or conflicting testimony or evidence.

Conversely, credibility judgments will not rest on whether a Party’s or Witness’ testimony is non-linear or incomplete, or if the Party or Witness is displaying stress or anxiety.

Decision-makers will afford the highest weight relative to other testimony to first-hand testimony by Parties and Witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a Witness' testimony regarding third-party knowledge of the facts at issue will be permitted, but generally will be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

Parties may call "expert witnesses." While the expert witness will be permitted to testify and be questioned, the Hearing Panel will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight than testimony of fact witnesses, regardless of whether the expert witness testimony is the subject of questioning and regardless of whether both Parties present experts as Witnesses.

Parties may call character witnesses to speak on their behalf. While the character witness may testify and be questioned, the Hearing Panel will be instructed to afford very low weight to any non-factual character testimony of any Witness.

Where a Party's or Witness' conduct or statements demonstrate that the Party or Witness is engaging in retaliatory conduct, including but not limited to Witness tampering and intimidation, the Hearing Panel may draw an adverse inference as to that Party's or Witness' credibility.

Written Determination Regarding Responsibility

The written Determination Regarding Responsibility ("the Determination") will be issued simultaneously to all Parties through their College email account, or other reasonable means, as necessary. The Determination will include:

Summary of the allegations of Sexual Misconduct.

A description of the procedural steps taken from the receipt of the Formal Complaint through the Determination, including any notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and Hearings held.

Findings of fact supporting the Determination.

Conclusions regarding which section of the Sexual Misconduct Policy, if any, the Respondent has or has not been found to have violated.

For each allegation:

A statement of, and rationale for, the Determination Regarding Responsibility.

A statement of, and rationale for, any disciplinary sanctions the College imposes on the Respondent; and

A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the College's Education Program or Activity will be provided to the Complainant; and

The College's procedures and the permitted reasons for the Complainant and Respondent to appeal the Determination (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the Determination Regarding Responsibility will be issued by the College within ten (10) business days of the completion of the Hearing.

The Determination becomes final either on the date that the College provides the Parties with the result of any Appeal, if such Appeal is filed consistent with the procedures and timeline outlined in "Appeals," below, or if an Appeal is not filed, the date on which the opportunity to file an Appeal expires.

Sanctions

When a Respondent accepts or is found responsible for violating this Sexual Misconduct Policy, factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature of, severity of, and circumstances surrounding the violation(s)
- The Respondent's conduct history
- Previous allegations against or allegations involving similar conduct by the Respondent
- The impact on the Parties
- Any other information deemed relevant by the Hearing Panel

The sanctions will be implemented as soon as feasible, either upon the outcome of any Appeal or the expiration of the Appeal window. Possible

sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

The following sanctions may be imposed upon any member of the College community found to have violated the Sexual Misconduct Policy:

- Permanent separation
- Time-limited separation
- Deferred separation
- Performance improvement plan
- Loss of campus housing or other privileges
- Removal from organization, team and/or committee
- Revocation of leadership or supervisory position
- Disciplinary probation
- Community service or other work assignments
- Writing assignment
- External program attendance or facilitation
- Warning – Written or oral
- Revocation of degree
- Withholding of diploma and/or transcripts
- Prohibition from participation in Commencement and/or Senior Week activities

Appeals

Each Party may appeal (1) the Dismissal of a Formal Complaint or any included allegations and/or (2) a Determination Regarding Responsibility. A Party must submit a written Appeal within five (5) business days of being notified of the Dismissal of a Formal Complaint or Determination Regarding Responsibility, indicating the grounds for the Appeal.

The grounds for Appeal are limited to:

- Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the College's own procedures).
- New evidence that was not reasonably available at the time the Determination Regarding Responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator, Investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual Party, or for or against Complainants or Respondents in general, that affected the outcome of the matter.

The submission of an Appeal stays any sanctions for the pendency of the Appeal. Supportive Measures and remote learning opportunities remain available during the pendency of the Appeal.

If a Party appeals, the College will as soon as practicable notify the other Party in writing of the Appeal; however, the time for Appeal shall be offered equitably to all Parties and shall not be extended for any Party solely because the other Party filed an Appeal.

Appeals should be submitted in electronic form to the President of the College (of the campus on which the hearing was held).

The outcome of an Appeal will be provided in writing simultaneously to both Parties and will include the rationale for the decision. The Appeal decision is final, and no subsequent Appeals are permitted.

Retaliation

The College will keep the identity of any individual who has made a report or complaint of Sexual Misconduct confidential, including the identity of any individual who has made a report or filed a Formal Complaint of Sexual Harassment under this Sexual Misconduct Policy, any Complainant, any individual who has been reported to be the perpetrator of Sexual Misconduct under this Policy, any Respondent, and any Witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any Investigation, Hearing, or judicial proceeding under this Sexual Misconduct Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an Investigation, proceeding or Hearing under this Sexual Misconduct Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, constitutes retaliation. This includes any charges filed against

an individual for code of conduct violations that do not involve Sexual Misconduct under this Policy, but that arise from the same facts or circumstances as a report or complaint of Sexual Misconduct under this Policy.

Record Retention

The College shall retain for a period of seven years after the date of case closure: the official file relating to a formal resolution, including any Investigation, Hearing, Determination Regarding Responsibility, sanctioning, and/or Appeal processes involving allegations of Sexual Misconduct. In cases in which a Respondent was found to have violated the Policy and was separated from the College, the College may retain such official case files indefinitely.

APPENDIX I: RULES OF DECORUM FOR RESOLUTION PROCESS HEARINGS

Purpose of the Rules of Decorum

Title IX Hearings are not civil or criminal proceedings and are not designed to mimic formal trial proceedings. They are primarily educational in nature, and the U.S. Department of Education (“the Department”), writing about Title IX in the Final Rule, “purposefully designed these final regulations to allow recipients to retain flexibility to adopt rules of decorum that prohibit any party advisor or Hearing Panel Chair from questioning witnesses in an abusive, intimidating, or disrespectful manner.” 85 Fed. Reg. 30026, 30319 (May 19, 2020). The Department has determined that institutions “are in a better position than the Department to craft rules of decorum best suited to their educational environment” and build a hearing process that will reassure the Parties that the institution “is not throwing a party to the proverbial wolves.” *Id.*

To achieve this purpose, Colleges may provide for reasonable rules of order and decorum, which may be enforced through the removal of an Advisor who refuses to comply with the rules. *Id.*, at 30320. As the Department explains, the removal process “incentivizes a party to work with an advisor of choice in a manner that complies with a recipient’s rules that govern the conduct of a hearing, and incentivizes colleges and universities to appoint advisors who also will comply with such rules, so that hearings are conducted with respect for all participants.” *Id.*

At base, these Rules of Decorum require that all Parties, Advisors, and College staff treat others who are engaged in the process with respect.

The Rules of Decorum and processes set forth herein apply equally to all Parties and their Advisors regardless of sex, gender, or other protected class, and regardless of whether they are in the role of Complainant or Respondent.

Rules of Decorum

The following Rules of Decorum (“the Rules”) are to be observed in the Hearing and applied equally to the Parties (meaning the Complainant and Respondent) and Advisors:

Questions must be conveyed in a neutral tone.

Parties and Advisors will refer to other Parties, Witnesses, Advisors, and College staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.

No Party may act abusively or disrespectfully during the Hearing toward any other Party or to Witnesses, Advisors, or Hearing Panel members.

The Advisor may not yell, scream, badger, or physically “lean in” to a Party or Witness’ personal space. Advisors may not approach the other Party or Witnesses without obtaining permission from the Hearing Panel Chair.

The Advisor may not use profanity or make ad hominem attacks upon a Party or Witness. Questions must be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question.

The Advisor may not ask repetitive questions. When the Hearing Panel Chair determines a question has been “asked and answered” or is otherwise not relevant, the Advisor must move on.

Parties and Advisors may take no action at the Hearing that a reasonable person in the shoes of the affected Party would see as intended to intimidate that person (whether Party, Witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

Warning and Removal Process

The Hearing Panel Chair shall have sole discretion to determine if the Rules have been violated. The Chair will notify the offending person of any violation of the Rules.

Upon a second or further violation of the Rules, the Hearing Panel Chair shall have discretion to remove the offending person or allow them to continue participating in the hearing or other part of the process.

Where the Chair removes a Party's Advisor, the Party may choose a different Advisor, or (in cases involving Title IX Sexual Harassment) accept an Advisor provided by the College for the limited purpose of questioning at the Hearing. Reasonable delays, including temporary adjournment of the Hearing, may be anticipated should an Advisor be removed. A Party cannot serve as their own Advisor in this circumstance.

The Hearing Panel Chair shall document any decision to remove an Advisor in the Determination Regarding Responsibility.

For flagrant, multiple, or continual violations of the Rules, in one or more proceedings, Advisors may be prohibited from participating in future proceedings at the College in the Advisor role, on a temporary or permanent basis. Evidence of violation(s) of the Rules will be gathered by the Title IX Coordinator and presented to the Dean of the College for proceedings involving students or to the Director of Human Resources for cases involving employees. The Advisor in question may provide an explanation or alternative evidence in writing to appeal the prohibition from participation. This appeal must be submitted to the appropriate Dean or Director within fifteen (15) calendar days of receipt. There shall be no right to a hearing, oral testimony, or questioning.

The Dean of the College or Director of Human Resources shall consider the evidence, using a preponderance of the evidence standard, and issue a finding in writing regarding removal. The finding shall be issued in writing to all Parties and Advisors (if there is a current case pending) within thirty (30) days, unless extended for good cause. There is no appeal of this finding.

Relevant Questions Asked in Violation of the Rules of Decorum

Should an Advisor ask a relevant question in a manner that violates the Rules, such as yelling, screaming, badgering, or leaning-in to the Witness' or Party's personal space, the question will not be deemed irrelevant by the Hearing Panel Chair simply because of the manner in which it was delivered. Under that circumstance, the Hearing Panel Chair will notify the Advisor of the violation of the Rules, and, if the question

is relevant, will allow the question to be re-asked in a respectful, non-abusive manner by the Advisor (or a replacement Advisor, should the Advisor be removed for violation of the Rules).

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND DISCRIMINATORY HARASSMENT POLICIES

Statement of Principles

Bryn Mawr College is firmly committed to a policy of equal opportunity for all members of its faculty, staff, and student body. Bryn Mawr College does not discriminate on the basis of race, color, religion, national or ethnic origin, sexual orientation, age, or disability in the administration of its educational policies, scholarship and loan programs, athletic and other College-administered programs, or in its employment practices. In conformity with the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, it is also the policy of Bryn Mawr College not to discriminate on the basis of sex in its employment practices, educational programs, or activities. The admission of only women to the Undergraduate College is in conformity with a provision of the Civil Rights Act. The provisions of Title IX protect students and employees from all forms of illegal sex discrimination, which includes sexual harassment and sexual violence, in College programs and activities. The College is firmly committed to academic and professional excellence and to freedom of inquiry and expression for all members of the College community. In order to preserve an atmosphere in which these goals can be pursued, certain norms of civility, based on mutual respect and appreciation of differences, recognition of the rights of others and sensitivity to their feelings, must govern the interactions of all members of the community. The pursuit of these goals and the preservation of this civil atmosphere depend on the active commitment of all community members to making the College's programs and resources as inclusive as possible.

Statement of Policies Concerning Sexual Harassment and Other Forms of Harassment and Discrimination

It is the policy of Bryn Mawr College to maintain a work and academic environment free from discrimination and offensive or degrading remarks or conduct. Unlawful discrimination, including sexual harassment and sexual violence,

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

Definition of Discrimination

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

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

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic treatment, or is accompanied by implied or overt threats concerning one's job, grades, letters of recommendation, etc.;

Submission to or rejection of such conduct by an individual is used as a basis of employment or academic decisions affecting such individual; or

Such conduct has the purpose or effect of interfering with an individual's work performance or academic performance or creating an intimidating, hostile or offensive environment.

The College also prohibits this type of behavior when it is based on race, color, age, national origin and religion or on any other basis prohibited by law. Harassment on the basis

of one's sexual orientation can also constitute discrimination on the basis of sex.

Sexual harassment can include verbal behavior such as unwanted sexual comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior such as pats, where such behaviors are severe, offensive, and occur repeatedly unless a single instance is so severe that it warrants immediate action. Some specific examples of behavior that are inappropriate include:

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

Reporting a Complaint of Harassment or Discrimination

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

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

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

Investigating the Complaint

The College will investigate promptly all complaints of violations of sexual harassment and discrimination policies. The investigation will include interviews with the parties who are directly involved and possibly with others. These interviews may be conducted by the Equal Opportunity Officer, the Title IX Coordinator, deans, Staff Issues Liaison, Campus Safety officers or others as the circumstances warrant. Both parties will have an opportunity to present any information that they have to those investigating

a complaint, and both will be kept informed in a timely manner of information used in the investigation to the extent possible, consistent with FERPA and confidentiality constraints. Both parties will be updated periodically regarding the status of the investigation. In its investigation, the College will find that harassment and/or discrimination has occurred if the information collected indicates that it is more likely than not that sexual harassment or sexual violence occurred. The College will complete its investigation within 60 days after its receipt of a complaint, unless circumstances not within the reasonable control of the College require additional time, in which case both parties will be informed of the delay and the reason therefor. Each situation will be responded to promptly and handled as expeditiously and discreetly as possible.

Resolving the Complaint

If the College determines that this policy was violated, it will take corrective action as warranted by the circumstances. Resolution of complaints against Bryn Mawr College students and employees can include transfer, direction to stop the behavior, counseling or training, suspension without pay or termination of employment, or in the case of students, temporary separation or permanent exclusion from the College. Both parties involved will receive written notice of the resolution of the complaint within one week of the conclusion of the investigation. If it is determined that sexual harassment or sexual violence did occur, the College will include in its resolution steps to prevent a recurrence of harassment and, when applicable, steps to correct the discriminatory effects on the complainant and others.

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

Policy Concerning Sexual Relationships Between Students and Faculty or Staff Members

Fulfilling the mission of Bryn Mawr College to provide a rigorous education and to encourage the pursuit of knowledge as preparation for life and work depends upon the existence of a relationship of trust, respect and fairness between faculty or staff members and students. Romantic and/or sexual

relationships between faculty or staff members (including teaching assistants) and students threaten this relationship. Further, the unequal nature of their respective roles calls into question a student's ability to fully consent to a romantic and/or sexual relationship with a faculty or staff member. The College considers such a relationship, even if believed to be consensual, to violate the integrity of the student/faculty or student/staff relationship, and to be unethical and unacceptable.

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

FREEDOM OF SPEECH AND THE LIMITS OF DISSENT

Bryn Mawr College currently has in place various policies addressing issues related to freedom of speech and the expression of ideas. Chief among these are the hazing policy (page 62) and the policy on solicitation on campus, available from College Communications. The Honor Code (page 24) establishes procedures that can be used to address issues of free speech and dissent when they arise from interactions between undergraduate students. The College also has a statement governing the conduct of religious groups, advisers, and representatives on campus, which can be found at the Impact Center for Community, Equity, and Understanding. The policy outlined here assumes the framework created by these other policies and procedures and addresses particularly the conduct of both curricular and extracurricular gatherings that feature speakers, films, performances, exhibits, or any other forms of artistic expression, whether these gatherings are open or closed. For the purposes of this policy, the term "speakers" should be understood to mean performers, exhibitors, presenters of films, and others involved in any form of artistic expression as well as those delivering, introducing, or responding to speeches, talks or lectures.

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

Those who wish to dissent from or protest the views of others are entitled to do so, within the limits set forth here, without interference or intimidation.

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

Finally, the College takes seriously its obligation to ensure the physical safety of its students, faculty, staff, and invited guests.

This policy is intended to reflect these three commitments and protect the rights and safety of speakers, dissenters, and audiences alike.

Guidelines for the Conduct of Meetings

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

When any member of the community expects that a scheduled event may give rise to protest, she or he should notify the Dean of the Undergraduate College or, in the case of events intended primarily for graduate students or events held at the Graduate School of Social Work and Social Research, the Dean of the Graduate School of Arts and Sciences or the Dean of the Graduate School of Social Work and Social Research.

This notification would most likely come from a member of the sponsoring organization, from a person involved in planning to protest, or a staff member assisting in planning or organizing the event. This notification is requested so that the Dean can take responsibility for seeing that the rights of dissenters and speakers alike are respected and that appropriate safety and security measures are taken.

The Dean will determine whether the protection of free speech and safety for all involved requires any special measures.

Should she determine that this is the case, she may consult with other College officials, including the other deans of the College and the director of Campus Safety, Communications or Conferences and Events, to decide what measures will be appropriate. Among the possible courses of action they may take are:

- Appointing a faculty or administrative moderator for the event who will be responsible for reminding participants of the guidelines contained in this policy, for making sure that the rights of all are respected during the event itself, and for directing response in case the guidelines are violated;
- Making sure that the event is scheduled for a physical space which will allow for freedom of movement and security measures adequate to the size and nature of the gathering;
- Arranging for special Campus Safety measures, which may include but are not limited to making sure that officers are available during the event, requiring those attending the event to check their bags and outerwear before entering, restricting admission to the event to members of the College community, or establishing limits to the number of persons who may attend an event. In cases where it might be appropriate, for example, if a highly controversial speaker were to speak in Goodhart and many members of the general public were expected, the Director of Campus Safety may consult with the Lower Merion Police on appropriate traffic, crowd control and security measures.

During an event: If, during an event, the appointed moderator believes that the conduct of persons present poses a threat to the rights or safety of other members of the community or of guests, she or he will ask such persons to cooperate in restoring order and remind them of

their responsibilities under this policy. Should she or he be unable to restore order by so doing, she or he may

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

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

Guidelines for Dissent and Protest

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

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

Silent protests such as the displaying of signs or symbols, the wearing of expressive clothing or insignia, standing, gesturing or otherwise protesting noiselessly is acceptable and will not be hindered unless the ability of others in the audience to see or hear is impeded. For this reason, such protests as the display of large signs or banners should be confined to the back of the meeting space. For safety reasons, signs and banners should not be affixed to sticks or other sharp or hard objects.

Noise that expresses spontaneous and temporary response to particular statements will be acceptable; for example, cheering or booing

a particular remark, applauding or hissing, and so on. Sustained or repeated noises that substantially interfere with the audience's ability to hear the speaker will not be acceptable, whether the noises are produced inside or outside the meeting; examples of this would be chanting, sustained booing, foot-stamping, singing, and so on.

Force or the threat of force is never an acceptable form of protest. "Force" is meant to include assault on any individual, whether speaker, audience member, dissenter, or staff member; physical interference with the freedom of movement of another person; defacing of signs; tampering with audio-visual equipment; throwing objects; and other gestures that threaten physical harm to persons or property.

Sanctions

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

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

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

Resources in the Event of Suspected Discrimination or Bias:

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

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

Talk with your dean about the situation. Your dean can advise about an approach to the confrontation as well as other institutional options.

Contact the chair of the faculty member's department.

Contact the Provost. The Provost is the senior academic administrator at the College and is available to address concerns about faculty-student relationships. (610-526-5167).

File a "Bias Incident Report" (brynmaur.edu/bias-response).

Contact the Dean of the Undergraduate College or the President. The Dean and President are available to talk with students about their concerns regarding discrimination, bias, or unfair treatment.

GENERAL HOUSING POLICIES

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

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

Repairs or replacement of room damages, beyond normal wear and tear, and missing furniture are fined according to cost.

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

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

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

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

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

Opening of Residence Halls/Early Return:

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

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

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

Dorms will open at 9 a.m.

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

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

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

Summer Housing: Summer residence is a privilege made available by College programs and the Office of Conferences and Events on a space-available basis. Students residing at Bryn Mawr during the summer are expected to abide by all College policies, as well as local and state laws, without exception. As during the academic year, summer residents are encouraged to resolve disputes via individual confrontation and communication, as well as through community dialogue. Should these attempts fail, residents should contact the Campus Safety to report concerns involving policy violations. These reports will be investigated and reported to the Residential Life Office. On the first report of violation, a notice will be issued to the resident. Ordinarily, on the second report of violation, the individual will be evicted from housing.

Residential Status: Cancellation of Housing Agreement: If you would like to cancel your room, written notification must be received in the Office of Residential Life by June 15 before the beginning of the academic year.

Once written notice is received, you will be charged a \$100 cancellation fee. If notification is not received until after June 15, you will be charged a \$500 fee.

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

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

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

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

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

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

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

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

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

Bryn Mawr College is committed to providing equal access for all qualified students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Reasonable accommodations are provided for qualified students who disclose a disability that causes substantial limitations in a college environment. Accordingly, the College will consider modifying housing arrangements, when appropriate, to help a student compensate for a disability or chronic medical condition that has a significant impact in a residential setting.

FIRE AND SAFETY POLICIES

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

Cooking Appliances: Coffee makers and electric water kettles with automatic shutoff are permitted in dorm rooms. Cooking appliances, including, but not limited to, toasters, toaster ovens, rice cookers, hot plates, panini makers, grills, and microwaves are not permitted. The cooking of raw foods is not permitted in residence halls, as this poses fire and food safety risks. If any appliances not adhering to this policy should be brought to the attention of the college administration, the student will be responsible

for the immediate removal of the prohibited appliance and incur a \$250 fine. The Residence Council advises all students to limit the number of energy-consuming appliances in their rooms.

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

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

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

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

Fire Emergency: In the event of a fire alarm (real or drill), evacuate the building immediately until given clearance to return by Campus Safety officers or the Fire Department. Be familiar with fire evacuation routes, fire alarms and fire extinguishers.

Information is available through Campus Safety. Report all fires or fire hazards to Campus Safety immediately 610-526-7911.

Fire Safety: No open flames, including candles and incense, are permitted in the residence halls. No fires are permitted in the fireplaces. Extension cords under rugs are serious fire hazards. Take special care in using electrical outlets. Do not overload outlets; do not use more than two electrical appliances per outlet. No fire extinguisher may be discharged except to fight a fire. There is a charge of \$50 for each improper use of a fire extinguisher.

Such improper use of a fire extinguisher poses an extreme danger to life and property. Halogen lamps are potential fire hazards. Do not place one near flammable items and never leave a burning lamp unattended.

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

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

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

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

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

Tea Pantries: Tea pantries are equipped with refrigerators, microwave ovens, and toasters and are available for student use. The pantries are designed for heating already prepared foods such as frozen meals, canned or dried foods, soups, and hot beverages. Preparation and cooking of raw foods is strictly prohibited in the tea pantries, as well as all other dorm spaces, due to fire and food safety risks.

Additional cooking appliances may not be brought to the tea pantries, including personal microwaves and toasters.

RESIDENCE LIVING POLICIES

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

Decorating: Only student rooms and bedroom doors may be decorated, not hallways or common areas. Students may decorate their doors using appropriate adhesives that do not damage paint or other surfaces. Residents are responsible for damage to walls, ceilings and doors. Damages will be charged to student accounts. The College reserves the right to remove without warning any decorations that violate these rules.

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

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

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

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

Insurance: The College does not insure the contents of student rooms or storage areas. The College assumes no responsibility for loss due

to fire, theft or any other cause. Students are therefore urged to obtain a rider to their family homeowner's insurance or a separate policy to protect against loss through theft and other risks.

KEYS AND ID CARDS

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

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

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

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

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

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

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

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

Painting: Note that student room painting is chargeable damage. Residents will be charged for repainting and for tape, paint, poster putty, decals, and/or nails in/on room (including doors) and/or corridor walls.

Pets: Because of the College's concern for the health and well-being of all, pets are not allowed in the residence halls. Violations of the pet policy may

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

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

Room Assignments: Residence on campus is required of all undergraduates except those who live with their families in the immediate vicinity, and those who live in houses or apartments off campus after having received permission from the College and their parents to do so. A Room Draw system based on class priority and computer-assigned random numbers has been established by the Residence Council. Room Draw takes place in April. Single rooms are not guaranteed.

Room Draw merely provides an opportunity to select a room. Residence selections, once made, remain in effect for the entire academic year. Students may not unofficially trade one room or space for another. Rooms and places in specific halls are not automatically retained from year to year. Room Draw rules are posted online in mid-March. Make sure to read and understand them.

Room Changes: One of the practical results of Bryn Mawr's principle of individual responsibility is the Residence Council's policy on room changes. The main premise of this policy is that a change in room assignment is a special case based on unusually problematic circumstances. Roommates are expected to do their best to make a success of their placement. We encourage the resolution of problems and of difficult situations according to the principles of the Honor Code and through consultation with resource people in the halls. Students who have not demonstrated this effort will not be granted room changes.

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

No change may be made without talking to one's roommate and working with Residential Life Office staff, including your Hall Adviser and the Residential Life Coordinators.

Students must try to work out conflicts or problems before requesting a room change. Trading of rooms is not allowed in any case.

Confidentiality is strictly observed by the Special Cases Committee and by the Residential Life staff who work with the group.

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

DIRECTORY

IMPORTANT CAMPUS PHONE NUMBERS QUICK LIST

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

Access Services	610-526-7516
Campus Safety Non-emergency	610-526-7911
Computing Help Desk	610-526-7440
Counseling Services	610-526-7778
Dean's Office	610-526-5375
Facilities Services	610-526-7930
Health and Wellness Center	610-526-7360
Housekeeping	610-526-7930
Medical Emergencies (Campus Safety)	911 (on-campus phone) or 610-526-7911
Impact Center	610-526-6592
Weather Emergencies (hotline)	610-526-7310

DIRECTORY OF OFFICES AND SERVICES

Alumnae/i Relations and Development

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

Arts Program

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

Athletics and Physical Education

Bern Schwartz Gymnasium, 610-526-7348
gobrynmawr.com/

Bookshop

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

Career & Civic Engagement Center

Student Life and Wellness Building
610-526-5174
brynmawr.edu/career-civic

Conferences and Events

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

Controller's Office

Benham Gateway third floor
Monday–Friday, 9 a.m. to 5 p.m.
brynmawr.edu/finance

Dean's Office

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

Dining Services

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

Facilities Services

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

Emergency: Contact Campus Safety

610-526-7911

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

Fitness Center

Bern Schwartz Gymnasium, 610-526-7348
gobrynmawr.com

Housekeeping

Ward Building

Routine problems 610-526-7930

Questions or concerns 610-526-7929

Nights and weekends:

(emergencies only) 610-526-7911

International Student and Scholar Advising

The Impact Center for Community, Equity, and
Understanding, 610-526-6592

brynmawr.edu/inside/offices-services/impact-
center/international-advising

Lost and Found

John J. Maloney Building, 610-526-7911

Monday–Friday, 9 a.m. to 3:30 p.m.

Lusty Cup Café

Canaday Library, Floor A

610-526-7413

brynmawr.edu/dining/locations/lusty-cup

New Student Programs

Guild, Lower Level, x5375

Office of Financial Aid

Benham Gateway, second floor, 610-526-5245

Monday–Friday, 9 a.m. to 5 p.m.

brynmawr.edu/financial-aid

OneCard

Lost/stolen cards: Campus Safety

John J. Maloney Building, 610-526-7911

Other inquiries: onecard@brynmawr.edu

Parking

Campus Safety and Transportation

John J. Maloney Building, 610-526-7911

brynmawr.edu/safety/parking

Post Office

Campus Center, first floor, 610-526-7336

Monday–Friday, 10 a.m. to 4 p.m.

Registrar's Office

Guild Hall, lower level, 610-526-5142

Monday–Friday, 9 a.m. to 5 p.m.

brynmawr.edu/registrar

Residential Life & Student Engagement

Campus Center, 610-526-7331

brynmawr.edu/residential-life

Student Accounts

Controller's Office, Benham Gateway third floor
610-526-5500

Monday–Friday, 9 a.m. to 5 p.m.

[brynmawr.edu/inside/offices-services/student-
accounts](http://brynmawr.edu/inside/offices-services/student-accounts)

Student Employment Office

Human Resources, 610-526-5218

[brynmawr.edu/humanresources/jobs/student-
employment-office](http://brynmawr.edu/humanresources/jobs/student-employment-office)

Study Abroad/Away

Guild Hall, lower level, 610-526-7352

brynmawr.edu/studyabroad

Transportation

Campus Safety and Transportation,

John J. Maloney Building, 610-526-7570

Monday–Friday, 9 a.m. to 5 p.m.

brynmawr.edu/transportation

Uncommon Grounds Café

Campus Center, first floor, 610-526-7413

[brynmawr.edu/dining/locations/uncommon-
grounds](http://brynmawr.edu/dining/locations/uncommon-grounds)

YEAR AT A GLANCE

JULY 1:	Fall tuition bills posted.	DEC. 14:	Last day of classes at Bryn Mawr: all written work due 5 p.m.
AUG. 1:	Fall tuition bill payment due.	DEC. 15:	Last day of classes/optional review day at Haverford.
AUG. 29:	New Student Orientation Week begins	DEC. 15-16:	Review Period.
AUG. 29:	International Students move in	DEC. 22:	Winter Break begins (dorms close at 6 p.m.).
AUG. 30:	All other New students move in	JAN. 2:	Spring tuition bill payment due.
AUG. 30:	Dorms open for new students (9 a.m.).	JAN. 11:	Classes begin at Penn (Monday schedule).
SEPT. 1:	Dorms open for returning students (9 a.m.).	JAN. 15:	Martin Luther King Day.
AUG. 29:	Classes begin at the University of Pennsylvania.	JAN. 19:	Dorms reopen at noon.
SEPT. 4:	Labor Day: No classes at Bryn Mawr, Haverford or Swarthmore.	JAN. 22:	Classes begin at Bryn Mawr, Haverford, and Swarthmore.
SEPT. 5:	Classes begin at Bryn Mawr and Haverford (Including THRIVE).	JAN. 22-31:	Registration (all class years).
SEPT. 5-13:	Registration (all class years).	FEB. 9:	Last day to drop a fifth course at Bryn Mawr and Haverford. Last day to declare Cr/NC for first quarter courses (5 p.m.).
SEPT. 8:	Parade Night	MAR. 1:	Last day to declare Cr/NC for full semester courses (5 p.m.).
SEPT. 11:	PE classes begin.	MAR. 8:	Spring break begins after last class. First quarter (including PE) courses end.
SEPT. 13:	End of Add/Drop period.	MAR. 18:	Classes resume (8 a.m.). Second quarter (including PE) courses begin.
SEPT. 22:	Last day to drop a fifth course at Bryn Mawr and Haverford. Last day to declare Cr/NC for first quarter courses (5 p.m.).	MAR. 20:	WTF
OCT. 13:	Last day to declare Cr/NC for full semester courses (5 p.m.). Fall break begins after last class.	MAR. 22:	Last day to add a second quarter course.
OCT. 23:	Classes resume (8 a.m.).	MAR. 29:	Last day to drop a second quarter course.
OCT. 27:	First quarter (including PE) courses end.	APR. 5:	Last day to declare Cr/NC for second quarter courses (5 p.m.).
OCT 27-28:	Family Weekend.	MAY 1:	Last day of classes at the University of Pennsylvania (Exams May 6-14).
OCT 29:	Lantern Night	MAY 3:	Last day of classes at Bryn Mawr, Haverford, and Swarthmore. All written work due 5 p.m.
OCT. 30:	Second quarter (including PE) courses begin.	MAY 4-5:	Review period.
NOV. 3:	Last day to add a second quarter course.	MAY 5:	May Day
NOV. 10:	Last day to drop a second quarter course.	MAY 6-11:	Examination Period for seniors (ends at 5 p.m. on May 11).
NOV. 17:	Last day to declare Cr/NC for second quarter courses (5 p.m.).	MAY 6-17:	Examination Period (ends at 12:30 p.m. on May 17).
NOV. 22:	Thanksgiving break begins after last class.	MAY 13:	Senior grade deadline 12 noon.
NOV. 27:	Classes resume (8 a.m.).	MAY 18:	Commencement.
DEC. 1:	Spring tuition bill posted.	MAY 19:	Dorms close at 12 noon.
DEC. 11:	Last day of classes at the University of Pennsylvania (Exams: Dec. 14-21).	MAY 24:	All other grades due 12 noon.
DEC. 13:	Last day of classes at Swarthmore (Exams: Dec. 13-21).		

A.B. REQUIREMENTS CHECKLIST FOR CLASSES OF 2024, 2025, 2026 AND 2027

Required in the fall of the first year:

___ Emily Balch Seminar (1 academic unit)

___ THRIVE (2 PE credits)

Required within the first year:

___ Quantitative Readiness

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

___ Swim Proficiency Requirement (1 PE credit)

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

Required within the first 3.5 semesters:

___ Three additional elective PE credits (3 PE credits)

Required before the fall of the senior year:

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

___ Foreign Language: Two sequential semester-long courses at Bryn Mawr or Haverford College in one language at the elementary or intermediate level, or (for students prepared for advanced work), two advanced semester-long courses in the foreign language(s) in which they are proficient.

___ Power, Inequality and Justice: one course identified as “DIJ” (1 academic unit)

___ Four Approaches to Inquiry (4 academic units) comprised of one academic unit at Bryn Mawr or Haverford College in each of the following:

- Critical Interpretation (CI): critically interpreting works such as texts, objects, artistic creations and performances, through a process of close reading.
- Cross-Cultural Analysis (CC): analyzing the variety of societal systems and patterns of behavior across space.
- Inquiry into the Past (IP): inquiring into the development and transformation of human experience over time.
- Scientific Investigation (SI): understanding the natural world by testing hypotheses against observational evidence.

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

Required by the end of the senior year:

___ Major Requirements (requirements vary by major)

___ 32 units of academic credit, of which at least 24 were earned in residence over the course of at least 6 semesters.

Note: all academic requirements require minimum grades of 2.0.

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BRYN MAWR

COLLEGE

COLLEGE COLORS

Yellow and White

COLLEGE MASCOT

Owl

COLLEGE FLOWER

Daisy

COLLEGE MOTTO

veritatem dilexi, cherish truth

COLLEGE CHEER

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

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

**BRYN
MAWR**
COLLEGE

**2023-24
CALENDAR**

**PLEASE NOTE:
ALL DATES ARE SUBJECT TO CHANGE
PENDING UPDATES TO PUBLIC HEALTH GUIDELINES**