



# *Guide to Student Life*

2021–2022

# Scripps College

## Guide to Student Life – 2021-2022

Scripps College Guide to Student Life (GTSL) is a primary resource for students to understand their rights, responsibilities, and opportunities while attending Scripps. The GTSL is updated annually and as policies, procedures, and personnel change throughout the year. Substantive changes to the GTSL will be announced via email to the student community as promptly as possible following implementation. If you notice an error or discrepancy within the GTSL, we ask that you notify the Dean of Students Office by emailing: [deanofstudentsoffice@scrippscollege.edu](mailto:deanofstudentsoffice@scrippscollege.edu).

The College has implemented COVID-19 safety protocols and infection control measures (“COVID Protocols”). The COVID Protocols may alter or supersede policies, procedures, or other information contained in the GTSL. The most current COVID Protocols can be found here [insert link to website]

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# About Scripps College

## Mission Statement

The mission of Scripps College is to educate women to develop fully their intellects and talents through active participation in a community of scholars so that as graduates they may contribute to society through public and private lives of leadership, service, integrity, and creativity.

## About the College

When Scripps was founded in 1926 in Claremont, California, it was one of few institutions dedicated to educating women for lives of commitment and engagement. Since then, Scripps has continued to champion qualities of both mind and spirit in accordance with the vision of its founder, newspaper entrepreneur and philanthropist [Ellen Browning Scripps](#). Scripps today offers a rigorous interdisciplinary curriculum, a robust intellectual community, a commitment to diversity and inclusion, and a rich residential experience designed to shape the next generation of leaders.

As an internationally recognized leader in women's liberal arts education, Scripps has an increasingly competitive admissions process that reflects the growing demand for a Scripps education. The College has garnered numerous prestigious national grants for student and faculty research, curriculum development, and educational initiatives, and has established a reputation for thoughtful leadership among higher education peers.

Scripps students win many national fellowships and research grants and offer the skills employers value and society needs: strong critical thinking, written and oral communication abilities, a global orientation and intercultural competence, and the ability to collaborate effectively.

## The Founder

One of the most remarkable "Scripps women" never attended Scripps—she founded it. Born in 1836 and raised on a farm in Illinois, Ellen Browning Scripps was one of the first female graduates of Knox College, Illinois, and one of the first women college students in the United States. She began her professional life as a schoolteacher. At the age of 37, she became a path-paving journalist and publisher, joining her brothers in Detroit, where they founded the Detroit Evening News. A shrewd investor and businessperson, she helped her brothers develop the business into the Scripps-Howard newspaper chain and United Press International.

With a small bequest from her late grandfather and savings from her wages as a schoolteacher, Ellen and her brothers founded one of the country's leading newspaper and publishing enterprises. Her business acumen, on which her brothers depended, was a tremendous benefit to the venture, and her daily column was one of the nation's best-read features in more than 1,000 newspapers.

Ellen was an early and ardent supporter of women's suffrage and a devoted philanthropist. Her generosity supported innumerable educational and scientific endeavors, including the Scripps Institute of Oceanography, the Scripps Clinic, the San Diego Zoo, and Scripps College, her "crown jewel." Her leading influence at The Claremont Colleges led to the purchase of land that not only enabled Scripps College to flourish but also provided space to establish Claremont McKenna, Harvey Mudd, and Pitzer Colleges. Her role in the launching of the Claremont group plan led to her being featured on the cover of Time magazine in 1926.

Ellen Browning Scripps characterized her involvement with Scripps College as her most important work in a rich lifetime of creating opportunities to widen human knowledge. Her words are still deeply resonant today:

*"The paramount obligation of a college is to develop in its students the ability to think clearly and independently, and the ability to live confidently, courageously, and hopefully."*

### **The College Seal: *La Semeuse***

The seal of Scripps College, designed by sculptor Lee Lawrie, depicts *La Semeuse*— she who sows. The image of the sower of “the good seed of thought, of action, of life” was chosen by the faculty in the 1927–28 academic year. They also selected the College motto, *Incipit Vita Nova*—“here beginneth the new life.” The esteemed Professor Hartley Burr Alexander was largely responsible for the seal’s image and the motto. Before he arrived on campus, he suggested *Incipit Vita Nova*, the first words of Dante’s *New Life*.

### **The Principles of Community**

*Scripps College is a community of scholars: faculty, students, and staff dedicated to the education of women and the advancement of learning.*

To further this community, Scripps seeks to attract a diverse student body and to build a diverse faculty and staff. Our goal is to create a hospitable environment without discrimination on the basis of race, ethnicity, religion, culture, color, beliefs, physical condition, socioeconomic background, sexual orientation, or age. Scripps believes that each member of the community contributes to the learning and teaching of all and, therefore, seeks to balance individual freedoms and sensitivity to, and awareness of, the rights and human dignity of others. Scripps recognizes the obligation to respond to the acts and effects of discrimination and bigotry by building an academic community in which people learn to respect and value one another for their differences.

Scripps believes that learning and teaching thrive in an environment conducive to freedom of belief, inquiry, and speech, assuring expression of the broadest range of opinions and beliefs. Scripps commits itself to maintaining that freedom, subject only to regulation of time, place, and manner.

Recognizing that such expressions may offend, provoke, and disturb, Scripps affirms its dedication to encourage rather than limit expression. At the same time, Scripps encourages community members to show mutual respect and understanding and to employ reasoned civil discourse.

Scripps seeks to secure, through its academic and community policies and practices, through its actions and the services it provides to students, faculty, and staff, the widest appreciation for all groups and individuals; to combat discrimination and misunderstanding; and to forge a better and more just society.

Each member of the Scripps community affirms, by her or his continuing participation in College life, acceptance of her or his personal responsibility and obligation to the community in assuring that these principles are upheld in all aspects of our lives together.

### **The Principles of Diversity**

An understanding and appreciation of diverse peoples, cultures, and perspectives informs the intellectual framework on which our institutional mission is based and is critical to Scripps’ realization of its goal to become the premier liberal arts college in the country. The College is committed to demonstrating that respect of differences among people is a prerequisite to achieving institutional excellence.

Through its policies and its actions, Scripps strives to create an environment in which acknowledging and engaging issues of race, ethnicity, religion, belief, opinion, economic class, age, gender, sexuality, and physical ableness are inextricably part of the experience of the campus community.

## Vision Statement of Scripps College as a Multicultural Community

Miss Ellen Browning Scripps' vision for the College she founded was a stirring one: "to develop in its students the ability to think clearly and independently, and the ability to live confidently, courageously and hopefully." For Scripps College students in the 21st century, the education that fulfills this mission must include establishing their own sense of values and guiding principles, as well as the capacity to work with and learn from the variety of people, cultures, and viewpoints they will encounter in the United States and in the emerging global society. The interaction of each student's own beliefs and values with those of fellow students, faculty, staff and others encountered here at Scripps forms the crucible in which her education will be tested. Fostering a truly interactive and multifaceted community of teachers and learners is the only way in which the College can meet its goal of offering the best liberal arts education in America.

What will be different about a Scripps that is more diverse, more challenging, more embracing? We know that it is not merely "adding" people of different backgrounds to a homogenous society. It will mean that virtually every conversation will have many more than two viewpoints; it will mean that the underlying assumptions of every question will be probed. "Majority" members of the community will need to change their assumptions. It will certainly mean that the roles played by women of color, or gay students, or Muslim students, or recent immigrants, or differently abled students, will change. Each of us at Scripps will understand that there are a variety of "markers" of identity for all students, faculty, and staff. There should be fewer occasions when a student feels she is the "only" representative of a group on campus, or in her class, or in a social club or sports team. By making sure there is a growing diversity, not only drawn from different groups but including those representing differences within groups, we will begin to break down the idea that one's viewpoint is synonymous with one's race, ethnicity, neighborhood, religion, etc. We must have more of many different kinds of students, faculty, and staff, so that all of us concentrate more on what emerges from a truly vigorous debate, one that includes points of view not heard before.

Scripps began as a deliberate, planned college community to serve one underserved part of society: women, who were not equally welcome at America's colleges and universities. Scripps College's founder could not earn a degree from the college she attended because she was a woman, and only men could graduate from that college. Indeed, rooted as Scripps College is in the work of liberating women's minds through education, we should be even more committed to the work of diversifying our community than most educational institutions. We should begin to approach a time when the perceived stereotype of a Scripps student will be so complex, so layered, so invigorating, that it dissolves under even cursory inspection. We should look forward to a time when the discussion of stereotypes is more open, more common, and maybe even more fun. This will require that we truly understand and commit to including at our table members of every group, because every single person who shares our goals and passion for women's education can contribute to it, whatever their other characteristics. The more different voices, the greater the music we can make.

We understand that including new people and new "kinds" of people may strain some of our assumptions and customs. We understand it may be uncomfortable and difficult. We understand that everyone who joins in the endeavor will need to commit absolutely to the Principles of Community, particularly the section that encourages "expression of the broadest range of opinions and beliefs," while recognizing that "such expressions may offend, provoke, and disturb." We welcome the necessary discomforts that will ensue, because we believe that part of a great education is discomfort with all that we may think we know, from whatever perspective we come. Students, faculty, and staff will learn to share their insights and ask others for help in new and different ways.

At the same time, we recognize that the young people who come to us for liberal arts training,



particularly those from the most challenging backgrounds, should not bear the burden of educating the adults who seek to serve them or the students who seek to learn with them. We must learn to help them question, evaluate, and then assert what they hold most dear, while we attempt to truly understand them and their experiences. All of our students should emerge with a firm and confident “voice” of their own, even if that voice is used more to question than to answer. All of the faculty and staff must educate ourselves, so that we can help our students learn. Our goal is to have students think clearly and independently, acknowledging and using a variety of perspectives. Our goal is to have our graduates live confidently, courageously, and hopefully, not because they are certain of a particular set of truths but because they have learned to live with uncertainty, to balance their own strongest convictions with the knowledge that others may not share those convictions.

# Student Resources

## Dean of Students Office

The Dean of Students Office, under the leadership of the Vice President for Student Affairs and Dean of Students, oversees co-curricular life and all Student Affairs departments at Scripps College. The Student Affairs staff focuses on the student experience outside of the classroom. The Dean of Students Office can be particularly helpful in the areas of personal and academic assistance, personal/medical leaves of absence, referrals to other campus services, and other educational concerns. The following areas/departments are part of Student Affairs at Scripps:

- Academic Resources and Services (ARS)
- Case Management
- EmPOWER Center
- First Generation Program
- LASPA Center for Leadership
- New Student Orientation
- New Student Programs
- Office of Student Engagement
- Residential Life
- Scripps Communities of Resources and Empowerment (SCORE)
- Tiernan Field House
- Title IX

## Academic Resources and Services (ARS)

Academic Resources and Services provides academic support to students through a variety of programs and services: Disability Support Services, the Tutoring Program, Math Spot, and Academic Coaching. Disability Support Services coordinates services and reasonable accommodations to students with documented disabilities. Any student seeking academic accommodations should complete the Academic Accommodation intake form available here: <http://www.scrippscollege.edu/academics/students-with-disabilities>. Once a student's application and documentation have been received, they will meet with one of the assistant deans for academic resources and services to complete an intake appointment to review the healthcare provider's recommendations and discuss reasonable accommodations. General inquiries can be sent to: [ARS@scrippscollege.edu](mailto:ARS@scrippscollege.edu).

The Scripps Tutoring Program offers peer based, one-on-one tutoring for Scripps College students enrolled in courses at any of the 5Cs. The Tutoring Program is available to all Scripps College students at no additional charge to them. Students may request tutoring in any course subject, and the Tutoring Program makes every effort to fill all tutoring requests that are received. Tutoring begins no earlier than the third week of each semester. To request a tutor or apply to be a tutor, visit our website: <http://inside.scrippscollege.edu/studentaffairs/tutoring>.

The Scripps Tutoring Program also offers Math Spot. Math Spot is a drop-in program for any student enrolled in a Scripps College math course. Math Spot is located in the CP&R Library (Seal Court) Sunday, Tuesday, and Thursday from 7 to 9 pm. Hours and location are subject to change.

Academic Coaching is the newest program within Academic Resources and Services. The Academic Coaching program is an opportunity for Scripps College students to work one-on-one with an Academic Coach (MSW interns from Cal State San Bernardino) on transferable academic skills such as time management, general study skills, financial wellness, stress reduction, and test preparation. To schedule an appointment with an Academic Coach, email [ARS@scrippscollege.edu](mailto:ARS@scrippscollege.edu).

## Dean of Faculty

At the heart of Scripps' intellectual community is a faculty of distinguished teachers who are accomplished scholars, researchers, and leaders in their fields, as well as accessible and committed to student success. They produce internationally recognized research, publications, and artwork while winning grants from prestigious organizations such as the National Science Foundation, the Fulbright Program, and the National Endowment for the Arts. Scripps' curriculum is built on the expectation of close faculty-student interaction, and faculty engage deeply in mentoring, advising, and providing personalized instruction to students. Scripps' low student/faculty ratio of 10:1, and the collaborative nature of the College, enable this personal experience.

## Academic Advisors

There are numerous resources available to assist students in educational planning. At the center of the academic advising program is the student's faculty advisor, who is available to assist in defining educational interests and goals and in developing the student's course of study.

A faculty advisor is assigned to each entering student for the first and second years. Students are free to change advisors at any time and are encouraged to do so once a major has been decided upon. A change-of-advisor [form](#) is available in the Registrar's Office. Faculty advisors are not always assigned to new students on the basis of expressed academic interests. Because no one person can provide all the information about courses and curriculum that a new student is likely to need, students are encouraged to ask questions of other faculty members and resource persons. (Students interested in medical school and those interested in a major in music or engineering are especially encouraged to see the faculty in these areas, because early planning is particularly important.) A student, in consultation with the student's advisor, should compile information from many sources in planning a program.

A Scripps student is expected to assume responsibility for initiating all contact with an advisor for information and advice about requirements, classes, low-grade notices, potential graduate programs, and other academic matters.

Specifically, a student accepts the following advising responsibilities:

- Read the catalog, current portal schedule of courses, and Guide to Student Life before meeting with the advisor.
- Initiate meeting with advisor during posted office hours at pre-registration/registration time to discuss requirements, classes, and plan of study.
- Contact advisor for registration clearance, declaration of major and minor forms, any academic petition form, and add/drop slips in a time fashion.
- Know the office hours of your advisor and adhere to them. If another time is necessary, contact advisor for mutually agreeable appointment time.
- Initiate and assume responsibility for any contact with advisor for information about requirements, classes, graduate schools, etc.
- Initiate contact with professor and/or advisor upon receipt of low-grade notice.

## Faculty and Department Chairs

Faculty members hold regular office hours during which they are available to students. Additionally, professors are available by appointment if scheduled office hours do not meet a student's academic schedule. Professors may be contacted for appointments on an individual basis. Students may leave messages for faculty through mailboxes, email, or voicemail, on their office doors, or with faculty administrative assistants. The faculty administrative assistants keep a schedule of the office hours of individual faculty members and can assist students if they are experiencing difficulty in contacting a faculty member.

If a student has a question regarding a specific department, major, or course offering, the student should contact the department chair. More information regarding department chairs is accessible via this [link](#).

### **Office of the Registrar**

The Registrar's Office supports the academic mission of Scripps College by preserving the integrity, accuracy, and privacy of all academic records; interpreting academic policies and procedures for members of the Scripps community; and distributing these records effectively and efficiently within applicable policies and regulations. Information regarding the current academic calendar can be found [here](#).

### **Scripps College Catalog**

The Scripps College Catalog is the official source of information regarding programs of study, academic courses, academic advising, pre-professional advising, requirements for the Bachelor of Arts degree, academic policies and procedures, enrollment, admission, financial aid, recognition of academic achievement, costs and expenses, and so forth. The online Scripps College Catalog is an annual publication and can be accessed on the Scripps website at this [link](#). Students are subject to the academic requirements of the catalog year of their matriculation. For example, all students who enter the College in fall 2017 or spring 2018 are subject to the academic requirements of the 2017–2018 Scripps Catalog.

### **International Students**

International students must maintain full-time enrollment status to maintain their F-1 visa status. They also must report all changes in address (including residence hall room changes) to the Department of Homeland Security (DHS). Current health insurance (either through the College plan or independently) is also required. The Scripps designated school official for communication with the DHS is the registrar. The registrar signs student I-20 forms for them to leave and re-enter the United States, maintains communication such as address changes with DHS through the SEVIS system, assists students in applying for both curricular and post-completion practical training, maintains copies of health insurance verification, and handles other required services for international students.

### **Financial Aid Office**

The Office of Financial Aid administers federal, state, and Scripps financial aid and has information regarding scholarships, work-study awards, and loans. If you have been awarded need-based financial aid, you may access your individual financial aid package in your Financial Aid Portal using this [link](#).

Each fall, both new and continuing students who have been awarded Federal Work-Study funding as a part of their financial aid packages will have the opportunity to apply for employment positions on the Scripps campus and at several off-campus sites in and around the five colleges.

Contact the Office of Financial Aid for information about any of the various aid programs and for application materials necessary to be considered for student financial assistance at Scripps College. For listings of outside of scholarship opportunities, be sure to check out the Office of Financial Aid's [website](#).

### **Student Accounts**

The Student Accounts Office works with students and families to ensure that billing is properly administered and student bills are paid in a timely manner. Please contact Amy Harrell, our student accounts analyst, with any questions at [egutierr@scrippscollege.edu](mailto:egutierr@scrippscollege.edu), and visit the office's

[website](#) for more information.

### **Career Planning & Resources (CP&R)**

Located next to Motley Coffeehouse in Seal Court, the Carlotta Welles '39 Center for Career Planning & Resources empowers students in creating their own post-graduation success by offering expert career counseling, industry resources, employer interactions, and direct contacts for career exploration and professional development. Scripps was ranked #15 for Best Career Services and #21 for internships in the Princeton Review's edition of "The Best 382 Colleges."

CP&R supports students in a number of ways, including:

- Individual and group career counseling
- Choosing a major
- Student employment and on-campus jobs
- Career assessments
- Considering/applying for applying graduate school
- Applying for research opportunities and fellowships
- Searching for internships and jobs
- Preparing a resume and cover letter
- Interviewing and salary negotiation
- Exploring alternative options for after graduation
- Conducting career development workshops on such topics as identity in the workplace

One of the goals of CP&R is to build networks and develop relationships to help students and graduates transition into and advance in their careers. Because CP&R partners closely with Alumnae and Family Engagement, students benefit from direct connections via the Scripps Community Network for job/internship leads, industry experience, and graduate program insights.

Scripps College participates in the seven-college recruiting program, giving students access to on-campus recruitment activities and job fairs across The Claremont Colleges. Students have direct access to thousands of job and internship listings online through [Handshake](#), Vault, and a number of other paid subscriptions. CP&R also publishes a student-written blog, Beyond the Elms, and an annual Career Services Guide.

Through CP&R, students have access to thousands of internship listings across the country, including several with members of the Scripps community. Eighty-seven percent of students hold at least one internship before graduation; more than one-third will hold three or more. CP&R supports students through the entire application process, from research and exploration to resumes and interviews. Annually, CP&R coordinates grant funding for summer internships and travel stipends for unpaid internships during fall and spring semester.

Popular CP&R programming includes alumnae career panels, coffee chats, recruiter information sessions, the Resume Challenge, and the Emerging Professionals Program, a seminar series that teaches transferable skills for success in post-graduation employment. CP&R also hosts regional treks throughout the year, such as the annual Bay Area Tech Trek.

There are hundreds of work-study and non-work-study jobs available on campus and even more across The Claremont Colleges. Career Planning & Resources provides information related to working on campus as a student employee. Students can search for open positions across the Colleges on Handshake, the 7C online job search platform, or they can email [studentemployment@scrippscollege.edu](mailto:studentemployment@scrippscollege.edu) for more information.

Learn more about CP&R resources or schedule an appointment with a counselor online through Handshake. Stop by during drop-in hours, Monday through Friday from 10 am to 5 pm. For information about working on campus, email [studentemployment@scrippscollege.edu](mailto:studentemployment@scrippscollege.edu).

### **Modern Languages Resource Center (MLRC)**

The Modern Languages Resource Center (MLRC), located in the Humanities Building at Scripps College, is a space designed for language students and faculty at Scripps, Harvey Mudd, and Claremont McKenna. The center, which previously served primarily as a language lab for individual student use, is now a language institute whose purpose is to provide students and faculty with a comfortable environment in which linguistic diversity is strongly valued and encouraged on a daily basis. Students can use the MLRC to study or complete assignments while sharing coffee or tea and practicing a foreign language; they can read newspapers and magazines in Arabic, French, German, Spanish, and Portuguese; they can count on the assistance of foreign language tutors; and they can select a film to screen from an extensive multimedia library. Moreover, the MLRC has several computers with numerous foreign languages applications and software that can be used by students and faculty with the assistance of consultants on site.

The MLRC is a community that brings together languages and cultures from all corners of the world. For more information regarding the resources available, visit the center's website at <https://community.scrippscollege.edu/mlrc/>.

### **Writing Center**

Located in Humanities 232, the Writing Center operates under the auspices of the director of the Writing Center, the director of the Writing Program, and the Dean of Faculty Office. The center offers students from all academic disciplines the opportunity to work on their writing through one-on-one discussions with knowledgeable peer tutors. The center welcomes students at any stage of the writing process, from a first-year student working on a first draft to a senior finishing her thesis. While tutors do not proofread papers or revise assignments, they do formulate appropriate questions to prompt writers to interpret writing assignments, to reconsider ideas, to restructure arguments, and to reformulate the presentation and language of a paper. By the end of a session, students should feel more confident about writing and their ability to generate ideas, revise a draft, or edit a paper on their own. The center is not intended for remediation or editing services, but tutors can provide instruction in usage, grammar, and punctuation. The Writing Center also features special seminars on a range of writing subjects. The center offers grammar cafés, casual clinics on students' most pervasive and troublesome mechanical and syntactical mistakes. A series of workshops in the fall for fellowship applicants is also offered. Further workshops provide students with information on such topics as approaching the first paper, understanding the research process and research documentation, writing essay examinations, and composing resumes and application letters. For more information, visit the center's [webpage](#).

### **Study Abroad and Global Education (SAGE)**

Study Abroad and Global Education (SAGE) is a unique academic opportunity for Scripps College students to extend the critical inquiries begun on campus to a semester of learning in one of more than 40 countries. Studying and living in a new environment helps a student develop the global competence and innovative leadership required of today's college graduates in our increasingly interdependent world. In order to have the most choice for studying abroad or completing a semester internship program, begin discussions with your Scripps faculty advisor early in your academic career. Your faculty advisor will help you develop a four-year plan to include participation in a semester program. Learn more about Scripps-approved programs [here](#).

## **Title IX Policies & Procedures at Scripps College**

(Full policies: See Appendices H and I)

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”*

--Title IX of the Education Amendments of 1972

Title IX protects individuals from sex and gender discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Scripps seeks to maintain an environment in which individuals can live, learn, and work free from these forms of discrimination. The College regards such behavior as inimical to its educational purposes and to the respect for individuals that it holds to be essential in all aspects of its institutional life. Members of the Scripps community—individuals permanently or temporarily employed by, studying at, or officially connected with the College—should know that the College does not tolerate discrimination and harassment.

In furtherance of these principles and in compliance with regulations issued by the United States Department of Education under Title IX, the College, along with the other Claremont Colleges, adopted [The Claremont Colleges Title IX Sexual Harassment Policy](#) (“TCC Title IX Sexual Harassment Policy”). “Sexual Harassment” covered by the TCC Title IX Grievance Process includes claims of sexual assault, dating violence, domestic violence, and stalking.

Complaints of discrimination and harassment that are not governed by the TCC Title IX Sexual Harassment Policy are subject to investigation and resolution under policies and procedures of the Respondent’s college. Accordingly, complaints of discrimination and harassment in which a Scripps student is named as a Respondent are governed by the policies and procedures set forth in the [Scripps College’s Discrimination and Harassment Policies and Grievance Procedures](#) (the “Scripps Policy”).

The Scripps Title IX website is a resource for all members of the Scripps community and is intended to:

- Introduce the community to the College’s Title IX team. The Title IX team is responsible for responding to allegations of sexual assault, dating violence, domestic violence, stalking, and sexual harassment. This includes stopping the behavior, preventing its recurrence, and remedying its effects.
- Provide information on:
  - Support services
  - Reporting options
  - Categories of support and confidentiality
  - Responsible Employee obligations
  - Evidence preservation
  - College and Consortium policies

For more information, please contact Scripps Title IX Coordinator, Sara Miller, by email at [titleix@scrippscollege.edu](mailto:titleix@scrippscollege.edu) or by phone at 909-607-7142.

### **Confidential Resources for Sexual Misconduct, Harassment, and Discrimination**

The resources listed here are confidential (and sometimes anonymous). These resources will not disclose your identity or the substance of your conversation to the College, in the absence of

imminent risk of harm to self or others. For more information on support resources, visit the [Title IX website](#).

## Emotional and Psychological Support

### [EmPOWER Center](#)

The EmPOWER Center is located on the Scripps campus at 1030 Dartmouth Avenue. The center's mission is to create a culture where all members of The Claremont Colleges respect and look out for each other and where students impacted by sexual violence, dating/domestic violence, or stalking receive holistic support and care. As the Violence Prevention and Advocacy Center, the center works collaboratively to support 7C-wide educational programs and provide holistic, confidential support to all students impacted in any way by sexual violence, dating/domestic violence, or stalking. For more information about educational programs or confidential support resources offered, visit this [website](#).

**Counseling:** The center collaborates with Project Sister Family Services, a community agency, to provide counseling to students. To schedule an appointment with the Project Sister counselor at the EmPOWER Center, call 909-607-0690. Please leave a message if the counselor is not available to answer the phone, and the counselor will get back to you as soon as possible. In addition, the director of the center, Rima Shah, is a confidential advocate (not a counselor). She can meet with students for one to two sessions to provide emotional care and support, provide information about resources and available options, and help with navigation of on and off-campus resources. Rima can be reached at 909-607-2689 or [RShahEmPOWER@cuc.claremont.edu](mailto:RShahEmPOWER@cuc.claremont.edu).

**Support Group for Survivors of Sexual Violence:** This group is designed for 7C students who have experienced sexual violence or sexual abuse, whether recently or long ago. In the group, survivors can share their experiences, explore their feelings, and receive support as they work through the healing process in a confidential space. The group is facilitated by the Project Sister counselor located at the EmPOWER Center. If you are interested in joining the group or would like more information, please call 909-607-0690.

### [Monsour Counseling and Psychological Services](#)

Tranquada Student Services Center, 1st floor, 757 College Way 909-621-8202 (during business hours or to reach the on-call therapist). Among the services provided by Monsour are brief individual counseling, psychiatric medication management, anxiety and depression screening, crisis management, and support groups, including a survivor support group.

### [Scripps Advocates for Survivors of Sexual Assault](#)

909-214-2138, 8:00 p.m. – 8:00 a.m., 7 days a week (when school is in session)

Scripps Advocates are students at Scripps. Sometimes talking to a peer may feel like a comfortable first step. You may speak anonymously to an advocate, who will help guide you to support resources. Even if you choose to reveal your identity to an advocate, the advocate will not need to reveal your identity to college officials in the absence of imminent risk to self or others. For more information regarding the Scripps Advocates, please refer to the group's [website](#).

### [McAlister Center Chaplains](#)

McAlister Center

919 North Columbia Avenue 909-621-8685

The Chaplains of The Claremont Colleges empower and enhance spiritual life at The Claremont Colleges by integrating intellectual and spiritual growth, guiding questions about values, life choices, and ethics, nurturing religious faith, building community, and training future leaders for service. Jewish, Catholic, Interdenominational, Muslim, Hindu, Buddhist, Latter-Day Saints,



Christian Science, Zen Meditation, and other on-campus religious and spiritual groups meet at McAlister Center for worship services and programs overseen by the chaplains. Learn more [here](#).

## Community Partners

### [Project Sister Family Services \(PSFS\) Sexual Assault 24/7/365 Crisis Hotline](#)

(Claremont, CA)

909-626-4357 or 626-966-4155

PSFS provides services to women, children, and men who are survivors of sexual assault and abuse, and their families, in the East San Gabriel and Inland Valleys in Southern California. PSFS's services include a 24-hour hotline, advocacy, and accompaniment to local hospitals, law enforcement interviews, and legal proceedings. Among their services, PSFS can explain and help to support you through the process of evidence preservation, should that be a priority for you.

### [House of Ruth](#) (for dating and domestic violence)

877-988-5559 (toll-free hotline)

909-623-4364 (Pomona Outreach Office)

Confidential counseling, anonymous 24/7/365 hotline, and emergency and transitional shelter. Free services, available in English and Spanish.

Also, the national organization [Love Is Respect](#) runs a 24/7/365 hotline 866-331-

9474 and has a lot of information on healthy relationships, spotting signs of abuse, safety planning, how to help a friend, and other topics

## Medical Support

Medical support focuses on your immediate short- and long-term physical health needs. The goals include assessing and treating any injuries, screening for pregnancy and any sexually transmitted infections, and discussing (if you so choose) your options for emergency contraception. Please know that California law requires some medical providers to report to law enforcement if they believe injuries have resulted from assaultive or abusive conduct. You may ask the provider about these legal obligations.

### [Student Health Services](#)

Tranquada Student Services Center 1st floor, 757 College Way

Phone: 909-621-8222

After-Hours Emergency: 909-607-2000

#### Obtaining Plan B

The "morning-after pill," Levonorgestrel, is available as an emergency measure after unprotected intercourse. It must be administered within 72 hours of unprotected intercourse and is about 75% effective. Plan B is FDA approved for over-the-counter dispensing for women 17 years of age and older.

Where to Get Plan B: Plan B is available at Student Health Services for \$20.00, and no appointment is required if you are 17 or older. Patients under the age of 17 are required to see a healthcare provider. Please schedule an appointment accordingly.

Vending Machines: Plan B is available 24/7 at the Wellness Room, Walker Lounge, Pomona College. Pay with Claremont Cash.

Other Sources: This [website](#) has information about which local pharmacies also provide this service. In addition, you can visit the [National Institutes of Health \(NIH\) website](#) for more

information.

# Navigating Campus Life

## Residential Life

Scripps College is committed to the principle that living and learning are not only compatible—they are inseparable. As an academic residential community, the College desires that students who live in the halls develop academically, socially, and culturally. This developmental process takes place as students initiate the exchange of ideas and work together to maintain the delicate balance of community living and personal needs. The College believes it is important that students learn to deal with situations by relating to others maturely and responsibly. The College provides opportunities for students to develop a sense of community and to participate in the enforcement of rules and guidelines that are appropriate and beneficial for all residents.

Under the System of Responsibility, students and the administration agree to the following principles:

- Each student has an obligation, as a member of the Scripps residential community, to maintain a cooperative and harmonious environment.
- Each student has the right and responsibility to determine her own general pattern of living within the guidelines set by the College and with respect for the rights of others.

As a residential college, Scripps takes great care in organizing, maintaining, and supervising residence hall life to ensure optimum enjoyment and safety for the students and community of the College. The residential life staff consists of a director of campus life, an assistant director of residential life, area coordinators, and resident advisors. All of the area coordinators and resident advisors live on campus.

Professional Staff	Name	Office	Phone Number
Directors of Campus Life	Brenda Ice	OSE Suite	909-607-3354
Area Coordinator	TBD	MRR 90	909-607-6214
Area Coordinator	TBD	MRR 91	909-607-8179

Resident Advisors (RAs) provide on-site management for the residence halls, assist with administrative duties, and provide peer support to students. The RAs are trained in emergency response, mediation, listening skills, and first aid. They coordinate with the hall councils and actively promote community building through programming and relationship development. The RAs provide resources and referrals for students with personal, interpersonal, and academic problems.

Language assistants (German, French, Spanish, and Italian) oversee programming aimed at the development of specific language corridors in the residence halls. The language assistants also help the foreign language departments with teaching and conversation classes.

For further information on staff and policies, see the online resources at [Scripps Residential Life](#).

### Scripps Browsing Rooms

Each residence hall at Scripps has a browsing room that is available 24 hours a day for reading, studying, and relaxing.

### Laundry Machines

Claremont Cash-operated washers and dryers are located in each residence hall. Current costs are \$1 to wash and 50 cents to dry. Claremont Cash can be added to your student ID card at the Card Center located in Honnold Library, First Floor South (ext. 18327), or online at [Claremont Cash](#).

### **Vending Machines**

Vending machines offering a variety of snacks and beverages are available in the residence halls and on the second floor of Steele Hall. Should a machine fail to work, refunds are available from the Maintenance Department.

### **Maintenance and Housekeeping**

The Maintenance and Housekeeping staffs provide cleaning and repair services to keep the College beautiful, clean, and safe. For a non-emergency situation, work order requests may be submitted by email to a Resident Advisor (RA). For a daytime emergency, call Campus Maintenance as soon as possible. For after-hours emergencies, contact the RA on duty or the Department of Campus Safety, ext. 72000.

### **Student Identification Cards**

Student identification cards are issued to all newly enrolled students during the orientation process. These ID cards serve as card keys for the residence halls and libraries. The ID card is also used for access to the dining halls with your meal plan, purchases on campus with your Board Plus account, purchases on and off campus with your Claremont Cash account (voluntary debit card program), and personal passes into five-college parties and discounts at local attractions. All Scripps College laundry machines accept Claremont Cash only. The ID card is intended to last through your career at the College. Students who lose their ID cards are expected to report the loss to the Campus Maintenance Office, CUC's Connection, the Dean of Students Office, or a Residential Life staff member immediately. Lost or stolen ID cards can also be suspended online at [cards.cuc.claremont.edu](http://cards.cuc.claremont.edu). Replacement ID cards cost \$10 and may be retrieved at CUC's Connection in the Honnold-Mudd Library, 800 North Dartmouth Avenue (south entrance).

### **Office of Student Engagement (OSE)**

The Office of Student Engagement staff collaborates with the seven colleges, Scripps Associated Students, various student clubs and organizations, and other Scripps offices to plan interesting and enjoyable campus events. OSE's mission is to support the educational mission of the College by developing and implementing various co-curricular programs.

OSE offers a wide range of services that include event-planning assistance, event registration, vehicle reservation, club and organization development, and leadership development. OSE also provides the following:

- Games and DVDs: OSE houses more than 400 movie titles and many games available for borrowing, including board games and Xbox and Wii games/equipment.
- Discounted movie tickets: OSE offers discounted tickets to movie cinemas, including Edwards/Regal Cinema and Laemmle Theaters.
- Planning and registration for Scripps College events.
- Event sign-ups: Tickets for on- and off-campus OSE, New Student Program, A- Team, and other student programs are available through OSE.
- Club and organization registration forms: Meet with an OSE staff member to discuss starting a new club/organization.
- A karaoke machine and CDs, a popcorn machine, supplies, and digital cameras for use at student events. The office also provides personal safety devices for purchase.

### **New Student Orientation**

The New Student Orientation program helps to ensure that incoming students enjoy a smooth transition to academic and student life at Scripps College. Under the direction of the Orientation Advisory Committee (jointly chaired by the dean of faculty and the dean of students), the

orientation staff works during the spring semester and summer months to plan orientation. New student coordinators are selected each spring semester, they reside on campus during the summer months in preparation for the fall orientation. They also work part-time for the remainder of the year, planning events and overseeing the program. Spring Orientation is planned at the end of the fall semester and over winter break.

## **New Student Program**

The New Student Program is a year-long, paid/volunteer program that is sponsored by Student Affairs. The purpose of the program is to help all new students in their adjustment to Scripps and in their transition to college life. Every new student is assigned a peer mentor who is trained to be a resource, mentor, and friend. Peer mentors are continuing students who are selected for their maturity, experience, and enthusiasm. Peer mentors are hired each spring semester by the Office of Student Engagement and attend an intensive training program prior to New Student Orientation. Each peer mentor serves on a team that is led by a peer mentor team leader.

## **Fitness, Health, and Wellness**

### **Sallie Tiernan Field House**

The Sallie Tiernan Field House (TFH) strives to provide high-quality services, equipment, and programming in a safe and enjoyable environment. The student-centered staff promotes a broad variety of fitness, health, and wellness educational activities to meet the needs of the diverse population of the Scripps community. We are committed to fostering a lifetime appreciation of being fit and embracing a healthy lifestyle, which significantly impacts overall student success and well-being.

Completed in 2008, the field house is a state-of-the art, 24,000-square-foot facility with three multipurpose studios, a cardiovascular workout space, weight room, functional fitness workout spaces, stretching porch, classroom/meeting spaces, and kitchen. The facility also includes a 25-meter swimming pool, a sand volleyball court, and a multi-use recreational field, Alumnae Field. The Tiernan Field House offers space for workshops, fitness, health education, and drop-in users, such as for yoga, martial arts, aerobic workouts, cardio-kickboxing, Pilates, and dance.

Scripps, Harvey Mudd, and Claremont McKenna students have access to the field house, Alumnae Field, and pool with their valid 5C college ID. Please visit the [Tiernan Field House website](#) for the current building hours.

In addition, the Tiernan Field House provides many programs and services for Scripps students to address their needs from a holistic wellness perspective, such as FitScripps programs, health and wellness programs, certification courses, and other resources.

The FitScripps programs are non-credit group fitness classes and fitness center orientation sessions. More specifically, these include fitness for beginners, HIITFit, indoor cycling, kickboxing, Bosu® Total Body, FitCore, circuit training, TRX® suspension training, yoga, Pilates, FitWalk/Run, and Zumba®. Classes are open and free to Scripps students. Signup is not required, but classes have limits on the numbers of participants and are available on a first-come, first-served basis.

The health and wellness programs are student-led programs developed and facilitated by Peer Health Educators, who are trained to national standards. They provide workshops, seminars, and interactive events to address health issues on campus, including nutrition, alcohol use, body image, stress, sexual health, and physical activity. We offer individual wellness consultations from a Certified Health Education Specialist. We collaborate with student groups, staff, and faculty on campus to provide accurate and comprehensive health and wellness information to complement

the fitness services at Tiernan Field House.

Fostering a learning environment that is supported by national standards and curricula, the Tiernan Field House provides certification courses through the American Red Cross for Lifeguarding, CPR, AED and first aid, Peer Health Educator training following BACCHUS curricula (National Association of Student Personnel Administrators), and preparatory certification through the American Council on Exercise for personal training.

The field house offers many other resources for Scripps students, including personal trainers, who provide individual consultations, assessments, and fitness programs; a Green Bike program, which provides day rental bikes and a semester bike loan program and workshops; and fitness and recreational equipment for check-out.

### **Athletics Program (CMS Athletics), Ducey Gym**

Scripps, Harvey Mudd, and Claremont McKenna form the tri-college NCAA Department III Athletics program known as Claremont-Mudd-Scripps (CMS) Athletics. The women's teams (the Athenas) and the men's teams (the Stags) are headquartered at the soon-to-open Roberts Pavilion on the CMC campus. All teams are members of the Southern California Intercollegiate Athletic Conference (SCIAC). The highly successful Athenas athletic program includes softball, water polo, basketball, volleyball, soccer, cross-country, swimming and diving, track and field, tennis, and lacrosse. A schedule of the Athenas' game times and dates is available at [cmsathletics.org](http://cmsathletics.org).

### **Claremont McKenna College**

The CMS Fitness Center (a joint facility for Scripps, HMC, and CMC) is open each day and is available for student use as a temporary location while the Roberts Pavilion is being constructed.

The fitness center houses numerous treadmills, upright and reclining bicycles, stair machines, and a circuit workout. To use Wells Fitness Center, students must complete an orientation session. Upon completion of this session, a student's ID card will be activated to use the center (which has a card key lock).

Axelrod Pool is located next to Roberts Pavilion and is usually open weekdays for workouts with a lifeguard on duty. Pool hours are posted. This pool is primarily used for team practices and swimming meets/water polo games.

The track is located behind CMC's Roberts Pavilion. Practice fields are available only on a prearranged basis.

### **Harvey Mudd College**

The Ronald and Maxine Linde Activities Center is located east of North Hall, south of Foothill Boulevard on the Harvey Mudd College campus. The center is 24,610 square feet in size and contains a full-length basketball court with six retractable hoops; the building is also suitable for volleyball, badminton, and other events. The center has an aerobics workout area, a fitness center area with a full range of conditioning equipment, shower and locker facilities primarily for faculty and staff, a lounge area equipped with televisions, two large multipurpose rooms, and vending machines, parking facilities, and bike racks. The center is open to the students of Harvey Mudd College and Scripps College.

### **5C Consortium Athletic Facilities**

#### **Pitzer College**

Peter and Gloria Gold Student Center is located at the eastern edge of Pitzer College. The fitness room in this facility includes free weights, cardiovascular equipment, and weight machines. This

facility offers a pool, multipurpose room, snack bar, large- screen television, sand volleyball, outdoor basketball, and large athletic field. The Pitzer Pool is located at the Gold Student Center. Hours are posted at the pool.

#### Pomona College

Pomona College Rains Center includes a weight room; racquetball, squash, badminton, and volleyball courts; a dance and aerobics studio; fitness, training, sauna, and physical therapy rooms; student, faculty, and team locker rooms; offices and classrooms; and a library and conference room. Students may use these facilities only when classes or team practices are not in session. Scripps, CMC, HMC, and CGU students must pay \$60 per semester, \$100 for two semesters, or \$135 for an annual membership (available only at the beginning of the school year) for use of Rains Center. Pomona's Haldeman Pool is east of the football field on Sixth Street. Hours are posted at the pool.

#### **Other Fitness Resources**

Tennis Courts: CMC has six courts, located north of Roberts Pavilion on the east side of Mills Avenue. During the second semester, there are 12 courts available at the Bisantz Family Tennis Center, located south of Sixth Street. These courts are available to students only during those hours when classes or tennis team practice/matches are not being held. Pomona College has four tennis courts at Sixth Street and Mills Avenue and five courts on the south end of campus that border First Street.

Track: A track is located next to the Rains Center at Pomona. It is open at all times, seven days a week. Each school's respective track teams have first priority. Please use outside lanes for jogging.

### **Dining**

#### **Dining Services at Malott Commons, ext. 72977**

Malott Commons provides a single location for food preparation and dining and unifies student activities and services, as it houses the Motley Coffeehouse, Career Planning & Resources, Mail Services Center, LASPA Center, Scripps Store, and Student Union. Additionally, the Hampton Room provides an expanded campus "living room and dining room" for distinctive programs and events.

Malott Commons offers dining services that include non-vegetarian, vegetarian, and vegan options. Dining Services makes accommodations for special dietary needs, special functions, and pack-outs for events such as camping trips. Pack-outs for personal student groups need prior approval and may not be provided during special weekends, such as Commencement Weekend. Students may also eat in any of the dining rooms on the five Claremont College campuses.

All students residing in the residence halls are required to subscribe to a meal plan. Scripps offers two meal plan choices: 16 meals with \$160 Board Plus dollars per semester or 12 meals with \$120 Board Plus dollars per semester. Students and their guests may use their Board Plus dollars at the following retail locations: the Hub at CMC, the Coop at Pomona, Jay's Place at HMC, the Motley Coffeehouse at Scripps, and the Grove House at Pitzer. Board Plus dollars are allotted at the beginning of each semester but do not carry over from semester to semester.

Off-campus student and guest meal prices are available for any dining hall. Board-plan students can use their Claremont Cash or Board Plus dollars to pay for their guest's meal, or the student can purchase a Claremont Cash Card (declining balance account) from the Connection (Honnold Library, First Floor South) for their guest.

With the Claremont Cash Card, each meal is assigned a dollar value (see below for exact prices). This dollar value will be deducted from the account balance according to what meal is consumed. At the end of the academic year, Claremont Cash is retained for the following year, but any unused Board Plus dollar balance will be forfeited. There are NO REFUNDS OR CARRYOVERS ON BOARD PLUS DOLLARS (also called flex). The meal prices are as follows:

<b>Meal</b>	<b>Guests (Cash)</b>	<b>Claremont</b>	<b>Board Plus</b>
Breakfast	\$11	\$11	\$4.00
Lunch/Brunch	\$14	\$14	\$5.00
Dinner	\$17	\$17	\$6.25

**Meal Cards:** Students receive their permanent identification cards at the beginning of the first semester at Scripps. These ID cards also serve as a meal card. ID cards are required to gain entry into all dining halls, including those on the other campuses. When a student enters a dining room, the student's card is run through a computer that keeps a record of how many meals the student has eaten that week. Every Sunday morning, the computer is reprogrammed to start the count again. Students are not permitted to eat the same meal twice.

**Dining Hall Hours:** Hours are posted in the dining halls and are subject to change. Shoes and shirts are required in all of the dining halls.

### **Food Shops at The Claremont Colleges**

The Coop Fountain is a student-run food service located at the Smith Campus Center at Pomona College, offering such favorites as burgers, sandwiches, salads, snack items, and the thickest hand-packed milkshakes in town. The Coop accepts cash, Claremont Cash, and flex.

The Coop Store is a student-run store, located in the Smith Campus Center at Pomona College, offering Pomona logo items and Sagehen sportswear. The store offers a wide variety of food and snack items, school supplies, and sundries. Other services at the Coop Store include Claremont Cash deposits and low-cost photocopying. The Coop Store accepts cash, credit cards (\$5 minimum), and Claremont Cash. However, students may use their flex accounts to purchase food items only.

The Grove House is a turn-of-the-century farmhouse on the Pitzer campus. It serves healthy, natural, and homemade foods and houses a student gallery and the Women's Center.

The Hub on the Claremont McKenna campus serves snack food and has video games, pool tables, a big-screen TV, and Internet access and entertainment. The Hub accepts cash and flex.

Jay's Place serves pizza and sandwiches and is located in the basement of the Platt Campus Center on the Harvey Mudd campus. Jay's Place accepts cash and flex.

Motley Coffeehouse is not just your local campus coffee shop. The Motley Coffeehouse has been serving up tasty drinks and treats since 1974. It is a nonprofit, non-partisan organization collectively run by students. The Motley provides quality coffee and food using products that come from sustainable and socially responsible sources. A fun space to study, hang out, and let loose, the Motley offers live music every Sunday and Thursday, as well as many great events.

The Sagehen Café, located in the Smith Campus Center at Pomona College, is a full-service, sit-down café offering homemade soups, fresh salads, sandwiches, and pastas. Sagehen Café also has



a full-service coffee bar brewing Peets coffee and espresso drinks. Cash, Visa, MasterCard, Claremont Cash, and flex are gladly accepted. Catering is also available.

Hagelbarger's is located in McManus Hall at Claremont Graduate University and offers a breakfast menu in addition to a short-order grill.

Honnold Café, located inside the Honnold Mudd Library's south entrance, provides students with a warm, relaxing environment in which to enjoy gourmet coffee, lattes, and espresso-based beverages, as well as delicious sandwiches, hot food, pastries, wraps, two daily soups, salads, and a wide assortment of cold beverages. We are open for your morning, afternoon, and late-night study sessions, seven days a week. Honnold Café accepts cash and flex.

## Scripps Mail Center

The Mail Center is open Monday through Friday, 8 am to 5 pm. The Mail Center receives inter-campus mail, U.S. mail, FedEx, UPS, and any other messenger service. Students may send inter-campus mail to students, faculty, and staff of The Claremont Colleges and stamped U.S. and international mail under 13 oz. through the Mail Center. Inter-campus mail is delivered free of charge and should be addressed with the following information: "Campus Mail" written in the upper-right-hand corner of the envelope and the recipient's name, box number or department, and the college. Postage is not available to purchase in the Mail Center, but CUC Connection at Honnold Library sells postage and packaging supplies and is able to accept mail or packages over 13 oz. or any prepaid UPS or FedEx Ground packages. If you have an Amazon return, do not schedule a pickup in the Mail Center; print the label and take it to Connection.

All students, faculty, and staff have 24-hour access to the Mail Center during the school year. After hours, students, faculty, and staff may access the Mail Center with their ID card. If your ID card does not open the door after hours, please inform the Facilities department, as it is not controlled by the Mail Center. All enrolled students, including off-campus students, have personal mailboxes in the Mail Center, located in Seal Court, and campus mail is delivered daily, Monday through Friday, to individual student mailboxes. Student paychecks are also distributed into individual student mailboxes. If a student does not receive a check, the student should check with the immediate supervisor and not with the Mail Center staff. If a student wishes to have a paycheck sent home, the student may leave a self-addressed, stamped envelope with the Mail Center staff.

Students are issued a mailbox and given the combination. It is the student's responsibility to open the mailbox using the combination, as the Mail Center staff will not open it for you. If you have lost your combination, you can retrieve it from the student portal. If you need assistance, instructions are posted on the wall above the mailboxes, or you can speak to a Mail Center clerk.

When packages arrive, the Mail Center notifies students by email, or by text if they sign up for that service. Students must present photo identification in order to retrieve a package. Packages can be picked up during business hours and should be retrieved within 24 hours of notification, if possible, due to limited storage space. If you are unable to pick up your package personally, reply to the package notification email with the name of a student you authorize to pick up your package and they can come with their own ID to pick up your package. Scripps College is not responsible for forwarding or returning packages to students who have left the College for off-campus study, for vacation, or permanently. When perishables are delivered, students are notified by email or text to retrieve the delivery.

Students must notify the Registrar's Office immediately if any on- or off-campus address changes occur. During summer break, ONLY first-class mail is forwarded to a student's home address; this

does not include magazines. Magazines and newspapers are too bulky and cannot be held in the Mail Center. You should make arrangements with the company to have subscriptions forwarded to your home. During winter and spring break, only first-class mail is held until the student's return.

Many packages are unable to be forwarded. During breaks or after you graduate, be certain to double-check your selected shipping address, because we may only be able to refuse the shipment or you may have to contact the company for return labels to be issued to us for return.

The Mail Services Center has a fax machine available to students. The cost of using the fax machine is \$1 per page, paid in cash at the time of service. The Mail Center is not able to send international faxes. You may receive a fax up to three pages without charge; more than three pages is \$1 per page.

If a student is to withdraw, their mailbox will be reassigned.

## Scripps Store

Scripps Store is a nonprofit student-run business that provides collegiate merchandise to the Scripps College community, including students, parents, faculty, staff, trustees, and alumnae. The goal is to enhance the community's sense of school pride and unity through the sale of merchandise. Merchandise selection occurs through student input and customer feedback, in order to meet the needs of the entire community. Similar to the Motley Coffeehouse, the student managers and employees have the opportunity to experience the challenges and successes of running a small business. The store offers a wide range of merchandise, from T-shirts and sweatshirts to other gift items. Visit the store online at [store.scrippscollege.edu](http://store.scrippscollege.edu).

## Ella Strong Denison Library

The Denison Library of Scripps is a special-collections library with a long history of personalized service for students and faculty. Denison also offers a variety of comfortable and quiet spaces for study and research. Among many distinguished collections is the Macpherson collection of books by and about women. The Scripps College Archives provides materials on the history of Scripps and includes the Ellen Browning Scripps papers.

Faculty frequently schedule visits to the special collections and emphasize the use of primary resources in class projects. Students are encouraged to examine and use special collections materials. Ask the librarian for access to the Rare Book Room. Exhibits of rare books and archives change twice a semester. The Slocum Award for Senior Book Collections exhibit is on view each spring.

Several of Denison's special collections have been digitized. To access these digital resources, to search the Library Catalog for print collections, and to explore the online resources available through the library, visit Denison's [website](#).

## Information Technology

Scripps College has a combination of presentation classrooms and student and residential computer labs to facilitate the use of technology on campus. The Local Area Network (LAN) supports a wide variety of software and Internet applications to be used for educational purposes and to carry out the legitimate business of the College. In addition to online help guides provided on the <http://inside.scrippscollege.edu/it/> IT webpage, students also have access to <http://inside.scrippscollege.edu/it/linkedin-learning> with a vast online library of instructional

videos.

Students using the Scripps computing resources, or any other Claremont or Internet resource must do so in a manner consistent with the Code of Conduct (found in this Guide to Student Life) and also be aware of the appropriate use guidelines that apply specifically to the computer network. These rules specify what types of access are allowed, priorities on lab systems, inappropriate behavior on the network, and other specific regulations that govern appropriate use of the College resources. Current information on the appropriate use guidelines and other policies for the Scripps network are posted in the student lab and on the Scripps website. Failure to comply with any of the guidelines may be both a criminal and a civil offense.

**Student Computer Lab:** Located on the second floor of Steele Hall, the lab is open to Scripps students at all times via card key access. The facility contains a mix of Mac and PC computers that host a variety of applications and discipline-specific software. Scanners and a color and laser printer are also available in the lab.

**Macintosh Multimedia Technical Teaching Classroom:** Located on the lower level of Steele Hall in Room 5, this facility has 25 multimedia Macintosh systems and is used for classes and workshops. It is also accessible by card reader for the art students to use as overflow when there are no other events scheduled.

**PC Technical Teaching Classroom:** Located on the second floor of Steele Hall adjacent to the Student Computer Lab, this facility has 25 Dell Pentium systems and is used for classes and workshops.

**Smart Classrooms:** All classrooms on the Scripps campus include a computer, projector, and audiovisual peripherals for faculty to use in teaching.

**Computer Art Lab:** The Computer Art Lab is located in Lang Art Center. It is available to students enrolled in computer art and multimedia studio classes.

**Residence Hall Computer Resources:** Providing 24-hour computer access, each of the nine residence halls is equipped with at least two Macintosh systems and one Dell system, as well as a laser printer for student use.

**Computer Network Access in Residence Hall Rooms and Wireless on Campus:** Scripps College has a mix of wired and wireless support within the residence halls. The wireless network supports the latest 802.11ac Wave 2 standards, as well as 802.11ac Wave 1 and older 802.11a/b/g/n.

User-friendly instruction sheets and IT staff are available to assist you in the installation of our resources, which will provide you with Web, email, anti-virus, and laser-printing services. Please visit <https://inside.scrippscollege.edu/it/self-installations>.

Scripps College will provide network connection support on student systems that meet the following minimum requirements:

PC	Mac
Desktop or laptop ~4 GB RAM min	
Windows 10	OS X Sierra 10.12.3
Windows 8.1	OS X El Capitan 10.11.5
Windows 7 Service Pack 1 installed	OS X Yosemite 10.10.5



# Involvement Opportunities

## Scripps Associated Students (SAS)

The function of SAS is to liaise between the student body and the administration, faculty, and the Board of Trustees of Scripps College. SAS meets every Sunday to discuss campus concerns, plan a variety of programs and activities, fund clubs and organizations, and serve as an advocate for student needs and concerns in an effort to improve student life on and off campus. For more information on SAS, current members, and the most recent version of SAS bylaws, please visit the SAS [website](#).

## Clubs and Organizations (CLORGs)

Student organizations at Scripps and The Claremont Colleges include a variety of academic, social, political, and other interest groups. Clubs and organizations differ from year to year as the needs and interests of the student body change. Students interested in starting an organization at Scripps are required to meet with staff from the Office of Student Engagement (unless they attend the CLORG registration session held in the spring of each year), fill out an online form, and turn in appropriate paperwork to both the Office of Student Engagement and the Scripps Associated Students (SAS).

CLORGs granted official recognition are given the following privileges:

- Eligibility to receive funding from Scripps Associated Students through the allocated funding process (if registration is completed by the end of the prior academic year)
- Participation in special events such as CLORGs Tea and the Turf Dinner (when Scripps hosts)
- Eligibility to obtain a Scripps mailbox for the CLORG
- A link on the clubs and organizations page of the Scripps College website
- Participation in workshops and educational sessions for CLORG leaders

In order to receive official recognition as a club or organization at Scripps College, a group of students must meet the following requirements:

- Have a purpose/mission statement
- Have a minimum of seven members, two of whom must be officers who are Scripps students
- Have guidelines (CLORGs will be provided with a template to assist them in developing their own governing guidelines)
- Schedule monthly meetings each semester
- Turn in fiscal accountability statements at the end of each semester
- Offer open membership to all Scripps students

For a complete list of recognized Scripps College Clubs and Organizations, please use this [link](#). For a complete list of 5C Clubs and Organizations, please use this [link](#).

## Scripps Communities of Resources and Empowerment (SCORE)

The mission of Scripps Communities of Resources and Empowerment (SCORE) is to provide organizational support and resources to empower student organizations so that they may further promote social and political awareness, specifically with respect to issues of class, ethnicity, gender, race, religion, and sexual orientation. SCORE's vision is to realize fully developed and enriched communities that embrace interaction across difference and understanding of our diverse, unique, and shared experiences.

## Clubs and Organizations Affiliated with SCORE (SCORE CLORGs):

[Asian American Sponsor Program \(AASP\)](#)

The Asian American Sponsor Program (AASP) is a student-run organization that provides resources—in the form of programs, events, and individual support—to Asian American first-years and trains upper-term students to develop mentorship and facilitation skills. The mission of AASP is to create a supportive network of students at Scripps and in the 5Cs and to promote sustained dialogue and action on Asian American issues (intersected with dynamics of gender, class, sexuality, ethnicity, ability, etc.) that affect our students.

#### Asian American Student Union (AASU)

The Asian American Student Union (AASU) is an organization for self-identified Asian American (encompassing East, Southeast, South Asian, Middle Eastern, and Mixed Race populations), Pacific Islander, and Alaskan Native students at Scripps College. AASU seeks to strengthen the Asian Pacific Islander American (APIA) communities on campus and at the other Claremont Colleges by providing a safe space for our members to explore issues of race, class, gender, sexuality, and nationality. Our internal programming encourages our members to develop closer relationships with each other and offers the unique opportunity to learn from their peers. The office works in coalition with Asian American organizations on the other campuses on social and political programs to build a wider, more inclusive Asian American community. It also works in partnership with the Intercollegiate Department of Asian American Studies to better fit the Asian American Studies curriculum to student needs. We hope to love, encourage, support, and politicize our membership. In looking forward, we also hope to develop closer and more productive relationships with other students of color on Scripps' campus. We see this emphasis on collaboration as a manifestation of our collective political commitment to cross-race, cross-ethnic struggles.

#### Café con Leche

We seek to provide a forum for the discussion of social, political, and economic issues that affect women, particularly those of Latina descent. We intend to raise awareness of diversity and its implications in our immediate community and surrounding areas. The club is dedicated to social justice by developing a critical lens through which we can analyze ourselves and the world. We welcome all members of the Scripps community, regardless of racial and cultural heritage, to join us in our pursuits.

#### Family: Queer-Allied Student Union

Family strives to facilitate a safe space for Scripps students of all gender identities and sexual orientations to come together and discuss, celebrate, support, and share issues and experiences of intersectionality and identity. Students of all backgrounds and experiences are highly encouraged and welcome to join Family spaces.

#### Watu Weusi

The membership of Watu Weusi consists of students of Scripps College that self-identify as being of African American descent. Watu Weusi functions as a collective to support students of African descent at Scripps College in educational, cultural, personal, and spiritual endeavors. Watu Weusi believes that all students are equal in worth, yet unique in what they bring to the world. As such, we shall strive to champion the rights of disenfranchised students regardless of race, creed, or color. We shall strive to foster empowerment of students of African descent by encouraging our members to be active, engaged members of the Scripps College, 5C, and greater local, national, and international communities while maintaining academic excellence.

#### **LASPA Center for Leadership**

Research demonstrates that women leaders are under-represented in all fields of business and government. Mobilizing the resource of a gifted and dedicated faculty and staff and leveraging the resource of a talented and motivated student body, LASPA Center for Leadership (LASPA Center) is

prepared to address the pressing need for women to attain leadership positions within both the public and private sectors.

The LASPA Center for Leadership prepares Scripps students to exercise their skills, knowledge, and talents in order that they may proactively assist in the development and implementation of solutions to the most vexing problems of the 21st century.

### **Admission Ambassador Team**

The Office of Admission offers opportunities to interact with prospective students year-round. All students are invited to host prospective students overnight and interact with visiting students during on-campus programs like Discover Scripps, Admitted Student Day, and DIVE into Scripps. Students are also able to apply to paid positions, such as Admission Ambassadors and Senior Interviewers, after their first semester at Scripps.

### **The Student Union**

The Student Union, located above Malott Commons, is the home of Scripps College's student government, Scripps Associated Students (SAS). Students often use the space to relax and to interact with their peers regarding various student-centered topics and concerns. The Student Union offers a variety of resources, from art supplies to computers, which are available for all Scripps students and CLORGS. The Student Union consists of comfortable lounge areas, three conference rooms, and an office space for SAS. All Scripps students may gain entry into the Student Union by means of their ID cards. The space is not open to the faculty and staff of Scripps College, except by invitation. Scripps students enjoy the Student Union and view it as one of the major student hubs. Scripps students may reserve spaces through the Student Union Chair at [studentunionchair@gmail.com](mailto:studentunionchair@gmail.com).

### **Claremont University Consortium Resources**

#### **Club Sports Office, Ducey Gym, CMC**

The Claremont Colleges have established two Club Sports Offices to assist club sports teams in scheduling fields and facilities for practice and competition. To be eligible to use a Claremont College field or facility or receive funding assistance from Scripps Associated Students, a club sport must register with a Club Sports Office. The Claremont Colleges Club Sports program administrators are available to direct and assist in the registration process; maintain copies of all required records, forms, and waivers; and coordinate the scheduling and use of fields and facilities. Individual club sports will continue to be responsible for their own funding, membership, coaches/advisors, equipment, and transportation. For more information, contact the Recreational Sports Office at ext. 74653 or email [recreation@cms.claremont.edu](mailto:recreation@cms.claremont.edu).

#### **Department of Campus Safety**

Supported by an on-campus dedicated Communications/Dispatch Center, the Department of Campus Safety is on duty 24 hours a day, year-round, to help provide safety and security for students, faculty, and staff. Campus Safety staff are specifically trained and responsible for a full range of public safety services, including crime reports; apprehension and arrest of suspects; enforcement of federal, state, and local laws, as well as College policies and regulations; responding to calls about suspicious persons and activity; medical emergencies and fire emergencies; traffic accidents, parking, and traffic enforcement; safety hazards; escort services; lost and found; and a host of related security services.

Campus Safety staff are actively involved in providing the community with comprehensive programs promoting the prevention and reduction of crime. However, it must be recognized that,

ultimately, each individual is responsible for her/his own safety and security.

#### Lost and Found

Inquiries about lost articles and/or articles to be turned in should be directed to the Department of Campus Safety at ext. 72000.

#### Parking Permits

See Automobile Registration Policy (4.06) in the “Standards of Conduct and Judicial Hearing System” section. For more information, please visit the Campus Safety [website](#).

### **Identity-Based Resources**

#### **Chicano/Latino Student Affairs Center (CLSA)**

The Chicano/Latino Student Affairs Center is located on the second floor of the Tranquada Student Services Center. CLSA provides academic, leadership, cultural, and personal support services. These include the New Student Retreat, Open House, Sponsor Program, César Chávez Commemoration, Latino Heritage celebration, Dia de la Familia “Family Day,” Chicano Latino Graduation, Chispas online newsletter, monthly lunches, academic advising, and personal and career development. CLSA is committed to the achievement and success of Latino students at The Claremont Colleges. CLSA offers programs throughout the year that give students the opportunity to enrich their cultural identity, navigate the educational pipeline, and develop leadership experience. CLSA encourages and supports social justice issues and responsibility. CLSA offers services and activities that celebrate the history, heritage, and culture of Chicanos and Latinos.

#### **Office of Black Student Affairs (OBSA)**

The Office of Black Student Affairs (OBSA) supports and enhances the entire well-being of undergraduate and graduate students of African descent earning degrees at The Claremont Colleges. We collaborate with faculty, staff, administrators, and alumni to ensure a comprehensive consideration and creation of services that complement students’ stellar education with culturally significant scholarship, programming, and events. Since OBSA honors the collective and individual diversity of our communities, we explore a breadth of black life and culture with a wide range of opportunities. In addition to providing academic services and career advising, we offer individual and small-group consulting and mentorship that advances academic, professional, and personal excellence. Professional development and leadership training also stand as a centerpiece of OBSA’s mission. Along with providing assistance and opportunities while students are earning their degrees, we aim to support the realization of their highest aspirations.

#### **The Chaplains of The Claremont Colleges**

The Claremont Colleges are served by the Interfaith Chaplains, who represent, coordinate, and direct the programs of the McAlister Center for Religious Activities. Chaplains serve as confidential emotional healers and spiritual counselors and provide ethical leadership to religious and non-religious students. A Protestant chaplain, Catholic priest, imam (Muslim chaplain), and rabbi serve the five undergraduate colleges and the two graduate schools full-time. The McAlister Center sponsors a full schedule of worship services and a wide range of events and programs under the sponsorship of the Buddhist, Catholic, Christian Science, Hindu, Interdenominational Christian, Jewish, Latter Day Saint, Muslim, and Zen Meditation groups, as well as other on-campus religious and spiritual groups. The chaplains maintain liaisons with religious institutions and social service agencies in the surrounding communities and have a community service coordinator who links students to university-wide volunteer activities and local community service organizations. For further details, visit the Office of Chaplains [website](#).

#### **Queer Resource Center (QRC)**

The Queer Resource Center of The Claremont Colleges (QRC) provides support, resources,



leadership development, and an inclusive and welcoming space for all members of The Claremont Colleges community to explore issues relating to sexual and gender identities.

The office can be used for organizational meetings, doing homework and studying, or simply hanging out with good friends in a safer and more welcoming space. The QRC has a growing multimedia library with books and movies available to check out and can provide links to local, state, and national queer, allied, and related organizations and resources. The QRC sponsors a variety of social, educational, and political events each semester. In addition, the QRC hires a number of paid undergraduate employees from the five colleges each year. For more information about the QRC, please visit the organization's [webpage](#).

### **Huntley Bookstore**

Huntley Bookstore is the source for all textbooks for class use. Huntley Bookstore will buy back books. In addition, the bookstore provides a broad selection of school, office, and art supplies, as well as gifts, greeting cards, snack foods, and sundry items. Other services include special-order service for items not in stock.

### **Honnold Mudd Library**

The library resources of The Claremont Colleges include nearly one million books in print and close to 400,000 electronic books. The library has extensive holdings of journals, magazines, and newspapers; currently the library provides online electronic access to articles in more than 70,000 titles. From the library website (<http://libraries.claremont.edu>), a student of The Claremont Colleges can connect to a wide variety of bibliographic, full-text, and multimedia information. Through the Web, it is possible to search the Library Catalog, the online catalog, or any of hundreds of databases and thousands of primary resources. A student's college ID card serves as the library card and is required to check out library materials and to access online resources from off campus.

### **Affiliated Libraries**

The Rancho Santa Ana Botanic Garden Research Library is a research library that specializes in biology, botany, and horticulture. Visit the [website](#) or call for information.

Claremont School of Theology Library specializes in religion, particularly biblical studies and theology. For more information, visit [www.cst.edu/library](http://www.cst.edu/library).

### **Reading Rooms**

#### Bauer Center: Crocker Reading Room

Located at CMC in Bauer Hall, this large study room contains tables, study carrels, and comfortable chairs simply for the purpose of studying in a quiet place.

#### Lucian C. Marquis Library and Reading Room

Located at Pitzer's campus in Mead Hall near the main entry, this quiet study room has basic reference materials and a browsing library.

### **Student Health Services**

#### **Medical Insurance**

All students at The Claremont Colleges are required to carry medical insurance.

#### **Health Education Outreach (HEO)**

Health Education Outreach (HEO) is dedicated to empowering students to make intentional healthy lifestyle choices. We strive to create a supportive environment that nourishes all

dimensions of personal health and well-being for students of The Claremont Colleges. At HEO, we provide relevant and appropriate health and wellness support and resources to help students play an active role in achieving, protecting, and sustaining their health and wellness. Resources include Peer Wellness testing, HIV testing, pregnancy testing, a relaxation room (including full-body massage chair), condoms and safer sex items, and a Zine Library. Professional staff includes a full-time and part-time health educator to help students navigate any health and wellness needs and trained Peer Health Educators.

### **Monsour Counseling and Psychological Services (MCAPS)**

Monsour Counseling and Psychological Services (MCAPS) has a staff of seven licensed psychologists, one marriage/family therapist, two postdoctoral therapists, and two psychological interns who provide individual, couples, and group therapy and preventive educational services to help students develop emotionally and cope with the stresses of college and life. Two psychiatric consultants are also available. Short-term individual, couples, and group therapy is offered and provided confidentially. Workshops and groups are offered on topics such as stress management, self-esteem, grief and bereavement, eating disorders, learning disabilities, and intimate relationships. Students may be referred to mental health professionals in the local community for longer-term therapy or for services not provided by MCAPS professionals. MCAPS is open Monday through Friday from 8:30 am to 5 pm, with extended evening hours on Tuesdays. Further information is available through their Claremont University Consortium [webpage](#).

### **Student Health Services**

High-quality medical care and professionalism are the hallmarks of Student Health Services. As health care becomes more complex, patient care requires a team effort. We encourage students to take an active role in their own health and to follow up for additional care and testing as recommended. The staff of Student Health Services consists of physicians, nurse practitioners, pharmacists, nurses, and medical assistants who make every effort to provide excellent medical attention in a caring and efficient manner. For more information, please visit the Health Services [website](#).

Hours: Monday, Tuesday, and Friday, 8:00 am to 5 pm; Thursday, 9:00 am to 5:00 pm; and extended hours on Wednesdays until 7 pm (while school is in session).

Requirements: All students, regardless of status (e.g., part-time, exchange, or transfer students), are required to have a health history, physical exam, and immunization record on file at Student Health Services.

Appointments: Appointments begin at 8:20 am. Appointments can be made by telephone starting at 8 am. A \$15 charge will be assessed for any missed appointments unless canceled two hours in advance. Non-scheduled visits are triaged by our registered nurses and given appropriate care as medically indicated. A charge of \$15 will be applied if seen by a physician or nurse practitioner when a patient walks in without an appointment.

Plan B: The “morning-after pill,” Levonorgestrel, is available as an emergency measure after unprotected intercourse. It must be administered within 72 hours of unprotected intercourse and is about 75% effective. Plan B is FDA approved for over-the-counter dispensing for women 17 years of age and older. Plan B is available at CUC Student Health Services for \$20.00; no appointment is required if you are 17 or older. Patients under the age of 17 are required to see a healthcare provider. Please schedule an appointment accordingly. Plan B is also available 24/7 at the Wellness Room, Walker Lounge, Pomona College. Pay with Claremont Cash.

Urgent Care: NO APPOINTMENT CHARGE. Urgent care is available for serious illness or trauma as determined by the triage nurse (e.g., bleeding, possible fracture).

Costs: There is no charge for regular appointments; non-scheduled visits are \$15; and there is a charge for supplies, lab tests, drugs, etc., as needed. Charges do not have to be paid at the time of service.

Services Available:

- Suturing (stitches) for cuts, trauma, and wound care
- X-ray (chest and extremities), electrocardiogram (EKG)
- Spirometry
- Audiogram (hearing test), vision screens
- Nebulizer treatment for asthma
- Immunizations, including meningococcal, HPV, and hepatitis-B series prevention
- Travel medicine and immunizations
- Physical exams for sports, DMV, study abroad, and job applications
- Smoking cessation
- Nutrition information; anorexia, bulimia, and other eating disorders information
- Lab tests for STDs: HIV, syphilis, chlamydia, gonorrhea, herpes, and HPV
- Quick tests for pregnancy, strep, mono, urinalysis, hemoglobin
- Pregnancy testing and referrals
- Sexual health services
- Contraceptive counseling
- Emergency contraceptive
- Referrals for all outside specialists, if needed
- Orthopedic treatment (slings, splints, neck braces, ace wraps, crutches)
- Osteopathic manipulative treatment (OMT) services
- Treatment for common infections, diseases, and trauma
- Dispensary with limited medications and outside written prescriptions

### Women's Resources at The Claremont Colleges

#### **Scripps Intercollegiate Feminist Center (IFC) for Teaching, Research, and Engagement**

IFC sponsors gender and women's studies–related lectures, conferences, and events, as well as regular networking lunches for students involved in projects and organizations related to women's and gender issues and social justice more broadly. IFC maintains a lending library of gender and women's studies books, magazines, films, senior theses, and resources, including information about graduate programs and internships. Each semester, IFC publishes a brochure, available on the IFC website, describing all women's studies courses at The Claremont Colleges for the coming semester; listed courses satisfy women's studies course requirements. IFC's website also has a list of its library holdings, an events calendar, faculty and student news, and resources. Visit <http://colleges.claremont.edu/ifc/>. IFC also maintains an email list to notify students of gender and women's studies–related events and opportunities. To join the IFC email list, contact [ifc@scrippscollege.edu](mailto:ifc@scrippscollege.edu). IFC is located in Vita Nova Hall and is open Monday through Friday from 9:00 am to 5:00 pm.

**CMC's Women's Resource Center** offers a library that includes reference works and fiction related to women's studies. The center also organizes events.

**Pitzer College Women's Center** is a safe space on campus for all students, and specifically women-identified students. Located upstairs in the Grove House, it has a library and is open to the community whenever the Grove House is unlocked.

**Pomona Women's Union** offers a library, study lounge, calendar of events, and space for group

discussions, meetings and workshops, lectures, film series, open mics, and poetry readings.

### Art Programs and Facilities

**Ruth Chandler Williamson Gallery** presents both historical and contemporary art in five exhibitions each year, including the Senior Exhibition, planned and produced by seniors and open for two weeks through Commencement. The gallery hours are 12 to 5 pm, and the gallery offers three to four exhibitions per year. During the year, the gallery also offers several paid internships. For more information, visit the [Ruth Chandler Williamson Gallery's website](#) or its Facebook page.

**Clark Humanities Museum-Study Center** is in the Humanities Building at Scripps and offers miscellaneous exhibits. It is also open as a study area Monday through Friday from 8:00 am to 12:30 pm and 1:30 pm to 5:00 pm.

**The Graduate Art Building** exhibits the works of Claremont Graduate University students in the MFA program. Hours are Monday through Friday, 10 am to 5 pm. Art openings are held Tuesday evenings. Hours are subject to change.

**Pomona College Museum of Art**, on the northeast corner of Bonita and College Avenues, presents changing exhibitions of contemporary and historic art in all media. The museum also offers personal, intimate access to works of art through the Collection Study Room and the Native American Collection Study Center. Museum hours are Tuesday through Sunday, 12:00 pm to 5:00 pm; the museum is closed Mondays and during the summer. The museum hosts Art After Hours on a weekly basis on Thursdays from 5:00 pm to 11:00 pm and features a wide range of programs. For more information on collections, exhibitions, and programs, visit the museum's [website](#) or email [museuminfo@pomona.edu](mailto:museuminfo@pomona.edu).

Film series/movies are shown in various locations throughout the week. When a class or group brings special films to campus, they usually open them to the general public.

Small concerts and recitals occur regularly and feature both students and faculty in concert halls, living rooms, coffeehouses, outdoors, and elsewhere. Recital halls include Boone Recital Hall, Bridges Music Hall, Balch Auditorium, and Humanities Auditorium.

Student performances are produced throughout the year by such groups as the Five-College Theater Program, Without a Box, Claremont Shades, and Men/Women's Blue and White, as well as the music department's student recitals. Contact the Office of Student Engagement (OSE) for information about other groups.

### Online Communities

Students are encouraged to apply the Scripps Principles of Community to the world of online communities, chat rooms, online journals, blogs, and other postings to the Web. The Internet provides both individual and public access to a wealth of information. It is a powerful resource to be used with creativity as well as caution. The following important information is offered to assist students in making the right choice about whether (or NOT) to post and when to post personal information about themselves or others online.

#### **There Is No Privacy on the Web**

Students sometimes mistakenly believe that they can achieve some level of privacy on the Web. They join online communities and chat rooms or simply post their thoughts on websites that are password protected or have limited membership, or perhaps open membership. Students sometimes think that using a nickname or pseudonym renders them anonymous, but true privacy or anonymity does not exist. Even an assumed name is no protection, especially when

accompanied by a photograph or other personal information.

It is not uncommon for an outraged peer, parent, or other member of the community to report what they see on the Web to a College official when it is offensive or presents an inappropriate or inaccurate portrayal of an individual, an organization, or some aspect of Scripps College. In addition, what is on the Web can be used as a means to cause harm or embarrassment to another person.

**Employers and Graduate Schools Actively Search Candidates' Profiles** Employers and graduate schools are concerned about selecting the right individual for a job or program. They seek mature individuals who will represent them well. In a highly competitive market, employers and graduate schools are looking for ways to distinguish candidates from one another. Most often, they have received a large stack of well-written resumes and applications from candidates with compelling academic records and references.

There has been an increase in the number of employers and graduate schools that search the Internet for information on some or all of their applicants, including having a member of their staff join various online communities. Some employers have even hired current students for the purpose of mining information about applicants from online college communities. Employers and schools are not obligated to tell you they are looking you up online. A student may be a finalist for an internship, scholarship, job, graduate program, or fellowship and may be eliminated before the interview phase because of her online postings and profile.

#### Caching = Catching

Caching is when you post something on the Internet and subsequently take it down, and yet it remains accessible nonetheless. While Google, for example, has a mechanism for removing items, it is not an easy process. Remember, cached material is caught material. Don't be "caught" by one mistake in judgment. Think twice about what you post about yourself and others.

#### Make Personal Safety a Priority

As we all know, predators use the Internet to find unsuspecting victims. Unfortunately, this threat continues, and predators come in all ages and from all socioeconomic classes. Some may be enrolled at, or employed by, colleges and universities, and they have access to an ".edu" address.

# Standards of Conduct and Judicial Hearing System

## Standards of Conduct

### 1.0 General Policy Statements

#### Statement of Rights and Responsibilities

Students, faculty, and administrative officials at Scripps College, as members of the academic community, fulfill a purpose and a responsibility. The purpose is the humane and critical examination of a wide range of issues and ideas that confront society as a whole. The responsibility is to understand the spectrum of viewpoints on an issue, and equally, to be actively involved in the solution of the problems.

The College must, therefore, provide an optimal learning environment, and all members of the College community have a responsibility to provide and maintain an atmosphere of free inquiry and expression. The relationship of the individual to this community involves these principles:

- The fundamental human rights of others;
- The rights of others based upon the nature of the educational process; and
- The rights of the institution.

Each member of the campus has the right to organize and maintain her own personal life and behavior as long as it does not violate the law or agreements voluntarily entered into and does not interfere with the rights of others or the educational process.

Each member has the right to identify herself/himself as a member of the campus but has a concurrent obligation not to speak or act on behalf of the institution without authorization. Every member of the academic community shall enjoy the rights of free speech, peaceful assembly, and the right of petition.

#### **1.20 Statement on Academic Freedom**

*(Taken from the Scripps College Catalog)*

Scripps College affirms the American Association of University Professors "Statement on Academic Freedom," a portion of which follows:

*The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with right.*

A copy of the complete statement is available for perusal in the Dean of the Faculty's Office, and any questions may be directed there.

#### Statement on Co-curricular Involvement

As members of the academic community, students bring a variety of interests to the campus. They shall be free to organize and join campus associations to promote their common interests.

- Freedom of Inquiry and Expression
- Student Participation in Student Governments
- Student Publications
- Freedom of Association.

## **2.0 General Judicial Principles**

Students are expected to make themselves aware of and abide by the the Scripps College community standards of behavior as articulated in the Scripps College Code of Conduct and related policy statements. Students accept the rights and responsibilities of membership in the Scripps community when they are admitted to the College; ignorance is not an acceptable justification for violating community standards. Lack of intent or awareness of college standards will normally receive the same consequences as deliberate violations. Because the functions of a college depend upon honesty and integrity among its members, the College expects a higher standard of conduct than the minimum required to avoid disciplinary action. Likewise, while many of the College’s standards of conduct parallel the laws of society in general, The College’s standards also may be set higher and more stringently than those found elsewhere in society.

### **2.10 The Relationship of Discipline to the Purpose of the College**

Scripps College is primarily an academic community. As such, the College seeks to maintain an optimal learning environment. To achieve this objective, the College exercises certain disciplinary and discretionary powers. It protects its educational environment by establishing and maintaining standards of conduct for its students as individuals and as groups. These standards reflect the very nature of an academic residential community and the need to preserve an effective educational environment.

#### **Conditions for a Hearing**

##### **Definition of a Student is one who:**

- Is currently enrolled in classes;
- Has completed the preceding semester and/or is enrolled for the next scheduled semester;
- Is officially representing the College during a period between regular academic semesters;  
or
- Is not officially enrolled for a particular semester but has a continuing relationship with the College.

##### **Definition of Student Organizations**

An organization is a group that has satisfied the administrative procedures for organization recognition and/or registration as prescribed, and that functions within the College community in the capacity of a student organization.

##### **Timeliness of Filing a Report**

A matter will be reviewed only when a report has been filed within one year of the discovery of the alleged violation unless a specific policy indicates a different time frame in which an incident may be reviewed (e.g., the Scripps Policies and Procedures regarding Sexual Harassment and Sexual Assault).

##### **Jurisdiction of the Hearing System**

Generally, the College’s jurisdiction and discipline shall be limited to conduct that occurs on college premises or within The Claremont Colleges community, is associated with college sponsored or related activities, or adversely affects the College community and/or the pursuit of its objectives.

### **Status of a Student Pending a Judicial Hearing**

Normally an accused student retains all privileges at the College and disciplinary sanctions are not initiated until completion of an initial hearing or an appeal. However, interim action may be initiated by the Title IX Coordinator, Dean of Students, or her designee, whenever there is evidence that a student or organization poses a substantial threat to the safety or well-being of members, to property of the College community or poses a continuing threat of disruption or interference to normal college life or functions.

## **3.0 Student Records and the Family Educational Rights and Privacy Act (FERPA)**

### **3.10 Directory Information**

Scripps College may release or publish general information about students called “directory information” without prior student consent if, after this notice of the category of such information, students do not notify the College of their objections. To restrict release for publication, a student must submit written notification to the Registrar’s Office by the deadline to add courses specifying the information she does not wish to be released or published. Students should carefully consider restricting directory information as such restrictions could affect verifications of enrollment, degrees, and majors requested by prospective employers and others. Restriction of the information could become detrimental to the best interests of the student.

The following categories of information about students are directory information under the Family Education Rights and Privacy Act and may be released or published in appropriate publications:

- Name
- Campus Address: Scripps mailbox would be released as the mailing address.
- Campus Email Address: Scripps College email address
- Dates of attendance and enrollment status (full-time or part-time)
- Classification (first-year, sophomore, and so forth)
- Majors and/or Minors
- Degrees, Certificates, Honors, and Awards Received (including Dean’s List)
- Date of Birth
- Photo
- Previous academic institutions attended
- Activities and sports, including height and weight of athletic team members

Permanent address and telephone numbers are not included in “directory information.”

The College, normally through the Dean of Students, reserves the right to disclose non-directory information if it determines that the information is necessary to protect the health or safety of the student or of other individuals.

### **Student Rights under the Act**

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended requires education institutions to notify their students each year of their rights afforded by the act. The following is a statement of those rights.

The amended act provides for access by former and present Scripps students to their educational records for inspection and review. The term “educational records” is defined by the Act to include those records directly related to a student and maintained by the college or by a party acting for the college. At Scripps, the primary educational record contains the permanent academic record and is maintained by the registrar. It includes each student’s transcripts, application materials (including confidential statements whose access has been



waived by the student or made prior to January 1, 1975), petitions, leaves of absence or withdrawal forms, and other documents related to her matriculation. To inspect and review her academic record, a student must make a written request to the registrar. The registrar will inspect the file for any records not open to student inspection (i.e., confidential statements) and arrange a time when the student may see her file. The time between the student's request and the registrar's notification will be no longer than 15 business days. The files are to be read in the Registrar's Office unless a student is not within commuting distance of the College, in which case the student may request copies of specific documents she wishes to see. A copy of an education record otherwise subject to review may be refused if a "hold" for non-payment of financial obligations to the College exists. No copies of original documents, or of source documents, which originate from and exist elsewhere, including any high school transcripts or transcripts from other academic institutions, will be made. The College asks the student to bear the cost of such copies, as determined by the registrar. Educational records not open to student inspection include:

- Parents' financial statements;
- Confidential letters and recommendations written before January 1, 1975 or access waived by the student;
- "ancillary records" not maintained as the official records of the College, such as faculty files;
- Law enforcement records that are confidential and used only for the purpose of law enforcement; and
- Recognized professionals or paraprofessionals records. A student may, however, request that a doctor of choice have access to the student's medical records.

Students may waive any of their rights by submitting a written and signed waiver to the registrar. A waiver may be made concerning:

- Types of educational records
- Types of persons or institutions, or if the person is a student or a prospective student, confidential letters and statements of recommendations concerning admission, application for employment, or receipt of honorary awards that are placed in the person's education record after January 1, 1975

A student may request notification of the names of all individuals providing a confidential letter or statement of recommendation. If a student decides to revoke a waiver, it must be submitted in writing to the registrar, but revocation of waivers of confidential recommendations may not be retroactive. In addition to the student, certain specific people may have access to a student's file. These individuals are:

- Individuals or organizations that have the written permission of the student concerned;
- An individual employed at Scripps or at another of The Claremont Colleges in an administrative, supervisory, faculty, or support staff position who has a legitimate educational interest. Students may be assured that such access will be held in strictest confidence by the College and that no one will have access to a student's medical records;
- Students serving on some College committees;
- Individuals or organizations with which Scripps College contracts for specific services related to the legitimate educational interest of students, including the National Student Clearinghouse;
- Appropriate employees of colleges or universities to which students apply to enroll;
- Employees of government and educational agencies who have legal rights of access; and
- In compliance with a legal subpoena.

For release of non-directory information to others, students must submit a written consent for release of specific records to the registrar. Such a written statement must note the date of the release, what records are to be released, to whom the records are to be released, the duration of the release, when the record is to be released, and the reason for release. No

copies of original documents, or of source documents, which originate from and exist elsewhere, including any high school transcripts or transcripts from other academic institutions, will be made. The registrar will provide such students with copies of the records released if they are requested and if the student will bear the cost of making those copies.

### **3.20 Hearing Procedures**

Student inquiries as to the meaning or accuracy of their educational records should be directed to the registrar. If a student believes any portion of her permanent academic record is inaccurate, misleading, or in violation of the student's rights under the act, the student will discuss it with the registrar, who will consult with the dean of the faculty and the Dean of Students. If the deans and the registrar find the file to be inaccurate, the registrar will amend the file. If not, the deans will ask the registrar to inform the student of the College's belief in its accuracy and of the student's right to an academic hearing.

All requests for a hearing shall be made in writing to the dean of the faculty who will notify the chair of the Augmented Committee on Academic Review (CAR). The chair will convene a hearing committee consisting of members of the Augmented CAR and include at least one faculty member, one administrator, and one student. The chair will also inform the student of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted or represented by persons of choice, including an attorney. The hearing committee will prepare a written report of its decision including a summary of the evidence and the reasons for its decision and present it to the student within a reasonable time after the hearing. If the file is found to be inaccurate, the report will instruct the registrar to amend the file. If the file is found to be accurate, the report will include a notice to the student of the right to submit a statement of objection to the registrar for inclusion in the student's permanent academic record. Thereafter, such a statement will be released whenever the records in question are released. Copies of the report will be sent to the dean of the faculty, the president, and the registrar.

The decision of the hearing committee is final. The student may appeal to the president should the student feel that any part of the hearing procedure was unfair or that the procedure or the decision are not in keeping with the provisions of the act.

### **3.30 Student Records**

**Confidential Personal/Conduct Records:** The Dean of Students Office is responsible for maintaining files that contain background information and official documents relating to information about a student gained in confidence or in an advising/counseling capacity by a dean or director. The files also contain information relating to alleged student misconduct, judicial proceedings, and student grievances. Information contained within the files is divulged on a strict "need-to-know" basis. In cases where the welfare of the student may be in jeopardy, such information may be conveyed to faculty or professional people (e.g., Monsour Counseling and Psychological Services or Student Health Services) for whom disclosure of such information is necessary or appropriate. Such information, normally, will not be provided without written consent of the student involved except in response to a legal subpoena. The dean of the faculty, Dean of Students, and their administrative staffs have access to the files for the purpose of conducting necessary investigation of charges, administering disciplinary actions, and maintaining institutional records.

Information regarding a decision from a judicial hearing where the student was found responsible for a violation of college standards by any judicial process will be maintained in the student's personal/ conduct file for two years after the completion of the degree or separation from the College. However, disciplinary sanctions involving probation, suspension, expulsion, or revocation of admission or degree will additionally result in permanent

notification to the student's academic record.

**Educational Records:** The Family Educational Rights and Privacy Act of 1974 gives college students, at their request, the opportunity to inspect their education records in the Registrar's Office and assures them that information in these records is available only to certain authorized individuals within the College and to no one else without specific prior written student consent. Access to these files is guided by the Act (see Section 3.20).

The permanent academic file of a student, retained in the Registrar's Office, contains the admission folder and the educational folder. These academic files are accessible only to administrators and faculty at Scripps and the other Claremont Colleges who have a legitimate educational interest, in response to a legal subpoena, or with written consent of the student. Typical uses are for academic advising, reference letters, and the collection of statistics.

**Scripps College Rights to Students Records:** Student personal/conduct and educational records are not considered the property of the individual student but are the working records of the College. Except for academic records, which are kept on microfilm or electronic imaging indefinitely, the College reserves the right to destroy student records.

It is the policy of Scripps College to comply fully with the Family Educational Rights and Privacy Act of 1974, as amended from time to time, and the regulations interpreting it, as well as with applicable state laws. To the extent that this statement or any statement of the College does not accurately reflect such laws, they shall not be deemed to be a statement of College policy.

#### **4.1 Scripps College Code of Conduct and Non-Academic Policies and Procedures**

##### **4.2 Code of Conduct**

In an attempt to maintain a cooperative and harmonious environment, it is important to establish a basic understanding of all the obligations and responsibilities of every member of the Scripps community. Therefore, students must abide by all Scripps and Claremont College policies.

##### **4.3 Advertising, Publicity, and Solicitation Policy**

All publicity must be in accordance with the policies of The Claremont Colleges (see respective student handbooks). For any event advertised on the Scripps campus, the following guidelines apply:

- Before it is copied, the original poster must be brought to OSE, Dean of Students Office, or the Humanities Institute Office for approval. Flyers without an approval stamp will be removed (exception: residential life flyers). Flyers must state the name(s) of the sponsoring organizations/people, a contact name, and an email address. Advertising may contain no explicit or implicit reference to alcohol or other drugs, and language should be inclusive to the wide array of interests and backgrounds in the Scripps community.
- Flyers may be placed on bulletin boards only (one poster per event per bulletin board/posting location). Flyers are not permitted on the Elizabeth Monroe Wood Memorial Steps (unless exception is granted through OSE) or public-area windows, doors, and walls on campus. Entry doors to the residence halls are reserved for residential life staff flyers only. Flyers taped to the ground are prohibited.
- Only blue masking tape is permitted.
- Chalk writings are prohibited.
- Flyers other than event publicity (e.g., available housing, services, or goods) or commercial offers and other solicitation from non-Claremont Colleges sources must be

approved through the Dean of Students Office prior to posting. For publicity guidelines pertaining to elections, see the Election Guidelines in the “Campus Governance” section.

#### **4.4 Animal Policy**

The keeping of animals, other than fish or birds that can humanely fit in a contained enclosure no larger than 10 gallons within the student’s room, is prohibited. If a student is found to have an animal, the student is charged \$100 and must remove the animal immediately. Failure to remove the animal will result in a \$25-per-day additional fine. Additionally, the student is charged for any damages caused by the animal or any services required to remove the animal. If the animal is not removed immediately, further and more serious disciplinary action will result. Students who wish to have a bird must submit a petition to the associate dean of students and SAS for approval.

#### **4.5 The Claremont Colleges Policy on AIDS**

The Claremont Colleges do not discriminate on the grounds that a student has or is suspected to have AIDS, ARC, HIV, or a positive HTLV-III antibody test. This policy applies to the admission process, academic life, and co-curricular life, including access to dining halls, athletic and recreational facilities, student centers, and living arrangements. Claremont College students can get tested for HIV at Student Health Services and Health Education Outreach. Additionally, The Claremont Colleges offer medical and counseling assistance on HIV/AIDS at Student Health Services and the Monsour Counseling and Psychological Services. Please contact the Dean of Students Office for further information and counsel regarding questions pertaining to HIV/AIDS.

#### **4.6 Alcohol and Drug Policy**

General Statement: The College places the responsibility for observing state law upon each individual and expects each student to govern herself with standards of good taste and ethical judgment common to educated persons. The College does not condone violation of the state law concerning the use of alcoholic beverages, nor does it condone the use of alcoholic beverages under any circumstances when such use impairs personal conduct, health, academic achievement, or the interests of the Scripps community. Kegs are not permitted on campus unless pre-approved by OSE (see 4.18).

### **Scripps’ Program Relating to the Prevention of Illegal Possession, Use, and Distribution of Drugs and Alcohol by Students**

#### **I. The Program**

- A. The program sets standards of conduct prohibiting all students from unlawfully possessing, manufacturing, using, or distributing drugs and alcohol on college property or at any activities of the College. In addition, this program is designed to address and eliminate occurrences of binge drinking (five or more drinks at a sitting for men and four or more drinks at a sitting for women) and its consequences.
- B. The program imposes disciplinary penalties or educational interventions on a student in the event of a violation of these standards of conduct. The College is also cognizant of the fact that alcohol or drug use may create health consequences that require immediate medical attention and, in recognition thereof, has adopted a Safety First/Medical Amnesty Policy. This program will be implemented consistent with and in conjunction with the Safety First/Medical Amnesty Policy (see section V). The determination of whether there has been a violation will be made in accordance with the College’s procedures applicable to

student discipline. When students visit another Claremont College, they are responsible for observing the regulations of both that college and Scripps.

- a. Interventions will be of varying degrees of severity and may include warnings, attendance in a substance abuse program, substance probation, community service, loss of residential privileges (temporary or permanent), suspension, expulsion, and referral to governmental authorities for prosecution.
  - b. The appropriate penalty shall be determined by taking into consideration all relevant circumstances, and particular penalties will not be associated with any particular violation.
- C. Annually, the College will distribute via email the link to the Guide to Student Life to each student, and details regarding the program and policy will be discussed during hall meetings.

## **II. Local, State, and Federal Sanctions**

Some local, state, and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following are lists of topics covered by these laws and the websites where more details can be found.

### **Claremont Municipal Code**

[http://www.ci.claremont.ca.us/municipal\\_code/index.htm](http://www.ci.claremont.ca.us/municipal_code/index.htm)

9.23.20 Drinking Alcohol in Public Places California Codes

### **California Business and Professions Code**

25602 Giving Alcohol to Intoxicated People

25604 Retail Establishments Serving Alcohol Must Be Licensed

25607 Limits on Alcohol Approved by Retail Licenses

25658 Limits on Alcohol Provision, Purchase, and Consumption to Minors

25662 Public Possession of Alcohol by Those Under 21

25659 Confiscation of False Identification

25660.5 Furnishing False Identification

25661 Use of False Identification

### **California Vehicle Code**

23136 Under 21 Driving Under the Influence

23137 Under 21 Refusing a Blood Alcohol Test

23139 License Suspension for Refusal of Blood Alcohol Test

23140 BAC Limit for a Driver Who Is Under Age

23141 Alcohol Education Programs for Underage Offenders

23152 Driving Under the Influence

23160 Consequences for DUI Conviction

23195 Consequences for Owner of Vehicle Used in DUI

23196 Further Consequences for DUI Conviction

23220 Limits on Alcohol Use While Driving Off-Road

23221 Limits on Open Containers in Vehicles

23222 Consequences for Marijuana Use While Driving

23224 Limits of Under 21 Transporting Alcohol

### **California Health and Safety Code**

11153.5 Manufacture of Controlled Substances  
11350 Possession of Narcotics  
11351 Possession of Narcotics for Sale 11352 Transportation of Narcotics  
11355 Sales of Narcotics  
11357 Possession of Marijuana of Hashish  
11358 Cultivation of Marijuana  
11359 Sale of Marijuana  
11360 Transportation of Marijuana  
11364 Possession of Device for Consuming Narcotics  
11365 Aiding the Use of Narcotics  
11377 Consequences for Possession of a Controlled Substance  
11378 Possession for Sale of Controlled Substances  
11382 Aiding the Distribution of Controlled Substances  
11383 Possession of Materials Intended to Manufacture Methamphetamine

**Federal Code**

<http://www.4.law.cornell.edu/uscode/>

Title 21, Chapter 13 lists laws pertaining to possession of controlled substances and illegal trafficking

**III. Health Risk Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

- A. The use of any mind- or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension, or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired, and people often do not realize that they are losing control over the use of the substance and that they need help.
- B. Alcohol acts as a depressant to the central nervous system and can cause serious short- and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney, and heart damage and even eventual death. Ingesting a large amount of alcohol at one time (five or more drinks at a sitting for men, and four or more drinks at a sitting for women) can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, cocaine, and alcohol alter emotions, cognition, perception, physiology, and behavior in a variety of ways. In particular, alcohol and/or drug use inhibits motor control, reaction time, and judgment, impairing driving ability. Abuse of alcohol and/or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and still birth.

**Safety First/Medical Amnesty Policy**

The health and safety of students is of primary importance. As socially responsible members of the Scripps College community, students share the responsibility for the welfare of fellow students. Students are asked to encourage moderate and responsible behavior and to help seek medical treatment when there is danger of alcohol poisoning, an alcohol-related injury, or another health situation related to the ingestion of a controlled substance (an "Alcohol or Drug- Related Medical Emergency"). An Alcohol or Drug-Related Medical Emergency is first considered a

health issue; therefore, the primary College response is a medical one.

Because an Alcohol or Drug-Related Medical Emergency may be life-threatening, and in order to reduce impediments to seeking help in a medical emergency, Scripps College has adopted a policy of Safety First/Medical Amnesty in which no student seeking or receiving medical treatment from a medical professional or student or organization assisting another student in obtaining medical treatment from a medical professional will be subject to a proceeding under Section 6.30 of the Guide to Student Life for (I) the possession, use, or distribution of alcohol or (II) the possession or use of an illegal drug. (This policy does not preclude disciplinary action regarding violations of other Scripps College standards, such as violence, sexual harassment, or the distribution of illegal drugs, nor does it prevent action by local and state authorities for violations of applicable laws.)

Consistent with putting a student's health first, the College will approach an Alcohol or Drug-Related Medical Emergency as a health risk and may require follow-up such as meeting with a member of the Dean of Students staff, and/or referral to and completion of alcohol or drug education/counseling. If serious injury has occurred or if there are repeated incidents, possible notification of parents or guardians may also result. Failure to comply with required follow-up will normally result in disciplinary action.

In case of an emergency, contact Campus Safety and/or the on-call staff member of the office of the Scripps College Dean of Students at (909) 607-2000 and/or the RA on call at (909) 708-7603/4.

The Safety First/Medical Amnesty Policy was drafted by the 2011–2012 Scripps College Alcohol Task Force and adopted on February 27, 2012, by the Scripps College Senior Staff.

#### **IV. Assistance for Alcohol Abuse and/or Drug Use Problems**

- A. The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs and will provide confidential professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services, including counseling, educational materials, campus AA meetings, and referrals, are available at the following offices:
  - Dean of Students Office
  - Health Education Outreach Office
  - Monsour Counseling and Psychological Services
  - Student Health Services
- B. In particular, Health Education Outreach will provide ongoing, student-centered education and prevention programs, including a peer education and training program, health promotional materials, and activities throughout the academic year.
- C. To protect students' privacy, information regarding a student during participation in any related program is treated as confidential.
- D. Drug- and Alcohol-Related Infractions at a Glance:
  - **First Incident:** Meet with Primary Contact Dean (PCD) + alcohol or marijuana

- education with assistant director of student health and wellness.
- **Second Incident:** Meet with PCD + assigned educational sessions with a substance abuse professional
- **Third Incident:** Meet with PCD + referral for evaluation by substance abuse counselor
- **Fourth Incident:** Behavioral contract + PCD conference call with family

**V. Standard of Conduct Governing Alcoholic Beverages and Drugs.**

- A. The state of California prohibits the use, possession, and purchase of alcohol by individuals under the age of 21 and the use of alcohol in public by all people, regardless of age. The alcoholic beverages rules for Scripps College are required by law to be consistent with the California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the Scripps campus and at Scripps-sponsored events off campus. Any student transported or assessed by emergency medical staff for alcohol or other drug-related reasons will be required to meet with the assistant director of student health and wellness. The purpose of the meeting is to help the student gain insight into their experience, become aware of any patterns of behavior, identify risks associated with alcohol and drug abuse, and receive referrals to appropriate services as necessary. Students failing to comply with any policies, sanctions, or verbal instructions from Dean of Students staff members may be subject to judicial action as per section 4.18 (Failure to Comply Policy) of the *Scripps College Guide to Student Life*.
- a. Events involving drinking games and/or promoting binge drinking are specifically forbidden.
  - b. Alcoholic beverages may not be served on Scripps College property or at any Scripps College event where persons under 21 years of age are present, unless approval has been granted by the Student Activities and Residential Life Office of a plan that assures compliance with the law.
  - c. Scripps College events are defined as any on-campus event. In addition, those off-campus events that may be identified as being an activity of the College will also be governed by state law and Scripps College standards of conduct.
  - d. Students under 21 years of age: The laws of the state of California specify that students under the age of 21 may not consume, possess, distribute, or sell alcohol. These regulations apply in all locations and on all occasions.
  - e. Students over 21 years of age: Students over 21 years of age must obey regulations that apply in the state of California, the city of Claremont, and the College. Possession and/or consumption of alcoholic beverages by those persons 21 years of age or older is permitted in individual student rooms as long as there are 10 or fewer people in the room. Possession and/or consumption of alcoholic beverages is prohibited in the hallways, lavatories, lounges, and other corridors or public areas of the residence hall, including outdoor areas, except when and where expressly authorized in writing by OSE. Events involving alcohol in a space with more than 10 people must be registered with OSE. For more information regarding event registration for events involving alcohol, see 4.18: Event Registration and Facility Use Procedures and Guidelines.
  - f. Orientation: From the beginning of leadership training for New Student Orientation until 5:00 pm on the Saturday at the end of the first week of classes, no alcoholic beverages may be served or consumed anywhere on campus.



- B. Students are responsible for abiding by the California alcohol laws and these Scripps College standards of conduct. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, failure to abide by the law or standards of conduct will result in educational interventions and/or disciplinary sanctions.
- C. Drugs. As to the use of drugs, federal and state laws govern actions by all members of the Scripps College community. As required by law, Scripps College has established policies and rules regarding drugs, including marijuana, that are consistent with the federal and state laws governing possession, use, or distribution of drugs. Marijuana violations at Scripps College are upheld based on the definitions under applicable federal law. Students found with marijuana violations are subject to housing probation and loss of housing privileges.
  - a. It is unlawful to manufacture, possess, sell, or use controlled substances. Scripps College prohibits the use, possession, cultivation, sale, transfer, or distribution of illicit drugs on campus. Scripps College recognizes its duty to uphold local, state, and federal laws concerning illicit drugs and is under legal and moral obligations to cooperate with law enforcement officers in the performance of their duties pertaining to prohibited drugs. The College will not provide sanctuary for violators of federal or state drug laws on or off campus. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, students found to be in violation of the prohibition against illicit drugs are subject to penalties up to and including expulsion.
  - b. Education and Prevention: The College will promote educational programs concerning the illegality and dangers of drug use and will participate actively in the Five-College Alcohol and Drug Education Program. Students are encouraged to use the counseling and medical services provided on a confidential basis at the Monsour Counseling and Psychological Services and Student Health Services when concerned about their own drug use or that of their friends or acquaintances. The Dean of Students and Residential Life staff members serve as advisors and will refer concerned students to appropriate resources.

#### **4.6 Automobile Registration Policy**

Students operating automobiles on campus are expected to observe the vehicle regulations issued by the Department of Campus Safety. Special attention is drawn to the following requirements:

- Every undergraduate student who plans to own or operate an automobile, motorcycle, motor scooter, or motorbike on the campus of The Claremont Colleges shall register at the beginning of the school year or within three days after the vehicle is driven in Claremont. The registration fee is \$50.00 per semester for all students.
- Registration and Liability: The student is responsible for displaying the College decal that is to be affixed to the appropriate place on the vehicle as directed by the Department of Campus Safety. At the time of registration, the student must furnish evidence of current liability insurance. The student in whose name a vehicle is registered must be responsible, at all times, for any parking or driving penalties or liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- For temporary use of a vehicle (two weeks or less), the student or guest is obligated to secure a temporary parking permit, free of charge, from the Department of Campus Safety immediately.
- Special Agreement Concerning Motorcycles, Motor Scooters, and Motor Bikes: In addition to vehicle registration, a student desiring to operate and/or park a motorcycle, motor scooter, or motorbike on the campuses of The Claremont Colleges

must sign a special agreement indicating that the student will drive only on certain campus streets that are specifically designated by the Department of Campus Safety for access to and exit from the campuses.

#### **4.7 Bike Registration and Parking Policy**

Scripps College encourages the use of bicycles as a convenient and sustainable form of transportation on campus. Unless otherwise noted, the regulations outlined apply to all cyclists operating non-motorized bicycles.

##### **Registration**

Scripps bicycle registration is required for all students, faculty, and staff who park or secure their bikes on the Scripps campus. Bike registration is free. The form is available online or it may be completed and submitted at the Tiernan Field House.

##### Steps to registering a bicycle:

1. Complete and submit the [Bike Registration Form](#) at the Tiernan Field House. Include your name, email address, home (permanent) address, phone number, year of graduation, manufacturer (ex. Giant), model (ex. Cypress), color(s), year (if known) and Serial # of bike. Find the operational hours for the field house [here](#).
2. Note, if your year of graduation changes you must update your registration information and obtain a new sticker.
3. After completing the Bike Registration Form, please bring the form, and your Scripps ID to pick up the registration stickers at Tiernan Field House.
4. Registration stickers must be visibly placed on the bike at the back of the seat shaft.

##### **Bike Parking**

Bicycles are to be secured only to college provided bicycle racks. Bikes that are not parked in accordance with this policy will be confiscated by the college and owner may be subject to a fine. Owners are responsible for the bike and its use even when loaned to another user.

- Bicycles may not be parked on any handrails, handicap posting, and or ADA access ramps.
- Bicycles shall not block (or be attached to) wheelchair ramps in any manner.
- Bicycles may only be parked in designated bike racks and/or sheds.
- Interior bicycle storage is permitted at four locations near the residence halls (Clark, Browning, Frankel/Kimberly and Schow Halls).
- Bicycles are not permitted to be secured or locked to any interior building.

##### **Fines**

Fines will be charged to the bike owner. A \$25 fee will be charged for ADA access ramp violation(s) within the parking regulations provided in the college Bike Policy. Fines may be paid at the Tiernan Field House. Upon receipt of payment, you may make an appointment with the Facilities Department (909-607-2541) to retrieve the bike with your receipt and identification.

##### **Bike Removal, Impound, and Abandonment**

If the bicycle is removed but registered, the college will make its best efforts to contact the owner. Scripps College will remove and impound bicycles that are not registered, illegally parked, abandoned or unclaimed. The college is not responsible for damaged to the bike or to the lock when removing bikes. Impounded bicycles that remain unclaimed for a period of six months will remain in the possession of the Facilities Department. All impounded bikes are available for retrieval for up to six months after the start of the following semester. After that time the College will donate all unclaimed biked to the TFH Green Bike Program, a charity, or another organization at their discretion.

### **Bike Storage (Winter Break/Summer)**

Registered bikes may be stored during the academic year in provided bike sheds. At the end of the academic year, the bike sheds will be cleared of all unregistered bikes or expired registrations (past the graduation year), exterior bike racks will also be cleared of all bikes (registered or unregistered). The lock will be cut at the owner's expense and the bike will be impounded. The College takes no responsibility for damage to or theft of your bike while on campus at any time. Students who are no longer academically registered with the college forfeit the privilege to store their bikes in the bike sheds.

### **Theft**

If you believe your bike has been stolen, please contact Campus Safety: 909-607-2000.

### **No longer want your bike? Transfer or Donate!**

The student run Tiernan Field House Green Program collects and repairs unwanted bikes and rents them to Scripps students, faculty, and staff. For more information, email [TiernanFieldhouse@ScrippsCollege.edu](mailto:TiernanFieldhouse@ScrippsCollege.edu). Students may transfer ownership of their bikes to another student by notifying the Tiernan Field House of the new owner, in writing and completing the section for Bike Transfers on the Bike Registration Form.

### **4.8 Civil Law Enforcement on Campus Policy**

Community law enforcement officers have the right and responsibility to react to law violations on the campuses of colleges and universities in the same way and under the same constraints as in other parts of the community. By tradition and present mutual understanding, the Department of Campus Safety will usually be informed first of possible violations of law. They will deal with the immediate situation and, if advisable, notify the appropriate law enforcement officers and cooperate with them to investigate the possible offense. The College itself will hold students responsible for violations of certain laws, for the College has the right to take actions necessary for order and safety on the campus.

### **4.9 Candles and Flammable Material Policy**

Possession or burning of flammable materials including, but not limited to, candles, gasoline, paint, kerosene lamps, and incense is hazardous to the health and safety of residents and is prohibited inside residence halls. No fuel-powered motor vehicle or associated parts are permitted within the residence halls for use, maintenance, repair, or storage. Irresponsible use of permissible flammable materials (e.g., lighters) is prohibited.

### **4.10 Communicating with Students and Families Policy**

Scripps College views its students as adults who are learning to make their own decisions and take responsibility for their educational progress. In support of this philosophy, the College communicates directly with students on all matters affecting their college experience. Students are encouraged to regularly communicate such matters to their families. At the student's request, the College will communicate directly with the family. In recognition of the concern for a student's well-being and the soundness of her educational experience, it is the College's policy to communicate programs and activities held throughout the academic year to families. In the case of a medical emergency, the College reserves the right to contact the person(s) listed on the Emergency Contact Information Form after first attempting to consult with the student.

### **4.11 Indicating Plans for the Following Semester**

#### Returning to Campus in Continuous Enrollment

It is expected that degree-seeking students will maintain continuous full-time enrollment until

they graduate and that, if their plans change, they must formally notify the Registrar's Office by way of the Intent to Take a Leave of Absence form or Notice of Withdrawal form.

#### Taking a Leave of Absence from Scripps

Leave of absence for up to two consecutive semesters is permitted for personal, medical, financial, or other reasons. A student must formally notify the College via the Intent to Take a Leave of Absence form (available from the [Registrar's Office](#)) by mid-March for the following fall semester, or by mid-November for the following spring semester. Deadlines are posted by the Registrar each semester. This notification process must include meeting with the academic advisor, the Dean of Students Office, the [Registrar](#), and the Office of Financial Aid. Failure to complete this process by the posted dates may result in forfeiture of fees.

Students who plan to attend and transfer credit from another college are subject to Scripps' transfer credit policy. Students must confer with the Registrar's Office on any questions regarding transfer credit policies and procedures. Students will not receive credit from a study abroad program completed outside the purview of Scripps Off-Campus Study.

Students wishing to extend a leave of absence beyond two semesters may do so only under exceptional circumstances and via petition to the Committee on Academic Review. Students on leave beyond four semesters are subject to administrative withdrawal. Campus email address, academic portal access, and the campus mailbox are retained during the leave of absence.

#### Returning to Scripps from a Leave of Absence or Off-Campus Study Program

A student returning from a leave of absence must formally notify the Registrar's Office of her intent by March 15 for the following fall semester, or by November 15 for the following spring semester. Returning students who confirm their enrollment plans by the posted deadlines will be eligible for Scripps housing and preregistration. Failure to meet these deadlines may result in forfeiture of fees, preregistration privileges, and housing. Students returning from medical leave of absence may need to supply documentation that supports their return to a full course load.

Financial aid recipients should consult with the Office of Financial Aid to plan for their return to Scripps, as financial aid deadlines may precede admission notification deadlines. Students who attended a college or university while on a leave are subject to Scripps' [transfer credit policies](#). A student must be in good academic standing at all institutions attended while on leave to be eligible to return to Scripps.

#### Withdrawing from Scripps

A student may voluntarily withdraw from Scripps by completing the Notice of Withdrawal form available from the Registrar's Office. Exit interviews with the Dean of Students, the Registrar, and the Office of Financial Aid are required to complete this form. Students who do so by the posted deadlines are eligible for a refund of their security deposit (minus deductions for any relevant charges).

Transcripts of students who withdraw from Scripps by the last day to drop from courses without academic penalty will reflect no enrollment for that semester. Transcripts will show non-punitive grades of W in courses for students who withdraw after the deadline to withdraw from classes. Campus email address, academic portal access, and the campus mailbox are inactivated following withdrawal from the College.

#### Involuntary Leave

Scripps College is committed to helping protect its community, and preserving the integrity of

its learning, residential, and working environments. In extraordinary circumstances, a student may be required to leave the College if there is sufficient evidence that the student is engaging in, or is likely to engage in, behavior that poses a significant risk of harm to self or others, or significantly disrupts the learning or residential living environments of others. Before an involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave. An involuntary leave under this policy does not prevent disciplinary action in response to violations of student conduct rules, academic dishonesty violations state or federal law violations or violations of other policies and regulations. In addition, this policy does not preclude the suspension of residential hall privileges following a violation of College residential or other policies.

The following establishes the circumstances under which an involuntary leave of absence may be imposed, as well as the conditions under which a student may return.

A leave of absence from the College may be required by the VP/DOS if, in their judgment, one of the following criteria is met:

- The student's behavior indicates a significant risk to the health and safety of self or others, or
- The student exhibits behavior that significantly interferes with their ability to function in an academic or residential setting and/or significantly interferes with the educational pursuits or living environment of others

In cases where a leave may be required, the VOP/DOS will consult with, as appropriate, the Associate Dean of Students (ADOS), Assistant Dean and Director of Case Management, the student's Primary Contact Dean, the Director of Counseling and Psychological Services, Student Health Services, Campus Safety and others, depending on the specific circumstances of the case. If possible, the VP/DOS or ADOS will meet with the student before making a final decision and may also consult with the student's parents/family. The decision to require a leave will be communicated, whenever possible, directly to the student by the VP/DOS or ADOS. Involuntary leaves are typically temporary but, in instances where the risk cannot be resolved, may permanently prohibit a student from returning to the College.

In cases where a student is allowed to return from an involuntary leave, the student's return must be approved by the VP/DOS, who will review the case in consultation with other appropriate parties to determine if the reason for the involuntary leave has been resolved. When requesting to return, a student may be asked to provide the College with supporting documentation.

#### **4.12 Cooking and Electrical Appliances Policy**

Standards of health and safety make it necessary to require the use of power strips only (with surge protectors and reset buttons), as the electrical circuits are not designed to carry heavy loads, and to prohibit the use of extension cords, holiday lights, hot plates, coffee percolators, corn poppers, rice cookers, halogen lamps, electrical water coolers, space heaters, and all cooking appliances (including microwaves and appliances with open heat sources and no thermostat control). Only mini-fridges without a microwave and Microfridges are permitted in student rooms.

#### **4.13 Damages and Missing Property Policy**

Scripps College holds its students fully responsible for any damages or losses of property that occur in their living units by the students themselves or their guest(s). If loss or damage occurs in a public area, and the responsible party cannot be identified, the hall's vandalism account is billed. Losses and/or damages should be reported to the Campus Maintenance Office. Maintenance personnel will inspect the loss and/or damage and submit to the

responsible party an estimate of repair or replacement and a response date after which the responsible party will be billed the entire cost of restoration or replacement as adjusted by the director of maintenance. Any grievances that might arise as a result of this process are to be brought before a dean in the Dean of Students Office.

Scripps College maintains a furniture policy to ensure fire safety, maintain cleanliness, and prevent exposure to pests in student rooms. All rooms are furnished by the College for its assigned occupants with a bed, desk, desk chair, dresser, floor lamp and wardrobe/closet.

Scripps-owned furniture belonging to the suite or room may not be removed under any circumstances and must remain in the assigned bedroom or suite. **Students should ensure that neither any Scripps-issued furniture nor any personal items are placed in the room or suite in a way that impedes egress from the door or window in the room or suite.** No furniture, whether College-issued or personal, should be attached to the building structure. Students are responsible for removing personal furnishings from their room when they move out of the residential space. Failure to do so may result in a fine.

No college-issued furniture may be used for outdoor purposes, unless it is deck furniture on approved balconies, porches or other outside areas. Only furniture intended for use outdoors may be used or stored outside. Indoor furniture may not be used or stored outside. Lounge or common area furniture may not be removed from the public space and/or placed in individual rooms or suites.

#### **4.14 Policy on Demonstrations at The Claremont Colleges (October 29, 2001)**

The undergraduate Claremont Colleges, Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College together with Claremont Graduate University, Keck Graduate Institute and Claremont University Consortium (CUC) are all member institutions of the "Claremont Colleges". Each of these member institutions respects the rights of free speech and peaceable assembly and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceable, and infringes upon the rights of others, threatens property or public safety, or impedes the business of the member Colleges or CUC, the individual Colleges and CUC will act according to this policy.

Every institution in the consortium has instituted procedures for presenting and peaceably resolving disagreements about policies. Officials at the individual Claremont Colleges and CUC are willing to examine, discuss, and explain institutional policies to any member of the Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of the Claremont Colleges or of Claremont University Consortium or their affiliated institutions is prohibited.

Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but the Claremont Colleges individually and collectively subscribe to the general guidelines listed below:

- Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property.
- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or CUC.

If an officer or designee of an affected College or CUC informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.

Any individual acting in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's or group's behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not an acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or Consortium policy will not excuse violations. Charges will be brought at the home college of the accused.

Any President on his or her home campus, or designee, or the Chief Executive Officer of CUC, or designee, on the property of CUC, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home College's disciplinary procedures. The Presidents and the Chief Executive Officer of CUC may delegate their authority to act.

#### **4.14.1 Enforcement Policy**

In the event of a non-peaceful or disruptive action on the property of any of the Claremont Colleges, CUC, or any of their affiliated offices or programs, the affected College or Colleges or Claremont University Consortium will act according to the following procedures:

1. The President (s) of the College (s) where activities are disrupted or the Chief Executive Officer of CUC, in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The President of the college may summarily suspend a student of his/her college violating this policy. However, the president of the college or the CEO of CUC will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges – pending referral to the home campus disciplinary body.
2. The Colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate Officials at the affected institution (s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action– including requests for suspension – and take action that is consistent with an/or allowed by disciplinary procedures at the home campus.
3. Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to CUC.
4. All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing. Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person, California Penal Code Section 834).
5. Individual Claremont Colleges and CUC may bill students or file civil suits to recover damages and costs.
6. While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and

make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

*Approved by the Council of the Claremont Colleges, November 7, 2001. This policy is not to be amended or changed without approval of the Council.*

#### **4.15 Escort and Guest Policy**

The escort policy was created by and adopted by the Scripps student body. Students may have guests at any time. From the time guests enter the residence halls, they must be escorted by a Scripps student who will take responsibility for the guests; the student will leave only when another Scripps student assumes responsibility for the guests. In the case that guests need to use the restroom, the Scripps escort's door must remain open until the guests return. For security reasons, students are encouraged to not provide entry to individuals who are other students' guests. Students may have overnight guests with prior permission from all roommates/suitemates. Overnight guests are permitted to stay no more than four consecutive nights. In the event that a student hosts a guest in excess of four consecutive nights, the College reserves the right to deny guest privileges to the hosting student or to terminate the hosting student's occupancy. Any violation of this policy results in a judicial hearing.

Responsibility Clause: The student hosting the guest is responsible and accountable, including financially, for the conduct of the guest. Any infraction of the rules and the cost of repairing any damage by the guest are assumed by the host student.

#### **4.16 Evacuation Policy**

All students and their guests must exit the building when a fire alarm sounds. Individuals who remain in the building will be charged \$150. See "Responsibility Clause" in the Guest and Escort Policy for further information.

#### **4.17 Event Registration and Facility Use Procedures and Guidelines**

##### Communication and Cancellation:

Anyone involved in registering an event must maintain open communication with the Dean of Students staff members. As problems emerge, they must be discussed and dealt with immediately. Cancellation of an event may result from violation of these guidelines and/or disruption requiring security or police action. Please note that events may not be registered during reading days and final examinations.

##### Event Registration for Events Not Involving Alcohol:

- A person registering a non-alcohol-related event must register their event through the Virtual Event Management System (VEMS) website at <https://emsweb.claremont.edu/Scripps/>, where it will be approved by the appropriate departments. Instructions are posted on this website; for detailed information, click on the "Links" tab. To check for available space or for facilities information (including capacity), click on the "Browse" tab.
- Reservations can be made beginning the first day of classes each semester, and events cannot be booked after the last day of classes each semester. Requests for facilities should be made as far in advance of the event as possible.
- Once you enter your facility request via VEMS, you will receive an email confirmation of approval from the reservation scheduler. Your facility request is not approved until you receive this confirmation. Please be sure to give a thorough description of your event/tables and provide other details, such as whether you will have music, as these items also must be approved.



- If your event is canceled, be sure to cancel through VEMS. Additionally, contact any resource services you obtained for the event to cancel directly with each department.
- At times, back-to-back events are common; users may not ask the preceding group to vacate the facility prior to the time reserved. Facility users are also responsible for unlocking and relocking all facilities. Arrangements to obtain keys may be made through the Public Events Office or Malott Commons Office, depending on the facility being used.
- There must be at least one Campus Safety Officer for an event with more than 75 people. For every additional 75 people or portion thereof, an additional security officer is required. For events drawing over 500, special arrangements should be made with OSE. Payment for security officers will be required at the time the event is registered.
- If planning to use the Department of Campus Safety, arrangements must be made through OSE at least two weeks prior to the event.
- The person registering the event must develop a plan for their use of security officers and submit it to OSE, including a site layout. The registrant must meet with the security officers 15 minutes prior to the start of the event to discuss the plan, to form a working alliance, and to develop informal security networks to keep order at the party, with backup as necessary from security officers. The primary responsibility to keep the party under control lies with the students and not with the security officers. Security officers should be instructed to patrol the party and to work with the students to ensure a safe and peaceful environment, and they should be instructed to take appropriate action if a disruption occurs.

#### Event Registration for Events Involving Alcohol:

- Events involving alcohol in a space with more than 15 people may not be held in a student room and must be registered. The event must be planned and registered at least two weeks in advance. Registration is complete when all appropriate forms are submitted with information and have been approved by OSE staff. A person registering an event involving alcohol must register their event through the VEMS website at <http://emsweb.claremont.edu/Scripps/>.
- The VEMS form requires an estimated maximum number of guests; the number of guests at the event may not exceed this number.
- The person registering the event must develop and provide a satisfactory method to verify that guests who are being served alcohol are 21 years of age or over.

#### Guidelines Specific to Serving Alcohol:

- At least one Scripps student who is at least 21 years of age must register the event through VEMS and assume full responsibility for the event, be present for the duration of the event, and not consume any alcohol. Although not required, it is strongly recommended that additional students assume responsibility.
- All servers must be hired from the approved servers list, available through OSE, and may not consume alcoholic beverages for the duration of the event. Alcoholic beverages may not be served to persons who appear intoxicated. The server, and not the individual being served, must consistently measure all drinks.
- Beer and wine are the only alcoholic beverages that may be served at registered events. Beer includes all fermented beverages with an alcohol content of up to 6%. Wine includes champagne and other sparkling wines with an alcohol content of up to 14%.
- The amount of alcohol allowed at an event will be determined by a Dean of Students staff member and will be based on the number of guests over 21 attending the event.
- Students may not use Scripps College funds to purchase alcoholic beverages, nor may any Scripps organization collect money for this purpose, and alcohol may not be sold.
- Supplies of alcoholic beverages may not be replenished after the event has commenced.

#### Security:

- There must be at least one security officer for an event with more than 75 people. For every additional 75 people or portion thereof, an additional security officer is required. For events drawing over 500, special arrangements should be made with OSE. The number of security officers will be based on the estimated maximum number of guests. Payment for security officers will be required at the time the event is registered.
- If planning to use the Department of Campus Safety, arrangements must be made through OSE at least two weeks prior to the event. Party hosts are encouraged to hire staff from the Department of Campus Safety.
- The student registering the event must develop a plan for the student use of security officers and submit it to OSE. The student must meet with the security officers 15 minutes prior to the start of the event to discuss the plan, to form a working alliance, and to develop informal security networks to keep order at the party, with backup as necessary from security officers. The primary responsibility to keep the party under control lies with the students and not with the security officers. Security officers should be instructed to patrol the party and to work with the students to ensure a safe and peaceful environment, and they should be instructed to take appropriate action if a disruption occurs.
- Security officers may not consume any alcoholic beverages while they are on duty.

#### Barbeque Policy:

- Student-hosted barbecues may be held on Jaqua Quadrangle East, specifically the open lawn immediately south of the Rose Garden between Toll Hall and Browning/Dorsey Halls. For the safety of the students and the campus, barbecues are prohibited in all other locations on the Scripps campus.
- Event registration must be completed through VEMS (at <http://embweb.claremont.edu/Scripps/>), where it will be removed by the appropriate departments.
- The Maintenance Department will provide the grill.
- Students must purchase self-lighting charcoal for use. The use of lighter fluid and propane grills is not permitted.
- The Grounds Department will provide the student registering the event with a hose and a means of disposing of the charcoal.
- Barbecues and self-lighting charcoal may not be stored in the residence halls or individual student rooms.
- The students are responsible for cleaning up after the barbecue, including the grill, and leaving the premises as they found it. Should the area not be properly cleaned, the student who registered the event will be responsible for a \$250.00 fine.
- All barbecues must conclude by 10:00 pm in order for the Maintenance Department to pick up the clean barbecue.

#### Compliance:

Please note that strict adherence to these policies and regulations regarding personal conduct and alcoholic beverages is required. Students found to be in violation of these policies will be requested to pour out all alcohol, and the event will be ended immediately. Any person or organization that fails to do so may be subject to additional judicial board charges and/or outside legal action.

#### Other Event-Related Information: Admittance to Five-College Parties:

- Only individuals who possess a valid five-college ID or official guest pass and picture ID will be admitted. Students must follow protocol of each host institution on how to obtain a guest pass, which may require processing prior to the event date.
- Once a student's age has been verified as over 21, he or she must receive a wristband to signal they are of legal drinking age. Students must follow protocol of each host

institution on how to obtain a wristband, which may require processing prior to the event date.

- Students hosting the party are responsible for preventing non-students, including college or food service staff, from attending unless the non-students are guests of a Scripps student. Names and/or descriptions of non-students should be written down and reported to OSE.
- A security guard will be on duty at the entrance at all times to check IDs, prevent alcohol from being taken into the party, and turn people away if necessary.

#### Guest and Guest Passes:

- The student hosting the guest is responsible for the guest's legal and orderly behavior.
- If the band wishes to bring guests, it must provide the sponsoring students with a list of guests (names, addresses, telephone numbers, and ages) at the time the agreement or contract for services is signed (10 guests maximum), and arrangements must be made with OSE and Campus Safety.
- If the party involves a large group of students from a non-Claremont College, the College SAS guidelines apply.
- Scripps students are limited to two guest passes per event, which may be obtained from OSE.
- The student will be required to show proof of their Scripps affiliation.

#### **4.18 Firearms, Explosives, and Weapons Policies**

Possession, use, or transportation of firearms or "deadly weapons" is prohibited on the campuses of The Claremont Colleges. The storage or transportation of such weapons by students or staff on campus or in automobiles parked on or frequenting the campus is prohibited. Violation of this policy will result in confiscation of the weapon and may result in judicial action by the College. The term "deadly weapon" includes, but is not limited to, a blackjack, slingshot, billy club, sand club, metal knuckles, dagger, switch blade knife, pistol, bee-bee gun, revolver or other firearm, any knife with a blade longer than five inches, any razor with an unguarded blade, any metal pipe or bar, or other object used or intended to be used as a weapon.

#### **4.19 Flowers on Campus Policy**

The flowers on campus may be cut in the following areas: the rose garden between Browning and Toll, all pansy and daisy beds, camellias at the north end of the Music and Dance Buildings, and the roses at the north end of the Old Lang Art Building. Flowers in Margaret Fowler Garden and the camellias near Denison Library may not be cut or picked.

#### **4.20 Graffiti Wall Policy**

Only the senior class may sign the Graffiti Wall (between Toll and Browning). Signing must take place according to the guidelines available in the Dean of Students Office. The senior class co-representatives coordinate the signing of the Graffiti Wall.

#### **4.21 Hall Obstruction Policy**

Hall obstructions are considered a safety hazard by the Claremont Fire Marshal. Therefore, personal belongings may not be left in the hallways. Obstructers will receive two verbal warnings by a hall council or residential life staff member for the first offense. Each subsequent offense will result in immediate judicial action.

#### **4.22 Hall Constitutions**

Students must adhere to all additional rules stated in each hall's constitution.

#### **4.23 Hazing Policy**

Hazing, as defined by California Education Code sections 32050 and 32051, is not permitted at Scripps College. No individual, recognized student organization, club, team, or any other Scripps-affiliated student group shall plan, engage in, or condone hazing activities, on or off the Scripps campus.

#### DEFINITION OF HAZING

Education Code section 32050 states:

“ . . . ‘hazing’ includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any . . . college, University, or other education institution in this state; but the term ‘hazing’ does not include customary athletic events or other similar contests or competitions.”

Education Code section 32051 states:

“No student, or other person in attendance at any . . . private . . . educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.”

#### CONSEQUENCES OF A VIOLATION

Scripps College expects its students to conduct themselves in socially responsible and respectful ways. Thus, participation in hazing, either as an individual or as part of any student organization, may result in disciplinary action up to and including expulsion, permanent loss of organizational recognition, or loss of eligibility to remain a member of any club, team, or other Scripps-affiliated student group. Consent, implied or expressed, is not a defense for any complaint or charge alleging a hazing violation.

Regular college disciplinary procedures will be applied to individual students and clubs or organizations for their participation in hazing activities. The athletic department shall handle consequences pertaining to teams. Institutional action may proceed whether or not a police investigation is undertaken or a criminal charge for hazing is filed by the District Attorney’s Office.

#### APPLICATIONS

Scripps hazing policy is not intended to prohibit student recruitment or new (or continuing) member activities that are positive and educational in nature, designed to instill a group ethos or unit. Its intent is to deter those behaviors that cause or are likely to cause harm to another student.

Some examples of hazing activities or events include:

- Activities which require individuals to violate federal, state, or local laws; contradict a person’s moral or religious beliefs; or violate the rules and regulations of Scripps College.
- Any form of coerced physical activity or exercise. Ingesting any liquid or solid matter, edible or non-edible. Kidnapping new members.
- Marking or branding or tattooing or piercing of a new member.
- Scavenger hunts and pranks that promote theft, vandalism, or destruction of property.
- All-night work or study sessions that interfere with academics. Embarrassing clothing and/or doing embarrassing actions.
- Sleep deprivation.

- Grilling of individuals/groups with questions of any kind.
- Personal errands and chores run by new members for initiated members. Requiring new members to live together.

Questions should be directed to OSE at 909-607-4703 or DOS at 909-621-8277.

\*Appreciation is given to Stanford University for permission to borrow liberally from its hazing policy.

#### **4.24 Health Policy**

Upon recommendation of Student Health Services or a physician, a student who contracts a contagious disease may be expected to relocate to a contained location until their disease is no longer a threat to others in the community. If a room is not available at the time, the student is expected to make arrangements to stay off campus until they are given permission to return to campus. The Dean of Students Office will work with the student to make the transition as smooth as possible.

Scripps students hold a mutual responsibility to the health and wellbeing of the other members of our campus and consortial communities. Scripps expects and requires its students to follow Scripps and L.A. County health guidelines, including the Scripps College Community Compact (see Appendix J). As we begin the 2021-2022 academic year, we return to campus at a time when our entire community must demonstrate significant flexibility. Scripps expects its student will act accordingly and demonstrate responsible decision-making regarding the health and safety of others. With this flexibility and consideration for the welfare of our community in mind, Scripps students understand that the College may utilize expedited student conduct procedures when addressing behavior that threatens the health and safety of others. Scripps students who engage in, facilitate, or organize irresponsible or reckless behavior that puts the community at risk may face formal disciplinary action, which may result in removal from College housing or suspension from accessing campus.

#### **4.25 Information Technology Policy**

##### The Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the colleges' students, faculty, and staff. These services are provided for educational purposes and to carry out the legitimate business of the colleges.

The Claremont Colleges and members of the college communities are expected to observe federal, state, and local laws that govern computer and telecommunications use, as well as the colleges' regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials or to participate in activities that are in violation of federal, state, or local laws or other college policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

Computing and network facilities resources users are required to use these resources within the colleges' standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities, will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the colleges extends to use of computing and network facilities resources and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices
- Campus video cable
- Classroom presentation systems
- Voice messaging equipment
- Data networking equipment systems, including remote and wireless access
- Computer software
- Electronically stored institutional data and messages
- All other similar resources owned, controlled, and/or operated by the colleges
- Services to maintain these resources

### **Ownership**

The Claremont Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants are administered under the terms of this policy for as long as they remain within the lawful possession or control of the colleges. CNF resources provided to on-campus residences are also owned, operated, and provided by the colleges.

### **Privacy and Security**

#### File Confidentiality

Your documents, files, and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this policy and thus should not be regarded as private or confidential. The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or email. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic and its contents and examining files on any computer system connected to the network.

You should also know that all files on shared (i.e., networked) systems, including email servers, are backed up periodically on schedules determined by each college. Backup tapes are preserved for lengths of time also determined by individual college operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.

#### Network Monitoring

Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses and other characteristics of files, including the

URLs of the websites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations, and planning. You should also be aware that many Web host machines on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your email address.

Many educational and business activities at the colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the colleges' primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time, these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own college's IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate college authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

#### Passwords and Codes

Individuals who are entrusted with or who inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords. Passwords may be used for the purpose of security, but the use of the password does not affect The Claremont Colleges' ownership of electronic information.

#### Access to Resources

Access to CNF resources is a privilege, which is allowed only to The Claremont Colleges' authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

- You must understand and comply with all applicable federal, state, and local laws.
- You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to "sniff" or eavesdrop on data on the network that are not intended for you.
- You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource, or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
- Each college's policy on harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
- Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
- Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.

- Spoofing or attempts to spoof or falsify email, network, or other information used to identify the source, destination, or other information about a communication, data, or information is prohibited.
- You must not degrade computing or network performance in any way that could prevent others from meeting their educational or college business goals. You must not prevent others from using shared resources by running unattended processes, by playing games, or by “locking” systems without permission from the appropriate system manager.
- You must conform to laws and college policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
- You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials, or to participate in activities that are in violation of federal, state, or local laws.
- You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials in violation of other college policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
- You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signature files.
- Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the colleges. Faculty, students, or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
- The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by The Claremont Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
- Willful or unauthorized misuse or disclosure of information owned by the colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment, regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective information technology organization of one of The Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate college authority to take action, which may result in dismissal from school and/or termination of employment.

#### **Electronic Recording Policy**

Recording of classroom activities by any electronic means, by students, other faculty, university administrators, or others, requires written permission of the instructor. All students in a class must be informed if permission has been given for a class to be recorded.



Accessibility to lectures or other materials by persons with disabilities will be accommodated as required by applicable policies and laws.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the [website of the U.S. Copyright Office](#), especially their [frequently asked questions](#).

### Copyright Infringement Notifications

Scripps College does not routinely monitor its computer network to detect the infringement of copyright-protected material such as music, movies, television programs, games, software, and books. The College receives copyright infringement notifications of various kinds from the owners of the copyright-protected material that has allegedly been infringed. The Digital Millennium Copyright Act (DMCA), 17 U.S.C. § 512, provides copyright owners or their representatives with a statutory procedure for notifying entities that provide online services or network access, or facilities for that purpose (known as service providers), of infringing activities by their subscribers or account holders. Scripps College is a service provider within the definition provided by § 512 (k) of the DMCA.

### Response to DMCA Notices

Receipt of a DMCA notice indicates that The Claremont Colleges policy on “[Appropriate Use of Campus Computing and Network Resources](#)” may have been violated by the user at the IP address identified in the DMCA notice. The College respects the rights of ownership for all intellectual or entertainment property protected by copyright and explicitly prohibits the illegal sharing of copyright-protected material. Be forewarned that while Scripps College generally addresses copyright violations with a “three strikes” procedure, a copyright owner is under no obligation to do the same. In addition to sending complaints to Scripps College, copyright owners may take direct and immediate legal action against alleged infringers and subpoena the College for the identity of the individual associated with the IP address.

### **Procedures**

#### First Notification

The first time a DMCA notification is received that a computer on the Scripps College network is associated with the downloading or distribution of copyrighted materials, an email is sent to the user associated with that computer. The email will include the Scripps College Copyright Violation Notice along with a copy of the received DMCA notice. The Dean of Students Office is also copied on the notification. The user has 48 hours to respond and either demonstrate that the notification was not warranted (by showing, for instance, that the materials were not copyrighted, or that the use qualified for a legal exception) or indicate that the material in question has been removed and no more unauthorized downloading or distribution will take place. If any notification is shown to be unwarranted, no record of it is

kept. If the user does not respond within 48 hours and/or if unauthorized use of copyrighted materials continues, network access is suspended (the user's network connection is disabled) until the situation is resolved. Email and other accounts will continue to be accessible from the Scripps Computer Lab and residential hall computer room systems only.

#### Second Notification

On the second notification, the user's network access will be suspended immediately, and an email is again sent to the user associated with the IP address in the DMCA notice. The email will include the Scripps College Copyright Violation Notice along with a copy of the received DMCA notice. The Dean of Students Office is also copied on the notification. The user is required to submit a signed certification page that states that the user understands copyright issues and the ramifications of a subsequent offense, or to demonstrate that the notification was unwarranted. Network access will be restored no sooner than four business days and is contingent upon receipt of both the certification page and a \$500 service reconnection fee.

#### Third Notification

If a third notification is received, network access shall be suspended immediately. The user is again informed by email, including a copy of the DMCA notice. The Dean of Students Office is also copied on the notification. Network access is not restored until the case is adjudicated by the College Judicial Board. The College Judicial Board can impose whatever sanctions—including termination of network access, probation, suspension, and expulsion—are deemed appropriate. If network privileges are to be restored, you can be charged a service reconnection fee of up to \$1,000. The existence and imposition of university sanctions do not protect members of the campus community from any legal action by external entities or the university itself.

#### Response to Preservation Notices

In April 2008, The Claremont Colleges, including Scripps, began to receive a new form of email from RIAA commonly referred to as a "preservation letter." A preservation letter is a notice to the College asking us to preserve specific records that could be useful in a subsequent court case by an RIAA member against a person accused of copyright infringement who has used an IP address on the College's network. If Scripps College receives a "preservation letter" that requests the holding of basic contact information for the individual, we will act to preserve the information and notify the user of our doing so. The College will not, however, release any information unless served with a proper subpoena.

#### Response to Settlement Letters

In February 2007, the Recording Industry Association of America (RIAA) introduced a new strategy for dealing with copyright infringement. The new RIAA strategy includes sending a "settlement letter" to colleges. RIAA sends an email to the College claiming that one of our users is violating the record companies' copyrights by uploading and downloading copyrighted recordings. The email to the College also states that if a settlement is not reached with the person at the IP address, a lawsuit will be filed and a subpoena will be served on the College requesting information to identify the person at the IP address associated with the alleged copyright infringement. The College preserves records associated with the IP address in anticipation that a John Doe complaint may be filed and subpoena issued. The email to the College comes with a PDF file attached that contains a pre-lawsuit settlement letter that RIAA requests the College to forward to the user at the IP address associated with the alleged infringement. The RIAA settlement letter offers the person at the IP address the opportunity to settle out of court. Settlements under this program have been reported to be in the range of \$3,000 to \$7,500.

If a user receives a settlement letter, it is the user's responsibility to decide how to respond to

the RIAA. The user may want to seek legal counsel before making a decision. When Scripps College receives an RIAA settlement letter, it will forward that letter to the user at the IP address the RIAA has identified in the accompanying email to the College. The College's procedures for addressing violations of the Appropriate Use of Campus Computing and Network Resources are followed as a result of receipt of a settlement letter email. The College does NOT release the name of a user upon receipt of a settlement letter email. The College only provides identifying information about an IP address to a copyright owner in response to a valid subpoena.

#### **4.26 Key Policy**

**Duplicating and Lending:** All keys and card keys remain the property of the College and may not be duplicated by residents. Residents are not permitted to loan, sell, or transfer a College key or key card to any person for the purpose of allowing that person to access College facilities. Any student who abuses this policy may have universal access revoked.

**Loss of Key/Card Key:** A lost key and/or card key must be reported to the Campus Maintenance Office or a Dean of Students staff member immediately. A re-key costs \$100 plus the cost of replacing other keys assigned to that lock; however, the final charge of re-keying a room or office key is determined by the locksmith. The lost card key fee is \$25.00 and is assessed even if the student finds the card. Any student who fails to return keys checked out in the student's name by the end of the academic year will be charged the lock replacement fee.

#### **4.27 Library Fine Policy**

Procedures to be followed to transfer unpaid library fines to the student account:

1. The Libraries will mail an Over Due Book Notice within two days of the due date for return of the book. The Over-Due Book Notice will be modified to read:

These books must be renewed or returned within 10 days or your student account will be charged \$100 per book. You may renew them yourself through the Library Catalog, or phone a Circulation Dept. If you self-renew it is important to CHECK EACH BOOK'S NEW DUE DATE!  
909-621-8372 Honnold/Mudd Circulation  
NOTE: Blais software enhancements are scheduled for implementation this summer that will enable the Libraries to forward a reminder notice in advance of the due date.
2. At the close of 10 days, the student will receive a follow-up Bill Notice that will be modified to read:

Bill Notice: The items listed have reached the billing date without being returned or renewed. CHARGES ARE NOW DUE on these items. This bill may be paid at the Library until the 25th of the month. After that date, Library fines totaling \$100 or more will be forwarded to your student account. Library check-out privileges have been suspended until the library fine has been paid. Please contact Honnold/Mudd Circulation concerning renewals or payments. Thank you. 909-621-8372
3. On the 25th of each month, the Libraries will prepare a detailed billing of all accounts that total \$100 or more in the aggregate and will forward the report to the appropriate College Student Accounts Office. The Student Accounts Office will record the library fines on the student account and make payment directly to the Libraries. The Libraries agree to withhold check-out privileges until the Student Accounts Office notifies the Libraries in writing by email that the fine has been paid. If the book is returned instead after the fine has been placed on the student account, the Libraries will notify the Student Accounts Office in writing by email that the book has been returned. The Libraries will refund to the College \$90 of the \$100 fine, which will be credited directly to the student's account.

4. For the convenience of students, the Libraries will collect fines on weekends (Friday after 6:00 pm and Saturday) on behalf of the Student Accounts Office. Payments will be forwarded on the first business day directly to Student Accounts Office for credit directly to the student's account.
5. By May 1 of each year, the Libraries will forward to the Dean of Students Office and the Student Accounts Office a list of those senior students who have outstanding library fines. Students with delinquent accounts will be subject to those policies of the College regarding participation in graduation, transcript release, etc.

#### 4.28 Lockout Policy

Students are allowed two free lockouts per year; after that, all key services will cost \$25 and will be billed to the respective student account at the end of each semester. In the instance that a Department of Campus Safety officer provides the key service, the student may choose to pay the officer by check upon services rendered. The following is a breakdown of whom to call for lockouts based on day and time.

<b>Scripps Residential Halls &amp; Houses</b>		
<b>Time</b>	<b>Contact</b>	<b>Phone</b>
Monday-Friday, 8am-5pm	Managed by Facilities	909-607-2541
Monday-Friday, 5pm-11pm	Managed by Reslife on Call	909-708-7603
Monday-Friday, 11pm-8am	Managed by Campus Safety	909-607-2000
Saturday & Sunday, 8am-11pm	Managed by Reslife on Call	909-708-7603
Saturday & Sunday, 11pm-8am	Managed by Campus Safety	909-607-2000

<b>Scripps Students at CCA</b>		
<b>Time</b>	<b>Contact</b>	<b>Phone</b>
Monday-Friday, 8:30am-5pm	Managed by CCA Front Office	909-332-2466
Monday-Friday, 5pm-8:30am	Managed by Campus Safety	909-607-2000
Saturday & Sunday, All Day	Managed by Campus Safety	909-607-2000

#### 4.29 Missing Student Notification Policy

Students who reside in on-campus housing are encouraged to identify a person to be contacted if it is determined that the student has been missing for more than 24 hours, and to register that person's emergency contact information, confidentially, with the Dean of Students Office and the Department of Campus Safety. If a student is determined to have been missing for 24 hours, the College and/or Department of Campus Safety will, within 24 hours, notify the appropriate law enforcement agency, and if the missing student is under 18 years of age and not an emancipated individual, the College and/or department will also notify a custodial parent or guardian. If a member of the College community believes that a student who resides in on-campus housing is missing, this should be reported to the on-call dean and/or the Department of Campus Safety so that appropriate action can be taken.

#### 4.30 Persons and Property Policy

Persons: Students shall not threaten or endanger the safety and/or well-being of others. Students shall not attack or physically injure any member of any College- owned or jointly

owned facility or member of an affiliated institution or their authorized guests when such guests are on College-owned property.

Individual Property: Students may not possess, deface, or destroy any objects/property not belonging to them without consent of the owner.

College Property: Propping doors, using windows, fire escapes, and French doors or balconies as entrances or exits, and standing on roofs and ledges is prohibited except in the case of an emergency. Outdoor antennas, painting individual rooms or common areas, and waterbeds are not permitted. Skating on campus is only permitted on concrete walkways.

#### **4.31 Quiet Hours Policy**

Noise will be kept to a minimum at all times. Disorderly conduct, unreasonable noise, or behavior that results in unreasonable annoyance is prohibited. Quiet hours will be in effect from 11:00 pm to 9:00 am Sunday through Thursday and 1:00 am to 10:00 am Friday and Saturday. At 8:00 am on the Sunday before finals begin (not referring to spring semester, seniors finals week), quiet hours will extend to 22 hours and continue through the end of the semester.

#### **4.32 Smoking Policy**

No smoking is allowed within 25 feet of any campus building, student bedrooms, or in public areas in the residence halls, which includes, but is not limited to, browsing rooms, living rooms, hallways, stairwells, lounges, kitchenettes, interior courtyards, and balconies. Vapor cigarettes are also prohibited.

#### **4.33 Storage Policy**

Student storage is available in the basement of each residence hall (Frankel and Routt share storage in the basement of Routt) during the academic year and may be used at a student's own risk. At the end of each academic year, students are responsible for removing all their items from storage. The College empties and cleans the storage areas over the summer and takes no responsibility for any items left behind from the academic year.

#### **4.34 Student Identification Card Policy**

Every student is issued an official photo ID card upon entrance to the College. This card is evidence of the student's enrollment at the College. An ID card may be required for admission to certain facilities or events that are limited to Scripps College or students of The Claremont Colleges. Students are required to show a valid ID card or other appropriate identification if requested to do so by a Department of Campus Safety Officer or other College official acting in his or her official capacity. The ID card also acts as a card key to the residence halls, a meal card, and a library card for Denison and Honnold/Mudd Libraries.

#### **4.35 Student Organization and Student Employment Offices Guidelines**

##### **General Expectations**

Security and wellness for our students is important to Scripps College. Please help us maintain a safe environment by following some simple but important guidelines when utilizing department public spaces and student organization and student employment offices:

- Keep your office door locked and valuables secured when unattended. Do not loan office keys to anyone, and immediately report any lost or stolen keys to the department director.
- While general upkeep, maintenance, and custodial service is provided, student organizations and employees are expected to maintain clean working spaces at all times and do their part to support the general upkeep and organization of public/common

areas. If you notice cleaning supplies are low or need to be replaced, please notify department staff.

- The kitchen space and refrigerator are a common space for use. Students are to be respectful of cleaning sinks, stoves, and counter tops after use, and items stored in the refrigerator are the property of its owner. Courtesy, respect, and a commitment to safe space is expected at all times in common areas. Please be respectful of and responsive to others in the space, particularly in shared spaces.
- Scripps does not assume any liability for loss, theft, or damage to personal property, or for personal injury incurred while using its facilities.
- If you notice someone or something suspicious happening in the space, contact Campus Safety at 909-607-2000.

### **Alcohol, Drugs, and Smoking**

Smoking, illegal drugs, and alcoholic beverages are NOT allowed in public/common areas, student organization offices, or student employment offices (see Alcohol Policy 4.05, specifically section V: Standard of Conduct Governing Alcoholic Beverages and Drugs).

### **Office/Shared Space**

- Space around campus is limited; the use of organizational space and offices is a privilege. Damage to organization or employment spaces or furniture is unacceptable. This includes non-malicious damage such as that done to walls by putting up posters or through the use of nails, adhesives, or tape. Blue painter's tape may be used. Any damage should be reported to the department director.
- Painting of office spaces is prohibited without formal permission from the department and Scripps Maintenance.
- Organizations will be held responsible for any damage to their office unless:
  - The damage has been noted at the beginning of the semester and confirmed by Scripps Maintenance
  - The damage is normal wear and tear as determined by Scripps Maintenance
  - The damage is the result of a maintenance problem that has been properly reported
- Student organizations or individuals may be held responsible for damage. These charges will be based on the Residential Life charges and pay structure.

### **Key Use and Access**

- Key access is a privilege and can be revoked at any time at the discretion of the College, Student Affairs, and/or the department director.

### **Office Supplies**

- All office space supplies and equipment (printer, copier, computer) are provided for organizational or work-related projects only. Please ask for permission from office staff to use materials for other matters.
- All supplies and materials are intended for use in the space and should not be removed, "checked out," or borrowed.

### **Accountability**

The guidelines and policies above are in place to maintain a sense of community for student organizations and student employees. It is important that students with access to these spaces maintain these guidelines and policies as a part of their appointment as a student organization leader and/or student employee.

- Violations of the guidelines and policies listed above and included in the code of conduct while using student organization and/or student employee offices and/or public/common areas can lead to the organization, employee, and/or an individual student being held

- responsible for financial restitution or damage charges, organization probation, loss of after-business-hour access, and/or loss of office space and privileges.
- Organizations and students found in violation of Student Life policies within student organization and/or student employment offices or departmental public/common areas are potentially subject to the campus judicial process.

#### **4.36 Whistle Procedures and Policy**

All students are encouraged to carry a whistle at all times; new students are issued whistles upon arrival at Scripps. Whistles should only be blown to indicate danger. A \$50.00 fine may be levied for blowing a whistle inappropriately. Whistle drills will be held on a periodic basis to enable the community to practice the use of whistles in emergency situations.

Anyone who hears a whistle should call the Department of Campus Safety (ext. 72000) immediately. The dispatcher should be given both the location of the caller and the location where the whistle was blown. After calling the Department of Campus Safety, if the area appears safe, students are encouraged to proceed, in a group, to the location where the whistle was blown. If the individual in danger is unable to continue blowing her whistle, students are encouraged to blow their whistles to attract security personnel to the scene; however, whistles should only be blown if the victim is in view.

#### **4.37 Discrimination and Harassment Policies and Grievance Procedures**

As a community dedicated to the education of women and the advancement of learning, Scripps College (the “College”) seeks to maintain an environment in which individuals can live, learn, and work free from discrimination and harassment. The College regards such behavior as inimical to its educational purposes and to the respect for individuals that it holds to be essential in all aspects of its institutional life.

In furtherance of these principles and in compliance with regulations issued by the United States Department of Education under Title IX of the Education Amendments of 1972, the College, along with the other Claremont Colleges, adopted The Claremont Colleges Title IX Sexual Harassment Policy (“TCC Title IX Sexual Harassment Policy”). The TCC Title IX Sexual Harassment Policy governs investigation and resolution of all allegations of “Sexual Harassment” (as defined in 34 C.F.R. § 106.30(a)) against a student or employee of any of the Claremont Colleges. “Sexual Harassment” covered by the TCC Title IX Sexual Harassment Policy includes claims of sexual assault, dating violence, domestic violence, and stalking.

Complaints of discrimination or harassment that are not governed by the TCC Title IX Sexual Harassment Policy are subject to investigation and resolution under the policies and procedures of the Respondent’s home college. Accordingly, the policies and procedures set forth in Scripps College’s Discrimination and Harassment Policies and Grievance Procedures (the “Scripps Policy”) govern all allegations of discrimination and harassment asserted against a student or employee of Scripps College that are not governed by the TCC Title IX Sexual Harassment Policy, including but not limited to claims of discrimination or harassment based upon race, national or ethnic origin, color, ancestry, pregnancy, religion, creed, immigration status, medical condition, physical or mental disability, age, marital status, veteran status, or family care leave status.

More information on the College’s response to sexual harassment, sexual assault, dating violence, and stalking can be found on the [Title IX webpage](#).

**Scripps College Title IX Team**

**Title IX Coordinator**

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**4.40 Bias Incidents and Hate Crimes****Reporting Bias Incidents**

Scripps College stands against bigotry in any form. Scripps students, faculty or staff targeted by a member of the Scripps or TCC community because of disability, gender, gender identity or expression, national origin, race or ethnicity, immigration status, religion, sexual orientation or because of association with an individual or group with these perceived characteristics may report to any of the following:

**Students**

Dean of Students Office: [deanofstudentsoffice@scrippscollege.edu](mailto:deanofstudentsoffice@scrippscollege.edu)  
Primary Contact Deans: <http://inside.scrippscollege.edu/studentaffairs/primary-contact-dean-pcd>  
Title IX Office: [titleix@scrippscollege.edu](mailto:titleix@scrippscollege.edu)

**Staff:**

Office of Human Resources:  
<http://www.scrippscollege.edu/offices/officesservices/treasurer/hr>  
Title IX Office: [titleix@scrippscollege.edu](mailto:titleix@scrippscollege.edu)

**Faculty:**

Dean of Faculty: <http://www.scrippscollege.edu/faculty/>  
Office of Human Resources:  
<http://www.scrippscollege.edu/offices/officesservices/treasurer/hr>



Title IX Office: [titleix@scrippscollege.edu](mailto:titleix@scrippscollege.edu)

### **Reporting Hate Crimes**

Scripps students, faculty or staff who believe they have been the victim of a crime because of their disability, gender, gender identity or expression, race or ethnicity, immigration status, religion, national origin, sexual orientation or because of association with an individual or group with these perceived characteristics should contact [Campus Safety and/or the Claremont Police Department](#).

### **Resources and Support**

#### **Students**

Monsour Counseling Center: <https://services.claremont.edu/mcaps/>

Primary Contact Deans: <http://inside.scrippscollege.edu/studentaffairs/primary-contact-dean-pcd>

Office of the Chaplains: <https://services.claremont.edu/chaplains/>

#### **Staff**

Office of Human Resources:

<http://www.scrippscollege.edu/offices/officesservices/treasurer/hr>

Scripps Employee Assistance Program: <https://inside.scrippscollege.edu/hr/staff-handbook/benefits/benefits/employee-assistance-program-eap>

#### **Faculty**

Office of Human Resources:

<http://www.scrippscollege.edu/offices/officesservices/treasurer/hr>

Faculty Ombudsperson, Mary Hatcher-Skeers: [mhatcher@scrippscollege.edu](mailto:mhatcher@scrippscollege.edu)

### **Applicable Scripps Policies and Procedures**

Scripps Student Code of Conduct

Scripps College Discrimination and Harassment Policies and Grievance Procedures

Scripps College Principles of Community

### **4.42 The Claremont Colleges Banning Policy**

Policy on Banning Disruptive Persons from the Campuses of the Claremont Colleges

#### *Background*

The Claremont Colleges are composed of seven institutions of higher education, including The Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, the Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College. For the purpose of this policy, the Claremont University Consortium shall also be considered part of The Claremont Colleges, as well as any property owned or rented by The Claremont Colleges that is located away from the home campuses.

As institutions of higher education, The Claremont Colleges share a common purpose of providing an educational experience that is, among other things, safe from harm, fosters personal growth, and is intellectually enlightening. The need to protect individual institutions and The Claremont Colleges from harm to its community members and assets is therefore a very high priority. Balanced against this priority is the need to protect free speech and academic freedom.

The Claremont Colleges must comply with all legal requirements of the United States and the state of California when taking steps to protect community members and assets.

### *Policy*

In the event of a threat to the safety or well-being of an individual, group, or member institution of The Claremont Colleges, each institution reserves the right to prohibit disruptive or potentially dangerous persons from their campuses. The Claremont Colleges further agree to consult with each other about such individuals and, with permission, extend the ban to cover any or all of the member institutions and their functions.

The authority for this policy emanates from each institution's right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the presidents of the colleges. Under normal circumstances, the deans of students, the director of campus safety, or the vice president for student affairs of The Claremont University Consortium shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the president(s) of the institution(s).

The designated official who is assigned to review any potentially disruptive or dangerous situation may exercise emergency power, including issuing an immediate ban, to respond to a threat. These actions shall be reasonable and narrowly tailored to fit the event.

The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, which leads the official to conclude that illegal activity, disruption, or the threat of harm to others or property has or may have occurred. The official may also ban an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

Bans from one or more of The Claremont Colleges may be temporary or permanent and shall clearly indicate their length and scope to the person who has been banned. This policy does not preclude The Claremont Colleges from taking criminal, civil, or restraining action against individuals.

The following procedures provide guidelines to be used by the designated official to ban an individual from the campus, property, or function of the college or colleges. These procedures do not apply to faculty or staff.

### *Procedures Governing Individuals with or without a Relationship to The Claremont Colleges*

- 1) **Regarding Individuals with No Direct Connection to The Claremont Colleges:** This set of procedures applies to individuals who have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents or guardians of a current or former student of The Claremont Colleges.  
Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other student deans, and a copy of the ban letter shall be sent to the director of campus safety.
- 2) **Regarding Individuals with a Connection to One of The Claremont Colleges or The Claremont University Consortium:** This set of procedures applies to alumni; former students who are not currently enrolled; spouses or partners of an employee, part-time employee, or volunteer; those performing volunteer work; and parents or guardians of current or former students.  
The designated official initiating the ban shall send a message to all other deans of

students to determine if there is any objection to banning the individual in question. Any dean raising an objection may choose not to have his/her campus covered by the ban. If no concerns are raised within 48 hours, the initiating official may apply the ban to cover all The Claremont Colleges' properties.

- 3) Regarding Current Students: This set of procedures applies to any student who is currently enrolled at one of The Claremont Colleges, including when the colleges are in or out of session.

It is within the authority of the banning campuses and CUC to make this decision without regard to judicial proceedings at the home campus.

- a) How the Ban of a Current Student Applies to Colleges: Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities
- b) How the Ban of a Current Student Applies to the Claremont University Consortium: Depending upon the circumstances of the individual student, the vice president for student affairs shall determine, in consultation with individual CUC services and the dean of students at the college at which the student is enrolled, the scope and extent of the ban from CUC services and property. The student shall normally be permitted to make appointments at CUC offices and services as needed. For drop-in services that a student might utilize (i.e., OBSA, CLSA, chaplains), the vice president for student affairs shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointment.

Generally, banned students shall be permitted to use Honnold Library and the Huntley Bookstore, although CUC reserves the right to limit and/or suspend privileges where circumstances warrant such action. Circumstances under which a student might be restricted from bookstore and/or library usage include, but are not limited to, students who appear to pose a threat to the health, safety, or welfare of other patrons and/or theft from the facility.

#### *Requests for Review, Modification, or Removal of a Ban*

A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban within five business days. It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus dean of students should review the ban policy and appeals process with the student. Changes to any ban will be communicated to the other designated officials for their consideration relevant to the person's status on their respective campuses.

#### *Effective Date and Application of This Policy to New Institutions*

Should additional institutions formally join The Claremont Colleges, this policy shall automatically apply to those institutions upon incorporation, including their property in Claremont and elsewhere.

Date of Approval by the Council of The Claremont Colleges: April 2011

#### **4.44 Local, State, and Federal Law Adherence Policy**

All students must adhere to local, state, and federal laws.

## **5.0 Academic Policies and Hearing Procedures**

Academic regulations, including those related to class attendance, academic probation, dismissal and suspension, may be found in the “Academic Policies and Procedures” section of the Scripps College Catalog.

### **5.10 Policy on Grade Disputes**

The presumption in the administration of grades at Scripps is that the professor alone is qualified to evaluate the quality of the academic work of the student in her or his course.

When a student has grounds for believing that, apart from questions of the academic quality of an individual piece of work, a particular final grade was assigned by the professor in an arbitrary or discriminatory manner or that crucial evidence was not taken into account, the following procedure is available:

1. The student must first discuss the matter with the professor.
2. If the outcome of that discussion is not satisfactory, the student should consult with the dean of students.
3. If there appear to be grounds for further investigation of the situation, the dean of students will consult with the dean of faculty. The academic dean will then contact the professor involved in an effort to bring the issue to a satisfactory solution.
4. If, following these discussions, the claims of the student and professor are still not reconciled, the dean of faculty will arrange for and participate in a group meeting that includes the dean of students, the professor, and the student.
5. If no satisfactory solution results from this informal meeting, the student will be advised to petition the Committee on Academic Review, which will meet with the student and the professor individually.
6. Should the Committee on Academic Review wish to consider the case further, it determines its own procedures according to each case. If the committee decides that a grade change is warranted, it will establish procedures for determining the new grade. Procedures could include working with the faculty member on an appropriate change or reassessing the student’s work overall through the semester. In no case will the committee be involved in reevaluating individual papers or examinations. Any issue on disputed grades will usually be settled during the following semester, but in no case later than one year from the time the disputed grade was assigned. The committee decision is final, and the student and professor will be notified by mail. The committee, at its own discretion, may accede to a faculty member’s wish that the committee consult colleagues in the discipline.

### **5.20 Policies on Academic Dishonesty**

By action of the Academic Dean’s Committee, the policies governing academic dishonesty and grade disputes in cross-registration situations are as follows:

1. A student charged with academic dishonesty in a course taken outside the home college shall be tried according to the procedures for handling such cases in the home institution. Faculty members are obliged to accept the decision of the student’s college and may not impose a penalty should the appropriate hearing panel fail to find guilt. Any student grievance concerning a grade given by an instructor as a result of such a hearing decision will also be handled according to the rules of the student’s home college.
2. All other grievances concerning grades are handled by the procedures of the college sponsoring the course.

### **5.21 Expectation of Academic Integrity**

Scripps College is a community of scholars: faculty, students, and staff dedicated to the

education of students and the advancement of learning. Scripps believes that learning and teaching thrive in an environment conducive to freedom of belief, inquiry, and speech. By continued participation in College life, each member of the Scripps community affirms acceptance of personal responsibility and obligation to the community in assuring that these principles are upheld in all aspects of our lives.

Therefore, in keeping with the System of Responsibility (refer to Section 6.05 of the Guide to Student Life), Scripps College expects each student to uphold the highest principles of academic honesty and integrity. Academic dishonesty of any kind destroys our trust in one another, devalues the Scripps community, and damages intellectual and personal development. It is not tolerated at Scripps and may result in one or more penalties, including suspension or expulsion; a full discussion of such penalties as well as related academic policies and procedures can be found in the Catalog and the Guide to Student Life. Questions about this information may be referred to a faculty advisor, the Registrar's Office, or the Dean of Students staff.

### **Plagiarism**

Plagiarism is the academic use of "someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. This definition applies to texts published in print or online, to manuscripts, and to the work of other student writers" (CWPA website). Unintentional plagiarism can be avoided by consulting with one's instructor about proper methods for acknowledging sources in advance of submitting an assignment.

Plagiarism includes:

1. Quoting the exact words of one's source without putting them in quotation marks and naming the source in the text or in an endnote or footnote, or, when paraphrasing a source, failing to acknowledge one's source. The exception is for ordinary factual information that is regarded as common property.
2. Acquisition of a term paper or other assignments from any source and the subsequent presentation of those materials as the student's own work, or submitting another student's papers, assignments, or exams as one's own.

### **5.22 Other Examples of Academic Dishonesty**

Academic dishonesty is the deliberate misrepresentation of one's own work or the work of others. It includes but is not limited to the following:

1. Any use of external assistance during an examination unless expressly permitted by the faculty member.
2. Changing answers after an exam or other classwork has been returned with the intent to deceive the instructor.
3. Taking a course, portion of a course, or exam for another student or allowing another individual to take a course, a portion of a course, or exam in one's stead.
4. Obtaining for oneself or providing for another person a solution to homework, a project or other assignments, or a copy of an exam or exam key without the knowledge and express consent of the instructor.
5. Using an essay, term paper, or other project in more than one course without permission of each instructor or handing in similar work in more than one course unless the faculty members are fully informed and give their approval.
6. Collaboration on a project, homework, or other assignments when such collaboration is expressly forbidden.
7. Attempting to benefit from the work of another student or attempting to hinder the work of another student.
8. Falsification, alteration, or misrepresentation of official or unofficial records or

documents, including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions application issues.

9. Submitting lab assignments, class projects, or other assignments that are wholly or partially falsified or otherwise do not represent work accomplished or undertaken by the student.

### **5.30 Procedures for Resolving Allegations of Academic Dishonesty**

Faculty members suspecting that a student may have committed an act of academic dishonesty may wish to discuss the matter with the student informally in order to gain further insights into the matter. Such informal discussions are not required but may prove helpful in assessing the situation.

Whether or not such an informal discussion takes place, as soon as a faculty member suspects that a student has committed an act of academic dishonesty, the faculty member has an obligation to so inform the dean of students of the suspected infraction by phone call or in person; no written record of the initial conversation will be kept.

The dean of students will then determine if any previous reports of proven or admitted academic dishonesty are on file. Subsequent procedures will depend on whether there are such previous reports on file, as explained below.

### **5.31 Procedures for a Charge of Academic Dishonesty with No Prior Reports on File**

If the student has not previously been found guilty of, or admitted to, academic dishonesty, the charge of academic dishonesty shall be resolved as follows:

1. After informing the dean of students of the suspected infraction, the faculty member has five (5) working days to request a meeting with the student to discuss the matter. Normally the faculty member shall offer to meet with the student within five (5) working days of this contact. If the matter occurs at the end of the semester, the faculty member should send an email to the student at the student's Scripps College email account and schedule a meeting as soon as practicable when both the faculty member and the student can participate in person or via telephone.
2. If the student admits to academic dishonesty, the faculty member can pursue one or more of the following options:
  - a. Ask the student to retake the assignment. In this case, the faculty member retains the right to grade the assignment with a penalty.
  - b. Give an "F" on the assignment.
  - c. Give an "F" in the course.
  - d. Refer the case to the Augmented Committee on Academic Review (Augmented CAR). This should be done in the case of a first offense only when the faculty member believes the violation to be serious enough that suspension or expulsion may be indicated.

The faculty member shall promptly notify the dean of students once this meeting with the student has taken place. In addition, the faculty member shall notify the dean of students within five (5) working days of this meeting which of the options listed above will be pursued. A copy of this notification must be sent to the student (for example, by including the student in the cc line of an email message sent to the dean of students).

3. If the student denies academic dishonesty, the faculty member shall promptly so notify the dean of students. The dean of students shall then promptly refer the charges to the

Augmented CAR, which will hear the case according to the procedures set forth below (“Procedures of the Augmented Committee on Academic Review”).

### **5.32 Procedures for a Charge of Academic Dishonesty with Prior Reports on File**

If the student has previously been found guilty of, or admitted to, academic dishonesty, a new charge of academic dishonesty shall be resolved as follows:

1. Within five (5) days of notifying the dean of students of the new charge, the faculty member shall notify the student of the charges by email at the student’s Scripps College email account. A copy of the notification must be sent to the dean of students.
2. Within five (5) working days of the student’s notification of the new charge by the faculty member, the dean of students will refer the student’s case in writing to the Augmented CAR.
3. A notation of No Grade (“NG”) for the course shall be recorded on the student’s transcript until the matter is resolved by the Augmented CAR and referred back to the faculty member to assign a grade for the assignment and for the course.
4. The dean of students will bring the charges before the Augmented Committee on Academic Review, which follows the procedures outlined below.

### **5.4 Procedures of the Augmented Committee on Academic Review**

1. Voting members of the Augmented Committee on Academic Review will include the regular faculty and student members of the Committee on Academic Review (CAR) plus the chair of the Academic Policies Subcommittee of the Faculty Executive Committee, who will chair this committee, and the Judicial and Academic Review Chair of Scripps Associated Students. Non-voting, ex-officio members include the dean of students and registrar.
2. If the faculty member bringing the charges of academic dishonesty is normally a member of the Augmented CAR, that faculty member is ineligible to serve and the dean of faculty will appoint a faculty replacement. In the event that any other faculty member of the Augmented CAR is unable to serve, the dean of faculty will likewise appoint a faculty replacement.
3. In the event that one of the student members of the Augmented CAR is charged in a case of academic dishonesty, that student is ineligible to serve, and the dean of students will appoint a student replacement. In the event that any other student member of the Augmented CAR is unable to serve, the dean of students will likewise appoint a student replacement.
4. The Augmented CAR must meet on any case within ten (10) working days of the time the case was referred to it by the dean of students or, if the case was referred at the end of a semester, within ten (10) working days of the commencement of the next semester. The student charged may request a delay for appropriate reasons; the appropriateness of any such request shall be determined by the dean of students. The faculty member will be invited to appear and to present evidence in support of the charge. The student will be invited to appear and present evidence in defense.
5. The Augmented CAR, after consideration of evidence submitted by the faculty member

and the charged student, will determine whether or not the student has committed the offense and, in the event of a guilty verdict, whether a College penalty shall be assessed. The Augmented CAR will provide written notification of its finding (and, if applicable, any College penalty) to the faculty member involved and to the student. In the event that the Augmented CAR reaches a guilty verdict, one or more of the following penalties may be imposed, depending on the severity of the violation:

- a. Suspension.
- b. Expulsion.
- c. Revocation of degree or admission.
- d. Any other sanctions the committee develops to address the violation.

Penalties “a–c” above will be recorded on the student’s permanent academic record (transcript).

The Augmented CAR may also recommend to the faculty member that the student receive a grade of “F” for the assignment or for the course. The faculty member is not obligated to accept this recommendation, however, as explained in #8 below.

6. The decision of the Augmented CAR with respect to the charge and, if applicable, any College penalty shall be final.
7. The registrar shall maintain a record of any Augmented CAR proceeding. This record, as well as the proceeding itself, shall be confidential.
8. After being informed of the decision of the Augmented CAR and of the College penalty, if any, imposed upon the student, the faculty member will then determine the student’s grades for the assignment(s) in question and for the course.

#### **5.50 After Resolution of a Charge of Academic Dishonesty**

1. A student found guilty of, or admitting to, a charge of academic dishonesty will have written notification of such charge placed in the student’s record. If the Augmented CAR, no notation regarding such charge or the Augmented CAR finds a student not guilty of a charge of academic dishonesty, proceeding will be placed in the student’s file.
2. A student found guilty of or admitting to academic dishonesty may not dispute the grades assigned by the faculty member for the assignment or the course.

Note: A student’s withdrawal from the College will not terminate or suspend any of the proceedings set forth above. The student will be invited to participate in such proceedings on the same basis as if the student were still enrolled at the College. The faculty member and the Augmented CAR, if necessary, shall continue to fulfill their designated obligations as outlined above.

#### **5.60 Committee on Study Abroad (COSA)**

Please refer to the Scripps College Catalog.



## **Conduct Resolution Policies and Procedures**

- 6.0 Resolution of Alleged Conduct Violations
- 6.01 System of Responsibility
- 6.02 Student Conduct on other Claremont Colleges and College-related Activities or Events
- 6.03 Resolution Procedures
- 6.04 Alleging a Conduct or Policy Violation
- 6.05 Definition of Student, Student Organization, Accused, and Complainant
- 6.06 Status of Student Pending Disciplinary Proceedings
- 6.07 Potential Sanctions for General Conduct and Policy Violations
- 6.08 Resolution Procedures for General Conduct or Policy Violations
- 6.09 Administrative Review
- 6.10 Judicial Board Review
- 6.11 Student Procedural Protections for Administrative Review and JB Hearings
- 6.12 Procedural Protections in the JB Process
- 6.13 Pre-Hearing Process and Timeline
- 6.14 JB Hearing
- 6.15 Deliberation and Decision
- 6.16 Appeal Time Requirement
- 6.17 Submission of an Appeal
- 6.18 Appeal Process

## **6.0 Resolution of Alleged Conduct Violations**

### **6.01 System of Responsibility**

The Scripps System of Responsibility assumes that each student is a responsible member of the community in academic and social matters. The System of Responsibility is based on the implicit trust that each individual will uphold the Code of Conduct.

Because the functions of the College depend on honesty and integrity among its members, the College expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. While many of the College's standards and policies parallel the laws of society in general, the College's policies set a higher standard than those found elsewhere in society.

The conduct resolution system is composed of various procedures and bodies to review cases involving alleged conduct policy violations. Students are expected to make themselves aware of and abide by the Scripps College policies and community standards of behavior as stated in the Guide to Student Life, the Scripps College Catalog and in related policy statements. Students accept rights and responsibilities of membership in the Scripps community when they are admitted to the College. Ignorance is not an acceptable justification for violating community standards. Lack of intent or awareness of college policy will not be accepted as excuses for violations and will normally receive the same consequences as deliberate violations.

### **6.02 Student Conduct on other Claremont Colleges and College-related Activities or Events**

When students are on the campus of another Claremont College, they are expected to respect the regulations of that College, as well as those of their own College. If a student of another College violates the regulations of the host College, judicial action may be brought against that student at the student's home College. The names of any students concerned, along with all pertinent information, will be sent to the Dean of Students of the College involved. A representative from the host College will be invited to attend the judicial proceedings as a non-voting participant/observer. As a temporary protective measure, the administration of the host College may, at its own discretion, prohibit a student from coming onto its campus until judicial action at the student's home College is complete. Such a prohibition shall be communicated to the student through the home College at the request of the host College.

Each student shall be accountable for knowing what the regulations applicable to the student while present at other Claremont Colleges campuses.

Students are expected to abide by the College's conduct guidelines when participating in any College-related activity or event, whether or not the activity or event is occurring on campus.

### **6.03 Resolution Procedures**

The College has three types of conduct/policy violations. The type of alleged conduct/policy violation alleged determines the procedures used to resolve those allegations:

1. Academic Violations – “Academic Violations” include allegations against a student for violation of any of the College's academic policies, including but not limited to allegations of academic dishonesty. Alleged Academic Violations are resolved under the Procedures for Alleged Academic Violations set forth in Section 5 of the Guide to Student Life.
2. Discrimination and Harassment Violations – “Discrimination and Harassment Violations”

include allegations against a student for violation of any conduct prohibited under the Colleges Discrimination and Harassment Policies, including but not limited to sexual harassment, sexual assault, dating violence, stalking, and discrimination or harassment based upon race, ethnicity, religion, immigration status, sexual orientation, gender expression, or disability. Alleged Discrimination and Harassment Violations are resolved under the College's Discrimination and Harassment Policies and Grievance Procedures.

3. General Conduct or Policy Violations – “General Conduct or Policy Violations” include allegations against a student for a conduct or policy violation that (i) is not an Academic Violation or a Discrimination and Harassment Violation and (ii) is set forth in Section 4 of the Guide to Student Life. General Conduct or Policy Violations are resolved using the procedures set forth below. The Associate Dean of Students (“ADOS”) is the administrator primarily responsible for the resolution of General Conduct or Policy Violations. If the ADOS is a witness with respect to the charge or there is some other conflict of interest, the Vice President for Student Affairs shall appoint another member of the Student Affairs staff to assume the responsibilities of the ADOS. All references in this policy to the ADOS shall refer the then-current Associate Dean of Students or the specially appointed Student Affairs staff member, as the case may be.

#### **6.04 Alleging a Conduct or Policy Violation**

1. Allegations of Academic Violations or Discrimination and Harassment Violations should be reported pursuant to the terms of the College's Academic Regulations or Discrimination and Harassment Policy, as the case may be.
2. If a student has a complaint regarding another Scripps student involving an alleged General Conduct or Policy Violation, the student has the right to pursue the issue through the judicial system. The student should discuss the situation with a Residential Life Area Coordinator or Primary Care Dean to determine options and a course of action. Depending on the severity and type of the alleged violation, the student may proceed by filing a written charge with the SAS Judicial and Academic Review Chair (“JARC”) or a Dean of Students staff member in order to begin the judicial process. If a staff or faculty member has a complaint against a student involving an alleged General Conduct or Policy violation, the staff or faculty member should discuss the situation with the ADOS to determine the appropriate course of action.
3. A matter will be reviewed only when a written charge has been filed within one year of discovery of the alleged violation.
4. In order to file a charge against a non-Scripps, Claremont Colleges student, the student should meet with the ADOS.

#### **6.05 Definitions of Student, Student Organization, Accused, and Complainant**

1. “Student” means one who:
  - a. Is currently enrolled in classes;
  - b. Has completed the preceding semester and/or is enrolled for the next scheduled semester;
  - c. Is officially representing the College during a period between regular academic semesters; or
  - d. Is not officially enrolled for a particular semester but has a continuing relationship with the College.

2. "Student Organization" means a group that has satisfied the administrative procedures for organization recognition and/or registration as prescribed, and that functions within the College community in the capacity of a student organization.
3. "The Accused" is the person or designated representative of a student organization or group who has allegedly violated a policy or policies.
4. "The Complainant" is the person or the designated representative of a student organization or group or of the College bringing charges against the Accused. This person must be a current student, faculty, or staff member and may include the College.

#### **6.06 Status of Student Pending Disciplinary Proceedings**

As a general matter, the Accused retains all privileges at the College and disciplinary sanctions are not initiated until completion of the disciplinary process. However, The College may take whatever measures deemed necessary in response to an allegation in order to protect an individual's rights and personal safety and the safety of the College community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of the disciplinary process), a no contact order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures also may include reporting the matter to the local police. Failure of a student to adhere to the parameters of any interim measure may lead to additional disciplinary action.

#### **6.07 Potential Sanctions for General Conduct and Policy Violations**

##### **1. General Statement Regarding Sanctions**

Sanctions for General Conduct or Policy Violations are assessed appropriately for the cited violation. Sanctions will be considered in light of students' entire conduct record at the College and will be designed to hold students accountable for their actions and the resulting or potential consequences of such actions, to restore or make whole community, to promote the educational well-being of students, and to protect the educational environment of the College and the safety of the community. Failure to comply with the terms of any imposed sanctions may be considered an additional violation. All emergencies or other sudden conflicts preventing the student from completing the sanction(s) must be cleared by the ADOS and are subject to approval.

##### **2. Sanctions for General Conduct or Policy Violations**

- a. Expulsion from the College - Expulsion from the College is permanent termination of student status. A permanent notation will appear on the student's transcripts. The student will be excluded from all classes, seminars, and programs; will not be allowed to participate in any college-sponsored activity; and will not be allowed on college premises.
- b. Suspension from the College - Suspension from the College is termination of student status for a specified but limited period of time. A permanent notation will be made on the student's transcript indicating the period of suspension. During the period of suspension, the student will be excluded from all classes, seminars, and programs; will not be allowed to participate in college-sponsored activity; and will not be allowed on college premises. Violation of the conditions of suspension, college policies, or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the College. After the suspension, the student usually will be on disciplinary probation for a specified length of time.

- c. Summary Suspension - The ADOS or their designee has the power to impose summary suspension for any action that the ADOS considers severe enough to warrant such emergency action. The ADOS may impose summary suspension after a charge has been filed.
  - i. After summary suspension has been imposed, a hearing on the charge will be heard by the Judicial Board (“JB”) within 5 business days of the summary suspension being imposed, unless otherwise requested by the Accused.
  - ii. The JB will notify the accused and the President of the College immediately upon reaching a decision on the charge.
- d. Suspended Suspension - Under suspended suspension, the student is not suspended but will be suspended automatically if the student commits an offense of a policy referenced in Section 6.09(2) below.
- e. Revocation of Admission - Revocation of admission involves the student’s loss of admitted status to the College. The student may not continue enrollment or enroll for future semesters. Revocation of admission in most cases precludes the student from the opportunity to apply to or be admitted to the College in the future.
- f. Revocation of Degree - Revocation of Degree involves the student’s loss of the right to claim the degree as earned. Posting of the degree will be removed from the student’s transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved, and the date of the action.
- g. Disciplinary Probation - Disciplinary probation consists of a formal notice that further violations during a specific period will not be considered individually, but in light of the student’s past action.
- h. Warning - Warning is a written reprimand for violations of specified College policies or regulations including notice to the student that continued or repeated violations may be cause for further disciplinary action, usually in the form of disciplinary probation.
- i. Restitution - Restitution is reimbursement for a) damage to College property, b) misappropriation of College property, funds or services, or c) minor damage to the property of individuals or groups within the College community. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be assigned for major damage but may be deferred to other appropriate processes.
- j. Organizational Sanctions - Organizational sanctions are applicable to all residential and non-residential organizations, clubs, and similarly organized groups that are responsible for compliance with all College policies. Upon determination that the group has encouraged violations or did not take reasonable steps to prevent violations of College policies, the group may be subjected to permanent or temporary removal of recognition or the group may be subjected to social probation, denial or limited use of College resources and facilities, or other appropriate sanctions.
- k. Other Sanctions - Other sanctions may be imposed instead of or in addition to those specified in the preceding list. Examples include, but are not limited to, housing reassignment or removal, on-campus driving restrictions, prohibition of leadership opportunities, fines, community service, research projects, seminar or class attendance, or other educational experiences as deemed appropriate. If the Accused is assigned a community service or a work project as a sanction, the Accused must complete the assigned work project, i.e. it may not be delegated. Outstanding fines may be charged to a student account at the end of the academic year as determined by the Dean of Students Office.

## **6.08 Resolution Procedures for General Conduct or Policy Violations**

The College's resolution system for General Conduct or Policy Violations includes three components:

1. Administrative Review
2. Judicial Board Review
3. Appeal

## **6.09 Administrative Review**

Administrative Review involves review of the facts and circumstances of the alleged violation by the ADOS. The Accused student will meet with ADOS to discuss the alleged incident and violation(s). The ADOS may, in their discretion, speak with the Complainant or others who may have knowledge of the facts and circumstances of the alleged policy violation and/or gather and review documents or other evidence relevant to the alleged violation. The ADOS, using a preponderance of the evidence standard, shall issue findings on whether the student is responsible for each alleged violation and, if found responsible, impose a sanction. All students found responsible through Administrative Review retain the right to appeal the appropriateness of the sanction.

Administrative Review is the required form of resolution for certain alleged violations and an optional form of resolution for certain alleged violations. In the event the ADOS imposes a sanction more severe than disciplinary probation (Section 6.07(2)(a)-(f) above) upon a finding of responsibility with respect to a charge that is required to be resolved through Administrative Review, the Accused may elect a de novo review by the Judicial Board, including appeal rights from a Judicial Board decision.

### **1. Required Administrative Review**

Administrative Review is the required form of resolution for alleged violations of the following policies:

- a. Demonstration Policy (no allegation of threat or injury to persons or property)
- b. Alcohol and Drug Policy
- c. Advertising, Publicity, and Solicitation
- d. Automobile Registration
- e. Bicycle Policy
- f. Event Registration and Facility Use Procedures and Guidelines
- g. Flowers on Campus Policy
- h. Graffiti Wall Policy
- i. Library Fine Policy
- j. Smoking Policy
- k. Student Identification Card Policy
- l. Student Organization and Student Employment Offices Guidelines
- m. Whistle Policies and Procedures
- n. Animal Policy
- o. Candles and Flammable Materials Policy
- p. Cooking and Electrical Appliances Policy
- q. Damages and Missing Property Policy
- r. Escort and Guest Policy
- s. Evacuation Policy
- t. Hall Obstruction Policy
- u. Hall Constitution Violations
- v. Health Policy
- w. Information Technology Policy (no allegation of damage to property or

- privacy breach)
- x. Key Policy
- y. Lockout Policy
- z. Quiet Hours Policy
- aa. Storage Policy

## **2. Optional Administrative Review**

Students accused of a violation of the policies set forth below may voluntarily request to submit to Administrative Review rather than have the alleged violation(s) resolved by a JB procedure. If the student requests to have the alleged violation(s) resolved through Administrative Review, the Complainant and the College must consent to such submission, in which case the Accused shall sign the Judicial Board Waiver form waving the students right to have the alleged violation(s) resolved through a JB procedure.

- a. Any General Conduct or Policy Violation if, in the same academic year, the student has been found responsible for a General Conduct or Policy Violation.
- b. Demonstration Policy (allegation of threat or injury to persons or property)
- c. Firearms, Explosives, and Weapons Policy
- d. Hazing Policy
- e. Information Technology Policy (allegation of damage to property or privacy breach)
- f. Persons and Property Policy
- g. Local, State, and Federal Law Adherence Policy

### **6.10 Judicial Board Review**

The JB is comprised of seven voting members, three students, including the JARC, two faculty members, and two staff members in a position of Director or higher. The additional student members shall be appointed by the JARC. The faculty members shall be appointed by the Vice President for Academic Affairs. The staff members shall be appointed by the Vice President and Secretary of the Board. The JB is chaired by the ADOS who is a non-voting member of the JB. The JB shall conduct a hearing pursuant to the guidelines set forth in Section 6.14 below. A majority vote is required to find the accused student responsible for an alleged violation. If responsibility is found, the JB may assess any of the sanctions set forth in Section 6.07 above except suspended suspension, suspension, revocation of admission or degree, or expulsion, but may recommend such sanction(s) to the Senior Staff Panel of the College, which shall consist of the Vice President for Academic Affairs, the Vice President for Business Affairs, and the Vice President for Enrollment. In such circumstances, the Senior Staff Panel, by majority decision, shall impose the sanction recommended by the JB or, in its discretion, another sanction.

### **6.11 Student Procedural Protections for Administrative Review and JB Hearings**

1. A policy violation is alleged until the Accused's case has been heard and due process is served. The Accused is not responsible for violation of policies until the Accused has been found responsible for the alleged policy violation using a preponderance of the evidence standard. A fair and impartial JB hearing of the incident(s) will be held, and each case will be considered individually in order to render a decision for the education of the student, the maintenance of individual responsibility, and the preservation of the community. Nothing in this section shall preclude the ADOS from summarily suspending a student or taking other necessary measures, pursuant to sections 6.07(2) and 6.13.

2. The Complainant, which may include the College, carries the responsibility for proving that the Accused did violate policy as charged and for identifying and presenting all witnesses and information that support the Complainant's case against the Accused.

#### **6.12 Procedural Protections in the JB Process**

1. The Accused will receive written notification of the charges that specifies the nature of the alleged violation(s), the name(s) of the person(s) bringing forth the charge and the basis for the charge, including the date and place where the incident(s) allegedly occurred.
2. Either party may review information and/or evidence on file prior to the hearing. A request for such a review should be directed to the ADOS.
3. Either party may request the dismissal, for stated reasons, of any member of the JB on grounds of bias. Such request will be heard and determined by the ADOS.
4. Either party may have any number of witnesses whose testimony may be presented at the hearing on their behalf. If the witness(es) cannot appear in person, a written and signed documentation of their testimony may be presented during the hearing. Names of witnesses or documentation from witnesses must be submitted to the ADOS no later than 48 hours prior to the hearing. During the hearing, both the Accused and Complainant have the right to review a witness' oral and written testimony.
5. The ADOS will inform the Accused, in writing, of all witnesses that will appear against the Accused at least 24 hours prior to the hearing.
6. Either party may have one adviser at the hearing who is a member of The Claremont Colleges community. The adviser may support the parties involved but may not speak on behalf of the Accused or the Complainant. Advisers are expected to review all hearing procedures as stated in the Guide to Student Life prior to the hearing.
7. All hearings will be closed unless otherwise requested by the Accused. The chair will notify via email all parties of the status of the hearing at least 24 hours prior to the hearing. The number of persons attending the hearing may be limited and is determined by the JB.
8. The College treats judicial proceedings, hearings, and records as confidential and subject to FERPA.
9. The Accused will be given the opportunity to be present at the hearing, to confront and question witnesses, to inspect all evidence presented, to present witnesses and evidence, and to include in closing statements any recommendations of outcomes for the case should the Accused be found responsible for violation of any of the Scripps College policies. If the Accused declines to give testimony, this will not be construed as an admission of guilt. However, the Accused retains the right to question witnesses, present witnesses on the Accused's behalf, and submit documentary evidence. If the Accused provides testimony, the Accused is subject to examination on credibility and on all matters relevant to the charges and to other testimony provided.
10. The Accused may not be subjected to a hearing of an incident(s) where an alleged policy violation occurred if the Accused has already been charged and reviewed for



that same incident and violation (e.g., double jeopardy).

11. A student's conduct record is maintained in the Dean of Students Office as a confidential student file. As a primary document in such files, distribution of any written decision is limited to the Accused, the personnel associated with the board who heard the case and the personnel responsible for implementation of sanctions. The Complainant will receive a copy of the written decision.
12. Either party may submit a written request to the ADOS for exceptions to any of the established hearing procedures at least 48 hours prior to the hearing. The exceptions must be approved by a majority vote of the JB.

### **6.13 Pre-Hearing Process and Timeline**

All of the student procedural protections listed in Section 6.11 and 6.12 above must be followed. In addition, the following procedural guidelines apply to JB hearings.

1. The ADOS will review the written charges to determine if there is sufficient information to proceed with the hearing process.
2. The ADOS will decide if immediate action is required. Pending a hearing, such remedies may be imposed by the ADOS or their designee. The College may choose to:
  - a. Remove a student from on-campus housing.
  - b. Temporarily relocate a student to another residence hall space.
  - c. Not allow a student to attend classes.
  - d. Deny a student access to campus.
  - e. Condition a student's residence, attendance in classes, or access to campus in appropriate ways.

The College may impose a summary suspension or may impose other remedies as deemed appropriate. Such remedies will be in effect until the hearing and/or appeals process is completed and the case closed.

3. The Accused will receive written notice of the misconduct charges that specifies the nature of the alleged violation(s), the name(s) of the person(s) bringing forth the charge, and the basis for the charge including the date and place where the incident(s) allegedly occurred. The ADOS must deliver written notification of the charges (either by hand or through the Accused's Scripps College email account) within 48 hours upon the ADOS's determination that a JB hearing is warranted. If the Accused is away from campus and notified by email, a signed, dated, and witnessed notice must also be delivered to the student's room or campus mailbox.
4. After submission of the charge to the JB by the ADOS, the JB will hold the hearing as soon as practicable, except in cases where summary suspension has been imposed. In cases involving summary suspension, the case will be heard by the JB within 5 business days after the summary suspension has been imposed. However, the JB may meet no later than the last day of classes of the semester. If a case is brought with insufficient time to be heard in the semester, the case will be heard in the following semester. The decision to continue the hearing must be made by a majority of the JB. Prior to the hearing, the ADOS, in the ADOS's discretion, may assign a staff member, or engage an outside professional, to gather witness statements, documents, or other material that may be relevant to the JB's consideration of the matter. The written documentation

for all charges should include a description of the charges, a description of the incident(s), the policy or policies that were allegedly violated, and any witness statements, documents, or other material gathered by the ADOS or the ADOS's designee.

5. The Accused and Complainant will receive written notice of the date, time, and location of any scheduled hearing at least five calendar days before the hearing, except in cases where there has been a summary suspension, in which case notice must be provided at least three calendar days before the hearing. This notice must be delivered to the person either by hand or through the Accused and Complainant's Scripps College email account, or a signed, dated, and witnessed notice may be delivered to the student's room or campus mailbox. The ADOS shall also notify board members and witness(es) of the hearing date.
6. The Accused or Complainant must submit the name of their adviser, if any, in writing to the ADOS at least 48 hours prior to the hearing.
7. The Accused or Complainant may request the hearing be rescheduled. Requests must be directed, in writing, to ADOS with a statement of grounds for the request at least 48 hours prior to the scheduled hearing. This request will be considered by the JB and, if granted, the ADOS will notify the Accused, Complainant, and all witnesses of any changes.
8. The JB may, for good cause, postpone a hearing and must notify the Accused, Complainant, and witnesses of the new date. It is the responsibility of both parties to notify their adviser of the change.
9. The JB has authority to request that members of the Scripps College student body and members of other Claremont Colleges appear but cannot mandate appearance at the hearing.

#### **6.14 JB Hearing**

1. In a pre-hearing meeting, called by the ADOS, the JB members will review the documentary information concerning the incident (including any documents submitted by the Accused, Complainant or their witnesses prior to the hearing), formulate questions, and prepare for the hearing. Only JB members are present during this meeting.
2. The JB reserves the right to conduct a hearing even if the Accused does not appear. Failure to appear does not necessarily constitute grounds for an appeal. The Accused is encouraged to submit a statement to the chair of the JB if the Accused chooses not to attend.
3. Attendance at hearings will be limited to (i) the Accused, the Complainant, and their respective advisors, (ii) the JB members, and (iii) witnesses during the time such witness is testifying.
4. Either party may have any number of witnesses whose testimony may be presented at the hearing on their behalf. The Accused and Complainant shall submit the names of all witnesses to appear, in writing, to the ADOS at least 48 hours before the hearing. The ADOS is responsible for requesting the presence of any witnesses, but cannot guarantee the witness(es) will attend. If the witness(es) cannot appear in person, a

written and signed documentation of their testimony may be presented during the hearing.

5. The JB may rule by a majority vote on the admissibility of evidence, the removal of disruptive individuals, the closing of open hearings, and other procedural policies.
6. The chair of the JB may call a recess during the hearing for any reason and at any time.
7. During the hearing, everyone in the room will introduce themselves and indicate their role in the hearing (e.g., Joan Brown, chair; Sally Green, the accused student). If witnesses enter the room later, the chair must ensure they state their names and roles in the hearing.
8. Witnesses are present only during their own testimony. All parties must bear in mind that any disruption of the proceedings or failure to adhere to the rulings of the panel may result in removal from the hearing.
9. The order of the hearing usually involves, but is not limited to, the following:
  - a. The chair of the JB will state the purpose of hearing and the charges asserted against the Accused.
  - b. The Complainant will provide testimony and documentary information.
  - c. The JB may ask the Complainant questions.
  - d. The Accused may ask the Complainant questions.
  - e. The Complainant may call witnesses who may be questioned by the JB, Accused and Complainant.
  - f. The Accused will provide testimony and documentary information.
  - g. The JB may ask the Accused questions.
  - h. The Complainant may ask the accused questions.
  - i. The Accused may call witnesses who may be questioned by the JB, Accused, and Complainant.
  - j. The JB, Accused, or Complainant may recall any witnesses as deemed necessary.
  - k. The Complainant may make a brief closing statement. No new information may be introduced at this time.
  - l. The Accused may make a brief closing statement. No new information may be introduced at this time.
  - m. The JB may ask questions at any time during the process
10. Each witness will tell the JB what the witness knows about the incident being reviewed. Witnesses will limit their testimony to information relevant to case. They may not speak on behalf of the Accused or Complainant. A witness may not serve as the adviser for the Accused or Complainant.
11. Prior to and after a witness has given testimony, the witness is expected to refrain from discussing the hearing and incidents with others.
12. An audio recording of the hearing will be maintained in the Dean of Students Office. Either party may request to hear the recording in connection with submitting or responding to an appeal.

### **6.15 Deliberation and Decision**

1. After closing statements are made, the JB will review all the information presented at the hearing in a closed session and make a decision; the JB will meet daily until a decision is reached. Using a preponderance of the evidence standard, a majority vote is necessary to find the Accused responsible. If the Accused is found responsible, sanctions will be assessed and/or recommended to the Senior Staff Panel by a majority decision of the JB.
2. The Accused and Complainant will be notified in writing of the decision within 48 hours of the decision.
3. A judicial record of the matter will be maintained in a confidential student file by the Dean of Students if the accused does not successfully complete a degree. In cases where dismissal, suspension, or revocation of degree are assessed, documentation of relevant case material (e.g., decision documentation) will become a part of the Accused student's permanent academic record.
4. If the Accused fails to complete the sanction(s) as prescribed, the JB will review the case that may result in further disciplinary action. The Accused will be notified before the case is reviewed.

#### **6.16 Appeal Time Requirement**

Following a JB decision, the Accused and/or the Complainant may file a written appeal within 10 business days of the date that the initial decision was received. Following the assessment of a sanction upon Administrative Review, the Accused or the Complainant may file a written appeal of the appropriateness of sanction within 10 business days of the date the initial decision was received.

#### **6.17 Submission of an Appeal**

1. Appeals of JB decisions may only be based upon:
  - a. New evidence, of which the appellant was not aware and could not have located with reasonable diligence during the original hearing and is potentially sufficient to alter the decision, has become available;
  - b. The sanction imposed is excessive or inappropriate (nature of sanction); or
  - c. The JB failed to provide the student with due process pursuant to the College's policies and procedures while reviewing the cited behavior (due process).
2. Appeals of Administrative Review decisions may only be based upon:
  - a. The sanction imposed is excessive or inappropriate (nature of sanction).
3. The written appeal must include the specific grounds for the appeal and supporting documentation. Appeals should be filed by delivering the Appeal to the Vice President for Student Affairs.
4. The appellant should be aware that all appeals are initially documentary reviews in which no oral argument or testimony is taken. In many cases, appeals are determined solely on the merits of the documents submitted and never proceed to oral hearing. Appellate documents, therefore, should be as complete as possible.

#### **6.18 The Appeal Process**

1. The Appeal Officer for all appeals of Administrative Review and JB decisions shall be the Vice President for Student Affairs. If the Vice President for Student Affairs was a witness in the underlying proceeding, the Vice President and Board Secretary shall serve as the Appeal Officer.
2. The Appeal Officer will notify the other principal party to the original charge (Complainant or Accused) and provide reasonable opportunity to respond in writing.
3. The Appeal Officer will hear the case in a timely manner.
4. After receiving all appellate documents, the Appeal Officer will review the submitted appellate documents, the written decision from the initial review, and supporting materials relevant to the initial review decision. The Appeal Officer may request additional statements from the chair, adviser, the Accused, the Complainant, or witnesses of the initial hearing board.
5. The Appeal Officer will grant or deny the appeal. In either case, the Appeal Officer will determine a course of action that may include upholding the initial decision in its entirety, modifying sanctions of the initial decision, or referring the case back to the JB or Administrative Review Officer for further proceedings.
6. The Appeal Officer will issue a written decision to the Accused, the Complainant, and the ADOS.
7. All decisions of the Appeal Officer are final and binding upon all parties.

## **Scripps College Directory ([Link](#))**

### **Appendices**

Appendix A: Housing Information

Appendix B: Information Technology Agreement

Appendix C: Telephone Information

Appendix D: Facility Reservations

Appendix E: Grounds Department Services

Appendix F: Emergency/Disaster Preparedness Information

Appendix G: Safety & Security Report

Appendix H: Scripps College Discrimination and Harassment Policies and Grievance Procedures

Appendix I: The Claremont Colleges Title IX Sexual Harassment Policy

Appendix J: Scripps College Community Compact

# **Appendix A: Housing Information**

## **Residential Agreement Fall 2021**

Updated June 15, 2021

This Residential Agreement (this “Agreement”) is entered into by and between Scripps College (“Scripps” or the “College”) and the Scripps student electronically executing this Agreement (“Resident”). This Agreement must be completed and submitted before Resident may occupy a room in a Scripps residence hall or other housing assigned to Resident by the College (“Scripps Housing”). The Scripps Housing to which Resident is assigned, pursuant to this Agreement, shall be referred to as “the Premises,” and the residence hall or other building in which the Scripps Housing is located shall be referred to as “the Building.” For purposes of this Agreement, Scripps Housing includes residence halls on campus and residential spaces not located on the main campus (e.g., 709 College Ave, and 1060 College Ave, CGU Apartments, KGI Apartments, and any other housing units owned or leased by the College).

This Agreement is a contract for a furnished space in Scripps Housing. Although an assignment to a specific room may have been made, or may be made in the future, this Agreement is not for a specific room, unit, building, or type of occupancy, but shall apply to any Premises the Resident may be assigned in Scripps Housing. By signing this Agreement, Resident accepts the College’s housing assignment and agrees to pay the required Residence Fees established by the College for such assigned Premises.

### **I. PERIOD OF AGREEMENT**

This Agreement shall be in effect for the 2021 academic year, beginning August 9, 2021 at 10:00 AM and ending May 23, 2022 at 5:00PM.

### **II. COVID-19 PROVISIONS**

Resident understands that an inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. Resident understands that the College is implementing comprehensive protocols and infection control measures to try to limit exposure to COVID-19 and mitigate the spread of COVID-19, but the College cannot guarantee that the virus will not spread on campus or in Claremont and surrounding areas. It is not possible to prevent against the presence of COVID-19. The College does not represent nor warrant that Scripps Housing is safer than Resident’s home or other off-campus housing that Resident could secure. Resident, by choosing to reside in Scripps Housing during the 2021 academic year, voluntarily assumes all risks related to exposure to COVID-19.

Resident understands that, as a result of College’s safety protocols and infection control measures and/or public health orders or guidance, (i) services on campus may be limited for the 2021 academic year and (ii) access to spaces on campus may be closed or have limited occupancy. Resident further understands that the College’s precautionary measures are based upon current conditions and that these conditions may change. Without limiting the generality of the foregoing, the College may receive directives, information, or guidance from public health officials indicating that Scripps Housing is no longer a safe option for students.

Resident agrees to abide by all Scripps College Student Conduct Policies, outlined in the Guide to Student Life, and to abide by all additional or modified guidelines that the College may institute. Without limiting the generality of the foregoing, Resident agrees to abide by all entry, symptom checking, testing, and contact tracing procedures (“Safety Protocols”) implemented by the College as set forth on Addendum 1 attached hereto and incorporated herein. The Safety Protocols may change from time to time during the period of agreement. In the event of such changes, the College will provide Resident an updated Addendum, which will become effective upon dissemination to Resident. Resident understands that adherence to these guidelines and Safety Protocols are conditions of being allowed to reside in Scripps Housing and that failure to abide by such guidelines and Safety Protocols may result in revocation of Resident’s permission to reside in Scripps Housing.

### **III. COLLEGE COMMITMENTS**

The College shall:

- A. Provide the Resident with an assigned space in Scripps Housing.
- B. Provide the Resident with a single bed, mattress, dresser, study desk, desk chair, and wardrobe/closest.
- C. Provide cleaning supplies for Resident to maintain cleanliness in their assigned room, and common areas of the Scripps Housing lounges, bathrooms, and kitchens pursuant to the College’s COVID-19 cleaning schedule and protocols.

### **IV. RESIDENT COMMITMENTS:**

The Resident shall:

- A. Be approved to live on campus for the period of this Agreement.
- B. Pay all charges of the College and/or amounts owed to the College in accordance with the dates and amounts set forth by Business Affairs.
- C. Not change, alter, or modify the room, suite, or apartment, its furnishings or fixtures without the prior approval from the Office of Residential Life.
- D. Not allow any person to occupy for any period of time the Premises, or portion thereof, in exchange for any form of compensation.
- E. Not use or allow the Premises to be used for any commercial activity.
- F. Abide by all terms set forth in this Agreement and all Scripps Housing policies and procedures as identified in the Guide to Student Life, including appendices. Violations may become basis for loss of housing privileges or administrative and/or disciplinary action up to and including expulsion from the College. The Guide to Student Life section on Scripps Housing policies and procedures is considered part of this Agreement.
- G. Abide by conditions set forth in any behavioral contract, follow-up action, or assessment required by the College in order to demonstrate that the Resident is emotionally fit to live in a residence hall environment. For example, in cases of serious emotional crisis or incidents of alcohol overdose, substance abuse, bulimia, anorexia, emotional breakdown or other similar behavior, Resident may be required to have a behavioral



contract in order to continue to live in Scripps Housing and/or be subject to follow-up conduct action. Students who have attempted suicide, threatened suicide, commented about attempting suicide or written suicide notes may be required to receive permission to remain in the Scripps Housing from the Dean of Students Office. This permission will typically be based on an assessment and recommendation from a qualified psychological or medical practitioner.

- H. Be financially responsible for damages that occur in the Premises, Building, or any other physical space comprising or associated with Scripps Housing. Such cost shall be established at the College's reasonable discretion, and payment of such costs shall be made by the Resident within 15 days of written notice from the College or be deducted from their damage deposit. In the event the cause of any loss or damage to the residence hall, its common areas, furnishings or fixtures cannot be determined after reasonable investigation by the College, the cost of such loss or damage shall be prorated to each student assigned to the residence hall (or suite, where appropriate) regardless of whether such student was present in the residence hall at the time of such loss or damage.
- I. Leave the room and/or suite in a clean and orderly manner, and in the condition in which it was presented at time of occupancy, upon departure and/or termination of this Agreement.
- J. Evacuate all the residence hall spaces in the event of an emergency.

## **V. ROOM ASSIGNMENTS**

This Agreement provides Resident with certain privileges to occupy Scripps Housing, but does not grant the right, or guarantee the right, to occupy any particular housing unit or room. Assignment to a different housing unit or room (including, but not limited to a different room in the same or different residence hall) may only be made by the Office of Residential Life. By executing this Agreement, the Resident is agreeing to communicate and live cooperatively with the roommate(s) occupying the Premises, and to be respectful of their differences and respective living habits.

## **VI. ROOM CHANGES**

- A. Resident acknowledges that the College shall have the right, at its absolute discretion, to require Resident to move at any time during the term from the originally assigned Premises to a different room or unit. Occupants may be required to change rooms or residence halls for the benefit of the College or in any circumstance the Office of Residential Life deems necessary or appropriate. Scripps reserves the right, in the event of a vacancy, to consolidate student spaces. Other than cleaning and damage recovery, if any, there will be no reassignment fee in this circumstance.
- B. Without limiting the generality of Subsection A, above, the College may reassign the Resident (and/or the Resident's roommate(s)) if the College, in its absolute discretion, deems such reassignment necessary or appropriate (i) in order to protect the rights of other occupants of the Premises or the Building to enjoy a reasonable living and academic environment, (ii) to protect the health and safety of such other occupants, (iii) to address the failure of the Resident or roommate(s) to live in a manner consistent with a cooperative academic environment, or (iv) to resolve any conflicts between residents that are determined by the Office of Residential Life to be irreconcilable. The College may make such reassignment irrespective of whether any disciplinary or judicial board proceeding exists related to the conduct of the Resident or a roommate. Such

decisions shall be made at the discretion of the Dean of Students, or their designee. Additionally, the College reserves the right to refer any instances of misconduct or disruptive behavior to the College's judicial procedures for further action.

## **VII. RULES GOVERNING ROOM USAGE**

- A. **Guest Policy.** The availability of guests will be determined by public health guidance as it develops throughout the year. At the time of the execution of this Agreement, the Resident is not entitled to have visitors from outside the Scripps residential community. This restriction on visitors includes overnight guests, family members, students from other campuses and any Scripps students who reside in other Scripps housing. In the event this policy is changed during the term of the Agreement, any such changes will be reflected on an updated Addendum.
- B. **Prohibited Enterprises.** College housing is provided in support of the educational mission of the College. It is not intended to serve as a center for private enterprise or personal profit in any form. Consequently, the Premises or any part thereof shall not be used for the operation of a business or as the "base" or "office" of any business enterprise, including but not limited to (i) allowing persons to occupy the Premises, or any portion thereof, in exchange for any form of compensation or (ii) streaming or otherwise publishing any video or audio depiction of any activity occurring in the Premises.
- C. **Keys.** The Resident shall be responsible for the keys to the Premises issued by the College. The loss of keys could result in a threat to the security of the Premises or the Building, and to the other occupants of the Premises. If a lock and key change to the Premises is required as a result of a Resident losing their key, or if the Resident fails to return their key upon expiration or early termination of this Agreement, the Resident will be charged for having the lock changed and having new keys issued. The Resident may not duplicate their key to the Premises. In no event shall the Resident alter or repair a lock to the Premises or any part of the Building.

## **VIII. TERMINATION**

- A. Any request by a Resident to be released from this Agreement must be made in writing to the Office of Residential Life. Termination of the Agreement may be granted upon written approval from Scripps College, but is solely at the discretion of the College. All decisions regarding exceptions to the Residential Agreement are made by the Office of Residential Life.
- B. In the event the College terminates this Agreement, the Resident must vacate the Premises within the time prescribed by the College at the time of the notice of termination. The College may terminate this Agreement for any one or more of the following reasons:
  - 1. Indications that Resident's behavior or condition could result in harm to their self or others.
  - 2. Failure of the Resident to satisfy any of the obligations set forth in Section IV above.
  - 3. Violation of this Agreement or policies stated in the Guide to Student Life.

- a. Unauthorized or Illegal Use of Assignment. The College may elect to terminate if, at any time, a Resident uses the Premises for an unauthorized or illegal purpose or violates the terms of this Agreement. The College's decision to terminate under this provision shall be made jointly by the Dean of Students and Assistant Dean, Director of Campus Life. A termination under this provision shall be referred to judicial action for possible further and independent disciplinary action.
  - b. Continual disruption/Unacceptable behavior. Any Resident responsible for excessive noise and/or disruptive behavior who continually disrupt the environment may be subject to termination as well as further disciplinary action.
4. Damage to premises. The College shall have the absolute right to terminate this Agreement and require that the Resident immediately vacate the Premises if the College, in its sole and absolute discretion, determines that the Premises has been damaged in such a manner as to make it unsafe, or unfit for habitation. The cause of such damage allowing the aforementioned action may include, but shall not be limited to, the following: riot, insurrection, martial law, civil commotion, act of war or terrorism, fire, flood, earthquake, or other casualty or act of God.
  5. COVID-19 Precautions. The College in its sole discretion may terminate this Agreement if the College determines that termination of the Agreement and removal of students, including Resident, from Scripps Housing or the campus is necessary to mitigate exposure to COVID-19 or the potential spread of COVID-19.

#### **IX. UNAUTHORIZED OCCUPANCY**

If the Resident occupies the Premises without written authorization from the Office of Residential Life on dates other than those set forth above in Section I, the Resident shall be deemed to be in breach of this Agreement, and the College shall be entitled to all remedies set forth in this Agreement, including without limitation the right to revoke the Resident's privilege to occupy any Scripps Housing, to exercise all remedies available at law or in equity to regain possession of the Premises, and to obtain damages for such breach.

#### **X. INSPECTION OF PREMISES**

- A. The College reserves the right to enter any room at any reasonable time, for the purpose of inspection, maintenance, or repair, for purposes of maintaining compliance with health and safety regulations, and in the case of an emergency or building evacuation. All other entries will be in compliance with State of California and Federal laws.
- B. A search of a room or unit by College staff may be authorized only by the Dean of Students Office. Such authorization will be issued in writing indicating the reason for the search, and the objects or information sought. Except in emergency circumstances, an occupied residence hall room will not be searched without prior notification to the Resident, with the opportunity for them to be present at the time of the search if they choose. If the search is conducted without the Resident being present, the Resident will receive notification that the search did occur and the reason for it. The College cannot prevent nor prohibit search of rooms or units by law enforcement officers acting in the performance of their duties.

- C. While all reasonable precautions will be taken to safeguard the personal property of students, the College assumes no responsibility and provides no insurance or financial protection for the Resident's personal property. Furthermore, the College is not liable for the loss of, or damage to, personal property for any cause not arising directly from the negligent acts of College employees acting within the scope of their duties. Private insurance is advised.
- D. Unless given prior authorization by the Assistant Dean, Director of Campus Life or their designee, Resident will not enter the residence halls when they are closed.

By signing this Agreement, Resident acknowledges that any breach of College residential policy, including but not limited to those terms contained in this Agreement, including the Addendum, and/or the Guide to Student Life, any violation of the rights of other occupants of the Premises or the Building, or any misrepresentations of fact made in this Agreement may be grounds for immediate termination of Resident's occupancy of the Premises, and may result in revocation of future College housing privileges. The College reserves the right to report any illegal conduct in any residence hall perpetrated by either a Resident or a guest of a Resident to the proper law enforcement agencies. Resident agrees to execute this Agreement through an electronic platform or electronic protocol and such execution shall have the same efficacy as a signed original.

## **HOUSING CONTRACT ADDENDUM—UPDATED JUNE 15, 2021**

### **Pre-arrival Testing**

Unvaccinated students, including those with an approved exemption, must provide proof of a negative test to the Office of Residential Life prior to their move-in date. The test should be administered no more than 72 hours prior to move-in and uploaded to their housing portal before keys will be provided for fall 2021 housing.

### **Vaccinations and Testing**

**Please note that in order to be assigned a room in the fall or participate in room selection, students must provide proof of vaccination no later than July 5, 2021 or qualify for an exemption.**

Students who submit proof of vaccination to SHS (click [here](#) to submit) prior to arrival will not be required to be tested on a twice weekly basis, but may be subject to periodic testing at some point during the fall 2021 term.

Non-vaccinated students will be required to submit to twice weekly testing, administered by the College.

Residents who must undergo weekly testing will be provided a testing schedule by the College. It is important to abide by the testing schedule and failure to do so may result in the termination of current and future housing privileges at Scripps.

### **Quarantine/Isolation**

Students who have been unable to get the COVID-19 vaccine over the summer will be expected to arrive to campus on Saturday, August 14th to quarantine at a campus-sponsored location. Students will not quarantine in their fall housing assignment and will only be granted access to that space once cleared to live in campus housing.

Once students arrive and are placed in quarantine, they will be expected to participate in weekly testing until fully vaccinated. More information regarding this process will be shared at a later date with students needing to quarantine.

Students with an approved exemption will also be required to quarantine and participate in testing until cleared by SHS or the College Nurse to move to their assigned/selected room. Exempted students should plan to arrive to campus on August 14.

Students who have been exposed to an individual with COVID-19 and/or are feeling symptoms will be expected to quarantine until cleared by Student Health Services and/or the College Nurse.

Students who test positive for COVID-19 will be expected to isolate. Students assigned to quarantine or isolation will do so in College sponsored housing at KGI Oasis. The student will be expected to pack items needed for up to 10 days in quarantine or isolation as they will not be permitted to return to housing until released by Student Health Services and/or the College Nurse. Scripps Dean on-call will work with the student to transport the student to quarantine or isolation housing. During quarantine or isolation, the student will be supported by a College nurse, who will provide daily health and symptom monitoring. The student will also receive support from their Primary Contact Dean. It will be the responsibility of the student to alert their professors that they will not be present in person for class. Students working on campus should alert their supervisors that they are unable to be in person but, if feeling well enough, will be able to work remotely.

It is important to follow all quarantine and isolation requirements, failure to do so may result in the termination of current and future housing privileges at Scripps.

### **Contract Tracing**

Should you test positive for Covid-19, you will be required to cooperate with Contact Tracing.

### **Masks**

California and Los Angeles County Health Officials are in the process of revising public health guidance regarding the wearing of face coverings. The College may require students to wear face coverings indoors except when in their own rooms and will provide specific face covering protocols as students return to campus in August.

### **Cleaning of Residential Spaces**

In accordance with public health guidance, the cleaning of living spaces may be a combined effort of Facilities personnel and residents cleaning their own living space while in residence. The College will provide more specific cleaning protocols, based upon applicable public health guidance as students return to campus in the fall.

### **Handwashing and Sanitizing**

Residents are asked to regularly wash/sanitize hands and to sanitize spaces in common areas after use.



## **Appendix C: Information Technology Agreement**

### **Scripps Computer Network Student Agreement**

Before using the Scripps Computer Network, for the first time, you must be aware of and agree to abide by the rules and standards that dictate appropriate use of the computing resources on campus. Whether you are using the Scripps Network resources in the student computer labs or in your own room, the rules governing appropriate use of computing at Scripps and the other Claremont Colleges still apply.

It is your responsibility to familiarize yourself with all of the rules that govern appropriate conduct on the network you are using, realizing that in addition to Claremont and Scripps College specific guidelines, there are additional rules that may apply to systems on the Internet that you intend to use.

These policies include The Claremont Colleges [Appropriate Network Use Policy](#) and the [Scripps Web Policy](#). Plus, there are additional policies that apply specifically to the computing resources at Scripps College, The Claremont Colleges, and other institutions and sites on the Internet. It is the user's responsibility to become informed about the various policies associated with using either local or Internet resources and to adhere to those policies regulating the service.

Among the regulations listed in the guidelines is that no one else is permitted to use your Scripps Network Account. This, like other violations of the Scripps College Network, will result in immediate disciplinary action, whereby your privileges on the Scripps Network may be revoked and you may be subject to other penalties or legal action. In addition, since you have full Internet access from the Scripps Network, it is important to remember that you are prohibited from accessing or attempting to access any computer system that you do not specifically have authorization to use.

Scripps College IT Resources available for you to install can be found here:  
<https://inside.scrippscollege.edu/it/self-installations>

**IMPORTANT:** All students are required to notify Scripps College IT within one week of placing any Internet provider or file/print sharing device on the network. Examples include but are not limited to chat, FTP site, Web server, and Windows or Mac with print and/or file-sharing enabled. Failure to register your computer can result in immediate disconnection from the network.

I, (print student name), have read the above introduction to the Scripps Network and agree to abide by these and the other rules that apply to appropriate use of Network resources at Scripps College. Signature on file. Student Copy

## **Appendix C: Telephone Information**

Students who wish to activate the phone jack in their residence hall rooms may do so by contacting the Dean of Students Office and making that request. All lines are equipped with direct dial and voicemail. There is no charge for voicemail or call waiting. Students must provide their own phone equipment. For long-distance calling, students will need to have their own calling card. Please contact the Dean of Students Office for more information about these services. For general campus telephone information, visit the Claremont University Consortium telephone [webpage](#).

### **Dialing Instructions for Calls:**

Dial the last five digits, or extension, of the phone number (example: if the number is 607-1234, the extension is 71234). To make a local off-campus call, dial 9 and then the desired number. To make a long-distance call, dial 9 and the 1-800 number on the calling card.

### **Telephone Customer Service Center:**

For the telephone repair/trouble hotline, please visit the help [webpage](#). The voicemail hotline extension is 73172. A request must be made through the Dean of Students Office for a voicemail box to be added to your extension.



## Appendix D. Facility Reservations

If you are an event planner, you have access to a variety of facilities at Scripps College. Campus facilities, including classrooms, auditoriums, lawns, gardens, residence hall spaces, and courtyards, must be reserved through the Virtual Event Management System (VEMS). Reservations can be made beginning the first day of classes each semester, and events cannot be booked after the last day of classes each semester. Requests for facilities should be made as far in advance of the event as possible.

To reserve a space and start planning your event, please visit the VEMS website at <http://emsweb.claremont.edu/Scripps/>. Instructions are posted on this website; for detailed information, click on the “Links” tab. To check for available space or for facilities information (including capacity), click on the “Browse” tab.

Students planning an event with alcohol and using a Scripps facility must also meet with the Student Activities Coordinator in the Office of Student Engagement (OSE) for approval and to discuss the forms, policies, and procedures involved. Students may also reserve the Motley Coffeehouse through their [website](#).

To reserve tables in Seal Court, please use VEMS. All requests must be made at least 48 hours in advance (excluding Saturday and Sunday). If you do not see Seal Court available for the date you would like, please email the Public Events Office at [events@scrippscollege.edu](mailto:events@scrippscollege.edu) at least 48 hours in advance. Students interested in reserving the Hampton Room must email the Public Events Office at [events@scrippscollege.edu](mailto:events@scrippscollege.edu) at least 48 hours in advance.

Once you enter your facility request via VEMS, you will receive an email confirmation of approval from the reservation scheduler. Your facility request is not approved until you receive this confirmation. Please be sure to give a thorough description of your event/tables and provide other details, such as whether you will have music, as these items also must be approved.

If your event is canceled, be sure to cancel through VEMS. Additionally, contact any resource services you obtained for the event to cancel directly with each department, including Media Services, Catering, and Facilities.

At times, back-to-back events are common; users may not ask the preceding group to vacate the facility prior to the time reserved. Facility users are also responsible for unlocking and relocking all facilities.

## **Appendix E: Grounds Department Services**

The Grounds Department is responsible for all exterior maintenance on campus. Everything that is not under a roof is covered under this guideline. We always appreciate reports on any broken sprinklers and any safety hazards noted on campus. [Email Grounds@scrippscollege.edu](mailto:Email_Grounds@scrippscollege.edu).

For your privacy, the Grounds staff is not permitted to work in interior courtyards prior to 9 am during the academic year, although emergencies may warrant early entrances. Staff hours are Monday through Saturday from 7 am to 3:30 pm during the academic year.

The Grounds Department offers the following support for activities:

1. Do pre-event site cleaning and detailing.
2. Turn off irrigation prior to activities.
3. Mark approved reserved parking spaces.
4. Place decorative plants in containers for stage or podium College-sponsored events.
5. Place, retrieve, and empty trash receptacles.
6. Provide aluminum trash cans and hose for BBQs.
7. Provide information on plant identification.
8. Assist with placement of temporary signage for events.
9. Supply wood for fireplaces.
10. Remove bicycles that are illegally parked, per Guide to Student Life bicycle parking policy, as approved by DOS. Return of bikes requires proper identification of bike as well as location it was last parked. The Grounds Department is not responsible for policy.

Individuals and organizations may request Grounds Department support for an event by completing and submitting a Scripps College Event Registration Form & Contract, available at the Office of Student Engagement. Students are required to fill out necessary paperwork one week prior to any event and two weeks prior to any event where alcohol will be served (a drawing of the location of the perimeter fence, entry areas, and number and location of Campus Safety personnel is required).

Art projects proposed for the square block contiguous to the Millard Sheets Art Center require approval by the Art, Grounds, and Maintenance departments. Art projects on any other area of the campus require the approval of the Treasurer's Office and the Building and Grounds Committee. An art installation policy may be requested from the Art Department.

# Appendix F: Emergency/Disaster Preparedness Information

## Emergency Response Medical Team

As part of the Scripps Emergency Operations Plan, an Emergency Medical Team, consisting of students, staff, and faculty, is available to assist in performing triage and treatment for minor injuries when appropriate. First Aid experience is preferred but not a requirement. First Aid/CPR/AED certification is provided by the College to active members. The team trains two or three times per semester (1.5 hours each time).

Participation in training and drills is required. Students interested in volunteering with the Emergency Medical Team should contact the Scripps Office of Human Resources at [ScrippsHR@scrippscollege.edu](mailto:ScrippsHR@scrippscollege.edu).

## How to Prepare Personally:

1. Keep the following items easily accessible in your room: bottled water, personal first aid kit, radio with good batteries, flashlight with spare batteries, comfortable shoes, plastic bags for toilet and sanitation purposes, emergency rations, extra pair of eyeglasses, essential medications.
2. Know all evacuation routes and exits, as well as your evacuation site.
3. Organize your room in such a way as to avoid hazards (e.g., don't sleep directly beneath windows, bookshelves, or picture frames).
4. To receive Scripps Alerts, register with the College's emergency mass notification system at <http://inside.scrippscollege.edu/emergency/scripps-alert-emergency-contact-information>.
5. Participate in all emergency drills.
6. Attend all meetings regarding emergency procedures.

## EARTHQUAKE

### What to Expect in the Event of an Earthquake

1. Everything shakes and rattles.
2. There is a lot of noise (banging and/or rumbling).
3. Things will fall and break (such as ceiling tiles, bookcases, computers.)
4. The motion may be severe (if you are standing, you may be thrown to the ground).

### What to Do during the Earthquake

1. **REMAIN CALM.** Stay where you are until the shaking stops.
2. If indoors, **DROP down onto your hands and knees** (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
3. **COVER your head and neck** (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you) and cover your head and neck with your arms and hands.
4. **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Stay where you are until the shaking stops. Do not run outside.
5. Stay away from windows and objects that may fall.
6. Do not use elevators.
7. If outdoors, stay in an open area away from buildings, trees, streetlights, and utility wires. *Do not enter buildings.*

### What to Do after an Earthquake

1. AFTER THE SHAKING STOPS, if you are in your residence hall, proceed to the designated evacuation site and check in with your RA. Wait to receive further instructions from your RA. If you are in a classroom, follow the instructions from your professor. If outdoors, proceed to the nearest evacuation site and check in with the department monitor for that site.
2. If you require first aid, let your RA (or designate) know.
3. Keep calm and provide assistance to others.

#### **LOCKDOWN**

1. Once you receive notification by phone, email, and/or text message OR from Scripps personnel, proceed to the nearest safe room (if you know the location) or go to the closest room that can be locked.
2. **Lock the door.** Move furniture to barricade the door, if possible.
3. Shut the curtains/blinds covering the windows.
4. Turn off the lights.
5. Sit/crouch down in areas that are out of sight from doors and windows.
6. Switch your cell phone to vibrate.
7. **Don't open the door for anybody! Remain quiet and calm** until Campus Safety or police arrive and/or you are notified by phone, email, or text message.

#### **In the Event of a Disaster**

1. Once it is safe to evacuate the building, proceed to your designated evacuation site (or the nearest evacuation site, if not in your residence hall) and check in with your RA, professor, or department monitor. Remain there until given further instructions by your RA or a College official.
2. If you are on another campus, check in with an official from that college. Remain at that college until a college official informs you that it is safe to return to Scripps.
3. Assist emergency staff as needed.
4. Cooperate with the College and local officials in command of emergency procedures.

#### **Fire Safety Rules**

When fire or smoke is detected in a building, sound the alarm, evacuate the building, and call the Department of Campus Safety (ext. 72000) to report the emergency.

State and local fire laws require the following:

1. One approved fire drill should be held per semester, coordinated by the Readiness Emergency Committee and the residential life staff. Students who fail to evacuate the residence halls during a fire drill may be subject to a fine of \$150.
2. Corridors and exit doors must be free of obstructions at all times.
3. Lighted candles or open flames in the residence hall are not permitted. Excessive amounts of combustibles (such as paper products and textiles attached to walls and ceilings or hung as room dividers) are considered fire hazards and are not permitted. Excessive amounts of combustible wall or ceiling decorations and the overloading of electrical outlets are prohibited.
4. Corridor decorations and signs must be made from non-flammable materials or treated with an approved flame-retardant solution.
5. Holiday trees and tree branches must be treated with an approved flame-retardant solution.
6. Flammable liquids may not be used or stored in any residence hall.
7. Cooking in student rooms is not permitted.
8. If a residence hall fails to evacuate all of its residents, (i.e., a resident sleeps through the fire drill or does not hear the alarm), the residence hall will continue to have fire drills until the residents work together (i.e., door-knocking) to successfully evacuate the

building

# Appendix G: Safety & Security Report

[\(External Link\)](#)

## Introduction

The Higher Education Opportunity Act (HEOA) requires all institutions of higher education that maintain on-campus housing to publish an annual Safety & Security Report. This report contains the information required by the HEOA for Scripps College, including our fire safety practices and a fire log with statistics regarding on-campus fires. The annual [Safety & Security Report](#) is available by October 1 to all students, prospective students, faculty, and staff.

## On-Campus Housing Safety Information/Policies

### Fire Emergency Procedures

- If you see fire or smell smoke, activate the closest fire alarm.
- Evacuate to your designated evacuation area (as discussed with your resident advisor during your first hall meeting) and report to your building monitor or resident advisor.
- Report the location of the fire to Campus Safety at (909) 607-2000.
- All persons within a building are required to evacuate when an alarm has sounded. Persons who do not evacuate present a danger to themselves and a liability to the College and will be referred to the College judicial process.

### Fire Alarm Systems

The purpose of our fire alarm system is to signal the need for the evacuation of a building and to notify Campus Safety automatically. False alarms and tampering with fire safety equipment is unlawful. The penal code provides that any person who sets off a false alarm is guilty of a misdemeanor punishable by a fine and/or imprisonment.

### Fire Safety Equipment

Students who tamper with fire-fighting or safety equipment (including fire extinguishers and smoke detectors) are subject to a fine of \$100, expenses for necessary repairs of equipment, and/or judicial action.

### Fire Sprinkler Systems

Fire sprinklers are in many buildings and smoke detectors are in each residence hall.

### Halogen Light Policy

Due to documented fire dangers of halogen lighting, Scripps prohibits the use of halogen lamps. Desk, table, or floor lamps that contain a halogen light bulb are not permitted on campus.

### Open Flames

Due to the danger presented by open flames, candles or any other flame may not be used on campus unless they are used as part of a campus event and approved by the Dean of Students Office.

Barbecue areas are designated by Grounds, and the regulations surrounding the use of barbecues on campus can be found in the Guide to Student Life. No grills of any kind (gas, electric, charcoal, etc.) may be used outside of these designated areas. Personal grills may not be stored in the residence halls.

### Explosives

The state law, as well as Scripps College policy, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Furthermore, gasoline- powered scooters and motorcycles cannot be stored in individual rooms or elsewhere in residence halls at any time. Vehicles found to be stored in unauthorized areas will be towed and stored at the owner's expense.

### **Fire Safety Education**

The resident advisors receive fire prevention and response training each semester. The training consists of classroom instruction followed by hands-on application of fire extinguishers. In addition, evacuation drills are conducted each semester to test the resident advisor's ability to facilitate evacuation in the event of an emergency. All residential students are also trained as to the College's evacuation procedures during their first residence hall meeting.

### **On-Campus Housing Fire Safety Systems**

Scripps College complies with all local, state, and national fire regulations. All of Scripps' residential buildings have fire alarms and manual fire extinguishers.

Evacuation drills of all residential buildings are conducted each semester. Fire safety systems are routinely inspected and monitored as mandated by the county of Los Angeles. A log of these inspections is maintained by the Facilities Department.

**Appendix H:  
Scripps College Discrimination and Harassment Policies and  
Grievance Procedures**



# Scripps College's Discrimination and Harassment Policies and Grievance Procedures

## **Title IX Coordinator**

**Sara Miller**

McAlister Center

Lower Level

909-607-7142

titleix@scrippscollege.edu

## **Deputy Title IX Coordinator**

**Section 504 Coordinator for Faculty and Staff**

**Jennifer Berklas**, Director of Human Resources

Vita Nova Hall 120

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## **Deputy Title IX Coordinator**

**Jennifer Armstrong**

Associate Dean of Faculty

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## **Deputy Title IX Coordinator for Students**

**Simone Hicks**

Assistant Dean/Director of Case Management

Dean of Students Office

Balch Hall

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## **Section 504 Coordinator for Students**

**Danny Hernandez**

Assistant Dean of Academic Resources and Accessibility Services

Dean of Students Office

Balch Hall

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# INTRODUCTION

## I. General Policy Statement

As a community dedicated to the education of women and the advancement of learning, Scripps College (the “College”) seeks to maintain an environment in which individuals can live, learn and work free from discrimination and harassment, including sexual violence, sexual misconduct, dating violence, domestic violence, or stalking. The College regards such behavior as inimical to its educational purposes and to the respect for individuals that it holds to be essential in all aspects of its institutional life. Members of the Scripps community, defined as all individuals permanently or temporarily employed by, studying at or officially connected with the College, should be aware that the College is strongly opposed to all forms of discrimination and harassment and that such behavior is prohibited by College policy and, in some instances, by civil and criminal laws.

All forms of harassment and discrimination on the basis of sex, gender identity and expression, pregnancy, religion, creed, color, race, national or ethnic origin, ancestry, immigration status, sexual orientation, medical condition, physical or mental disability, age, marital status, veteran status, family care leave status, or any other basis prohibited by state or federal law destroy the foundation for respect and violate the sense of community vital to the College’s educational enterprise. Sexual violence and sexual misconduct offenses are a form of sexual harassment and are strictly prohibited by the College. This policy also prohibits dating violence, domestic violence, and stalking. Retaliation against a person who reports, complains about, or participates in the investigation of a complaint of discrimination or harassment is likewise prohibited.

This policy strictly prohibits discrimination against, or the harassment of, any individual at the College or at College activities occurring away from campus, including but not limited to all individuals regularly or temporarily employed, studying, or with an official capacity at the College (such as Trustees, guest lecturers, volunteers, and contractors). Persons violating this policy will be subject to disciplinary action up to and including discharge from employment or expulsion from the College.

It is the responsibility of all faculty, staff, and students at the College to ensure compliance with this policy. Accordingly, faculty, staff, or students who believe they are being harassed or discriminated against, have observed harassment of, or discrimination against, another person at the College in violation of this policy, or believe such conduct has occurred, should immediately report the incident following the complaint reporting procedures below.

As an educational institution, the College is committed to the principle of free expression and the exploration of ideas in an atmosphere of civility and mutual respect. The College also recognizes that the educational process can often be disturbing and unsettling, particularly when one’s current ideas or values are being challenged. This means that the learning, working, and living environments might not always be comfortable for all members of the college community. The College does not proscribe speech simply because it is offensive. In determining whether an act constitutes discrimination or harassment, the context must be carefully reviewed and full consideration must be given to protection of individual rights, freedom of speech, and academic freedom.

## II. Jurisdiction

The policies and procedures set forth herein apply to all College faculty, staff, and students. These policies and procedures also apply to third parties (such as campus visitors or vendors) who may have contact with members of the College community either on the College’s campus or at other College events and programs. For purposes of these policies and grievance procedures, a Complainant is the student, faculty, or staff asserting that such person has been the subject of a policy violation. The College also may be a Complainant. A Respondent under these policies and procedures is the person alleged to have engaged in conduct that constitutes a violation of these policies. If the alleged perpetrator is an employee or student from one of the other Claremont Colleges or the Claremont University Consortium, the College will investigate the matter and take steps to stop the conduct and remedy its affects to the extent reasonably possible. However, the grievance or other relevant procedures related to any disciplinary action against the Respondent will be

those of the Respondent's home institution.

The grievance procedures set forth below are administrative in nature and are separate and distinct from the criminal and civil legal systems. Pursuing resolution through these procedures does not preclude someone from pursuing legal action now or in the future. If the conduct in question is alleged to be a violation of both College policy and public law, the College may proceed with its normal process, regardless of action or inaction by outside authorities. Decisions made or sanctions imposed through these or other College procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent.

In the event of a conflict with any other Scripps College policy or Claremont Colleges intercampus policy, the policies and procedures set forth below will prevail.

## CIVIL RIGHTS RELATED POLICIES

### I. Statement on Non-Discrimination, Equal Opportunity, and Related Laws

The College does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. The College complies with all applicable state and federal laws, including, but not limited to:

- A. Title IX of the Higher Education Amendments of 1972;
- B. The Violence Against Women Reauthorization Act of 2013;
- C. Title VI of the Civil Rights Act of 1964;
- D. Title VII of the Civil Rights Act of 1964;
- E. California SB 967 ("Yes Means Yes");
- F. California Fair Employment and Housing Act ("FEHA");
- G. California Unruh Civil Rights Act;
- H. Family Educational Rights and Privacy Act of 1974;
- I. Section 504 of the Rehabilitation Act of 1973;
- J. Americans with Disabilities Act (the "ADA");
- K. Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act ("ADEA");
- L. Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.

Inquiries concerning the application of these laws to the College should be referred to the Title IX Coordinator or, if applicable, the Section 504 Coordinator.

### II. Equal Employment Opportunity

The College prides itself in being an open, competitive, and equal opportunity employer. The College is committed to a policy of equal employment opportunities for all applicants and employees and complies with all applicable state and federal laws on the matter. The College does not unlawfully discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, immigration status, sex, age, sexual orientation, gender identity and expression, marital status, pregnancy, physical or mental disability, medical condition, family care leave status, veteran's status, or any other category protected by law. The College also prohibits the harassment of any employee on any of these bases. The College also makes reasonable accommodations for disabled employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to follow this policy conscientiously. Employees with questions regarding this policy should discuss them with the Director of Human Resources or their supervisor.

### III. Harassment Policy

- A. It is the policy of Scripps College to maintain an environment for students, faculty, and staff that is free of prohibited harassment. All members of the community should be aware that the College is concerned about such harassment, and is prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as other prohibited harassment based on such factors as religion, color, race, national or ethnic origin, ancestry, immigration status, sexual orientation, gender identity and expression, physical or mental disability, age, marital status, family care leave status, or veteran status, will be subject to discipline, up to and including expulsion or termination. Retaliation against a person who reports, complains about, or participates in the investigation of such harassment is likewise prohibited.

**B. Prohibited Harassment Defined**

1. *Prohibited Harassment in General*

Prohibited harassment is conduct that creates an intimidating, offensive, or hostile working or academic environment, or that interferes with work or academic performance, including harassment based on a person's protected status, including race, color, national origin, ancestry, immigration status, sex (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity and expression, age, religion, physical or mental disability, medical condition, marital status, veteran status, family care leave status, or any other status protected by antidiscrimination and anti-harassment statutes, such as Titles VII or IX of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the California Fair Employment and Housing Act.

Harassment can be physical, verbal, or visual. Harassment can be committed by employers, coworkers, fellow students, and third parties. Generally, statements and/or conduct legitimately and reasonably related to the College's mission of education do not constitute harassment.

To count as harassment under this policy, such conduct must:

- be offensive to the individual complaining of harassment and offensive to a reasonable person; and
- be so persistent, repetitive, pervasive, or severe that it has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, abusive or hostile educational, employment or living environment at the College.

Harassment may also occur when submission to conduct described above is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment at the College, or participation in a College activity.

2. *Sexual Harassment*

One form of unlawful harassment is sexual harassment. Sexual harassment may be either "quid pro quo" harassment, that is sexual advances or requests for sexual favors where submission is made an explicit or implicit term or condition of an individual's employment or education or where submission or rejection is used as the basis for making employment or educational decisions affecting an individual; or "environmental" harassment, where the individual is subjected to a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere with an individual's work or education, or to affect adversely an individual's living conditions. Occasional compliments that are generally accepted as not offensive or other generally accepted social behavior, on the other hand, do not constitute sexual harassment.

Examples of sexual harassment may include such conduct as:

- a. Physical assault or other unwelcome touching;
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendations;
- c. Direct propositions of a sexual nature;
- d. Subtle pressure for sexual activity, an element of which may be repeated requests for private meetings without an academic and employment purpose;
- e. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary

- touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body, whether or not intended to be complimentary; (3) remarks about sexual activity or speculations about previous sexual experience; or (4) other comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes;
- f. Certain visual displays of sexually-oriented images outside the educational context;
- g. Letters, notes or electronic mail containing comments, words or images as described in (e) above.

Sexual harassment includes harassment of women by men, of men by women, and same gender gender-based harassment. Sexual misconduct offenses are specific forms of sexual harassment and are strictly prohibited by the College. Due to the unique nature of sexual misconduct, the College has a separate Sexual Misconduct Policy which is outlined below.

### 3. *Other Forms of Harassment*

Although sexual harassment is one form of prohibited harassment, the College prohibits any harassment that meets the elements set forth in B(1) above, including but not limited to harassment based upon a person's race, ethnicity, religion, disability, or immigration status. Examples of conduct that may constitute other forms of harassment include:

- a. Threatening a person;
- b. Physically blocking a person's movement about campus;
- c. Derogatory or hostile comments repeatedly directed at another person;
- d. Inciting others to direct hostile or derogatory comments at another person;
- e. Comments about personal appearance, personal behavior, or a person's body;

### 4. *Electronic Communication and On-line/Social Media Activity.*

Social Media and electronic devices facilitate the expeditious and broad dissemination of information. Although these forms of communication may occur on websites or applications that are not a part of the Consortium computer network, items posted on social media (or other on-line sites) or communications through electronic devices can have an effect on a person's academic, residential, or work life at the College. Community members should know that activity on social media or communication to or our about another person through electronic means can constitute harassment under this policy if the activity meets the elements described above in Section B(1).

## IV. Sexual Misconduct, Relationship Misconduct, and Stalking Policy

- A. The expectations of our community regarding sexual consent can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission.

Sexual misconduct is a specific form of sexual harassment and is prohibited by the College. Sexual misconduct is defined as:

1. **Non-Consensual Sexual Contact** (or attempts to commit same)

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon a person,
- that is without consent and/or by force.\*

Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

- \* The use of force is not “worse” than the subjective experience of violation of someone who has sex without consent. However, the use of physical force constitutes a stand-alone non-sexual offense and in cases involving force the Respondent will face additional charges for the assaultive behavior.

2. **Non-Consensual Sexual Intercourse** (or attempts to commit same)

Non-Consensual Sexual Intercourse is:

- any sexual intercourse however slight,
- with any object,
- by a person upon a person,
- that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

3. **Other Conduct:** The following alleged conduct will be addressed through the Grievance Procedures outlined herein.

- a. Dating violence (as defined by the Violence Against Women Act) is violence committed by a person
  - i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - ii. where the existence of such a relationship shall be determined based on a consideration of (1) the length of the relationship, (2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship
- b. Domestic violence (as defined by the Violence Against Women Act) is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner. It includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, 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.
- c. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - (1) fear for his or her safety or the safety of others; or
  - (2) suffer substantial emotional distress

4. **Sexual Exploitation:** Sexual Exploitation is a form of sexual misconduct which occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- a. Invasion of sexual privacy;
- b. Prostituting another person;
- c. Non-consensual video or audio-taping of sexual activity;
- d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- e. Engaging in voyeurism;
- f. knowingly transmitting a sexually transmitted infection, a sexually transmitted disease, or HIV to another person;
- g. Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- h. Sexually-based stalking.

5. **Sexual Assault:** “Sexual assault” (as defined by the Violence Against Women Act) means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Generally, a sexual assault has been committed when an individual

engages in sexual activity without the explicit consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying sexual desire of either party. This includes coerced touching of the actor by the victim as well as the touching of the victim by the actor, whether directly or through clothing. Charges of Sexual Assault within the jurisdiction of this Policy will be processed as Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse depending upon the nature of the factual allegations.

- B. **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable and clear permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent. The legal age of consent in the state of California is 18 years.
1. Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity.
  2. A previous relationship or prior consent does not imply consent to future sexual acts.
  3. Consent can be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, irrespective of how much sexual interaction may have already taken place.
  4. **Force and Coercion:** Consent obtained through force is not consent. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes the use of threats, intimidation (implied threats) and/or coercion to produce consent. Coercion is unreasonable pressure for sexual activity (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”). Coercive behavior differs from seductive behavior based on the type of pressure used to get consent. When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.  
NOTE: There is no requirement that a party resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force, however, is not demonstrated by the absence of resistance.
  5. **Capacity/Incapacitation:** Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who one should have known to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (i.e. by alcohol or other drug use, unconsciousness, asleep, or blacked out), constitutes a violation of this policy.
    - a. **Incapacitation due to alcohol or other drugs:** Because alcohol or other drug use can place an individual’s capacity to consent in question, sober sex is less likely to raise such questions. Being under the influence of alcohol or other drugs does not in and of itself indicate incapacitation. When alcohol or other drugs, including date rape drugs (such as Rohypnol, Ketamine, GHB, etc.), are involved, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (the who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Administering a date rape drug to another individual is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
    - b. **Incapacitation due to other reasons:** This policy also covers a person whose incapacity results from mental or physical disabilities, sleep, unconsciousness, or involuntary physical restraint.
  6. **Invalid Excuses.** In any proceedings under these policies and procedures, a Respondent may not assert as an excuse to an alleged lack of consent that the Respondent believed that the Complainant consented under any of the following circumstances:
    - a. The Respondent’s belief in affirmative consent arose from the intoxication or recklessness of the Respondent;
    - b. The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
    - c. If the Respondent knew or should reasonably have known that the Complainant was unable



to consent to the sexual activity under any of the following circumstances:

1. The Complainant was asleep or unconscious;
2. The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; or
3. The Complainant was unable to communicate due to a mental or physical condition.

## V. California Law

- A. Conduct in violation of this policy also may constitute criminal conduct under the laws of the State of California. The following is a partial review of the California statutes covering rape, domestic violence, and stalking. In California, dating violence is included within the definition of domestic violence. This discussion intended only for purposes of information and guidance, does not cover all acts that may constitute criminal sexual behavior or all parts of the sex crime statutes, and should not be construed as legal advice.
- B. **Rape.** Under California Penal Code Section 261, "Rape" includes an act of sexual intercourse:
  - Where it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.
  - Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused. Under California law, a person is prevented from resisting if he or she is so intoxicated that he or she cannot give legal consent. In order to give legal consent, a person must be able to exercise reasonable judgment. In other words, the person must be able to understand and weigh the physical nature of the act, its moral character, and probable consequences. Legal consent is consent given freely by someone who knows the nature of the act involved.
  - Where a person is at the time unconscious of the nature of the act, and this is known to the accused. "Unconscious of the nature of the act" includes being incapable of resisting because the victim was unconscious or asleep or was not aware, knowing, perceiving, or cognizant that the act occurred.
- C. **Domestic Violence.** Under California Penal Code Section 13700, "Domestic Violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.
- D. **Stalking.** Under California Penal Code Section 646.9, Stalking is the willful, malicious, and repeated following or willful and malicious harassing of another person and making a credible threat with the intent to place another person in reasonable fear for his or her safety, or the safety of his or her immediate family.

## VI. Consenting Relationships

- A. The College strongly discourages and considers inappropriate consenting sexual relationships between

individuals associated with the College, in the case where one of whom exercises institutional authority over the other.

- B. Where such relationships involve the active and immediate exercise of authority, as in the case of a faculty member and a student currently studying under the faculty member or a staff member and an immediate subordinate, the College has the right to take disciplinary action.
- C. In the case of a sexual relationship in which the parties believe that the restrictions of the preceding points do not apply, it is the obligation of the individual in authority to take all necessary steps to remove himself or herself from professional actions affecting the other individual. Failure to do so may result in disciplinary action. These requirements also apply where a sexual relationship occurred in the past.

## VII. Retaliation Policy

Any attempt by a student, faculty, or staff member to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in reporting, an investigation of, or a hearing for alleged violations of the College's discrimination, harassment and/or sexual misconduct policies is prohibited. Disregarding interim measures, no contact orders, or other orders resulting from a process under this policy or the policy of another Claremont College shall be considered retaliation. Persons who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Title IX Coordinator. Any person who retaliates against a person who has cooperated in an investigation and/or hearing, or otherwise violates this provision, is in violation of College policy and will be subject to disciplinary action.

## VIII. False Reporting Policy

It is a violation of College policy to file a knowingly false or malicious complaint of alleged discrimination, harassment and/or sexual misconduct. A complaint against such conduct may be pursued using the steps followed for discrimination, harassment, and sexual misconduct related complaints as outlined in these policies and procedures. A complaint filed in good faith under this provision shall not constitute retaliation.

## IX. Handling of Related Violations of Other College Policies

Any individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking, will not be subject to disciplinary sanctions for a violation of the College's student conduct policy at or near the time of the incident, unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

# GRIEVANCE PROCEDURES

## I. Introduction

These grievance procedures have been adopted by the College to provide a prompt and equitable method for reporting, investigating, and resolving complaints of alleged violations of the College's discrimination, harassment, and sexual misconduct policies when they involve College faculty, staff, students, and/or third parties. In the event allegations against a Respondent also involve potential violations of other College policies, the College may consolidate the investigation and judicial process with respect to such other alleged policy violations into the process undertaken pursuant to these Grievance Procedures.

Anyone who believes they have been subjected to discrimination, harassment, sexual misconduct, dating violence, domestic violence, and/or stalking is encouraged to report such conduct pursuant to the procedures set forth below. The College will act on any report of alleged discrimination, harassment, sexual misconduct, dating violence, domestic violence, or stalking pursuant to these grievance procedures. Any responsible College employee (e.g., faculty member, administrative staff members, resident assistant, etc.) who receives information of alleged discrimination, harassment, and/or sexual misconduct is expected to file a report with one of the College representatives set forth below.

## II. Reporting an Alleged Violation

### A. Reporting to the College

1. Individuals who believe that they have been the subject of or have witnessed alleged discrimination, harassment, sexual misconduct, dating violence, domestic violence, and/or stalking are encouraged to contact the appropriate College representative listed below. The College encourages individuals to report all such instances whether or not the perpetrator is known to the reporting party. If the perpetrator is not known to the reporting party, an aspect of the investigation conducted by the College will include efforts to identify the perpetrator. A report may be made to any one of the individuals listed regardless if you are a student, faculty member, staff member, or third party. Under no circumstances is an individual required to report discrimination, harassment, and/or sexual misconduct to a supervisor or academic instructor who is the alleged perpetrator.

**Title IX Coordinator**

**Sara Miller**

McAlister Center

Lower Level

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**Deputy Title IX Coordinator**

**Section 504 Coordinator for Faculty and Staff:**

**Jennifer Berklas**

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**Section 504 Coordinator for Students**

**Danny Hernandez**

Assistant Dean of Academic Resources and Accessibility Services

Dean of Students Office

Balch Hall

909-621-8277

dhernand@scrippscollege.edu

The College encourages any member of the College community who experiences any form of violence to immediately contact the Claremont Police Department (“CPD”) by contacting Campus Safety (909-607-2000) if they are on campus or by dialing 911 if they are off campus.

Upon receipt of a report, the College will activate these grievance procedures.<sup>1</sup> The Title IX office will provide the reporting party written information about on and off campus support resources that are available, the importance of preserving evidence, coordination with law enforcement, and the identification and location of witnesses. Prompt reporting is encouraged because facts often become more difficult to establish as times passes. However, the College will investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of the College to respond to the conduct is limited if the Respondent is no longer a member of the College community. If a College staff member, faculty member or student leaves the College with a pending complaint against them, they will not be permitted to return to the College until the case is resolved through these grievance procedures.

**2. Confidentiality of Reports to the College**

The College will make all reasonable efforts to maintain the confidentiality and privacy of the parties involved in an investigation and/or hearing for a complaint as well as the confidentiality of the details of an investigation, any hearing, and except where permitted by law, the sanctions imposed. The College will inform all individuals involved in the grievance process of the critical importance and expectation that they maintain the confidentiality of the process and any information shared with them as a result of their participation. Complainants and Respondents are not prohibited from sharing details of complaints with family, counsel, or a support person/advisor as defined below.

If at any point the Complainant requests confidentiality with respect to the Respondent and/or decides not to pursue action by the College, the College will make all reasonable attempts to comply with this request. In these situations, the College’s ability to investigate and respond to the conduct may be limited. The College will weigh the Complainant’s request for confidentiality with the College’s commitment to provide a reasonably safe and non-discriminatory environment. If the College cannot maintain a Complainant’s confidentiality, the Complainant will be notified by the Title IX Coordinator.

Certain employees of the College, known as Responsible Employees, have an obligation to report to the Title IX Coordinator information they receive about potential violations of this policy. Such employees include the President and her direct reports (Senior Staff), Office of Student Affairs Staff, including Resident Assistants, Faculty, the Human Resources Office, and Campus Safety. Responsible employees will protect the privacy of individuals and disclose the information only to the Title IX Coordinator or Deputy Coordinator.

The Scripps Title IX website contains a detailed explanation of privacy, confidentiality, and anonymity in the context of reporting an incident of sexual violence or seeking support as a result of an incident of sexual violence. <http://www.scrippscollege.edu/titleix/>

**3. Confidential Resources at the College and in the Community**

An individual who wishes for the details of the incident to remain completely confidential may speak with certain College officials who, by law, may maintain confidentiality and may not disclose the details of an incident. These officials include:

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<sup>1</sup> In matters of alleged disability discrimination or harassment based upon disability, the Section 504 Coordinators shall be responsible for managing the matter pursuant to these grievance procedures.

**Rima Shah**  
Director, EmPOWER Center  
The Claremont Colleges  
1030 N. Dartmouth Ave  
Claremont, CA 91711  
909-607-2689

Monsour Counseling and Psychological Services  
Tranquada Student Services Center, 1st floor  
757 College Way  
Claremont, CA 91711  
909-621-8202 (during business hours and to reach on-call therapist)

Student Health Services staff  
Tranquada Student Services Center, 1st floor  
757 College Way  
Claremont, CA 91711  
909-621-8222, 909-607-2000 (after-hours emergency)

McAlister Center Chaplains  
McAlister Center for Religious Activities  
919 North Columbia Avenue  
Claremont, CA 91711  
909-621-8685

Scripps Advocates for Survivors of Sexual Assault  
Warm line – 909-214-2138, 8:00 p.m. to 8:00 a.m., 7 days a week, when school is in session

Individuals who have experienced sexual misconduct or relationship misconduct may also seek confidential support from local community partners:

**Project Sister Sexual Assault 24/7 Crisis Hotline (Pomona, CA):**  
800-656-4673  
909-626-HELP (909-626-4357)

**House of Ruth (Claremont, CA)**  
877-988-5559

- B. Reporting Options Outside of the College:** State and Federal Enforcement Agencies and the Claremont Police Department
1. These grievance procedures are administrative in nature and are separate and distinct from the criminal and civil legal systems. Pursuing resolution through these procedures does not preclude someone from pursuing legal action now or in the future.
  2. **Reporting Potential Criminal Violations to Claremont Police Department (“CPD”):** In cases involving potential criminal misconduct, individuals are encouraged to file a report with the CPD. The College’s grievance procedures and the legal system work independently from one another and the College may proceed with its process, regardless of action or inaction by outside authorities. Decisions made or sanctions imposed through these grievance procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent.
  3. **Reporting to State and Federal Enforcement Agencies:** In addition to the College’s internal remedies, employees and students should also be aware that the Federal Equal Employment Opportunity Commission (“EEOC”) and the California Department of Fair Employment and Housing (“DFEH”) investigate and prosecute complaints of prohibited harassment and discrimination in employment. These agencies may be contacted at the addresses listed below:

EEOC Los Angeles District Office  
255 East Temple Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
213-894-1000

DFEH Los Angeles Office  
611 W. Sixth Street, Suite 1500  
Los Angeles, CA 90017  
213-439-6799

Students also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: 800-421-3481  
Facsimile: 202-453-6012  
TDD#: 877-521-2172  
Email: OCR@ed.gov  
Web: <http://www.ed.gov/ocr>

- C. **Initial Assessment.** Following the report of an incident or conduct that may be a violation of this policy, the Title IX Coordinator or a Deputy Coordinator shall conduct an initial assessment of the report. The assessment shall include a preliminary interview of the subject of the conduct pursuant to an established interview protocol. Such interview may be conducted by the Title IX Coordinator, a Deputy Title IX Coordinator, or an outside professional designated by the Title IX Coordinator. The assessment shall also include a determination by the Title IX Coordinator or Deputy Coordinator as to whether there is probable cause to believe that a violation of the policy may have occurred.

### III. Truthfulness

All participants in an investigation and/or hearing are expected to cooperate fully and provide the truth in all meetings and/or hearings related to these grievance procedures.

### IV. Alternative Resolution Process

- A. If both parties agree, the parties involved may participate in an alternative resolutions process by any means the Title IX Coordinator, Section 504 Coordinator, or assigned Deputy Coordinator may suggest. No party is required to participate in any alternative resolution process with respect to any complaint, and mediation is not an available alternative resolution process for complaints that include allegations of sexual assault.
- B. The Title IX Coordinator, Section 504 Coordinator, or an assigned Deputy Coordinator may decline to provide means for an informal process of a complaint in any circumstance in which the Coordinator determines that an informal process is not an appropriate mechanism for such complaint.

### V. Investigation and Hearing Procedures for Complaints By or Against Students

#### A. Investigation Procedures

1. The Title IX Coordinator will select two investigators from a pool of internal trained investigators or, in the discretion of the Title IX Coordinator, assign the investigation to one or more outside professionals with experience in conducting investigations. The investigator(s) will meet with the Complainant to review the complaint, related policies, and these grievance procedures. If the Complainant is a student, faculty member, or staff member from one of the other

Claremont Colleges, the Title IX Coordinator shall assign the investigation to an outside professional.

2. If the Complainant requests confidentiality or requests that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit the College's ability to respond to the complaint. The College may also weigh the Complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the Respondent's rights to receive information about allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act ("FERPA"), and other factors otherwise required by applicable law.
3. Subject to the considerations described in subsection 2 above, every complaint alleging discrimination, harassment, or sexual misconduct will be investigated promptly and thoroughly. The Investigator(s) will conduct interviews as needed with all appropriate individuals, including the Complainant and Respondent, and will gather any pertinent evidentiary materials. Such investigation, among other things, shall seek the identification and location of witnesses and whether alcohol or drugs were involved in the incident.
4. After concluding the investigation, the Investigator(s) will draft an Investigation Report setting forth the alleged policy violations, summarizing witnesses interviewed and evidentiary materials gathered, and stating conclusions concerning any violations of College policy. The Investigator(s) will normally complete the investigation within 15 business days<sup>2</sup>, except in instances where the volume of witnesses, the proximity to a holiday break or the end of an academic term, or other circumstances compel a longer timeframe for the investigation.
5. The Investigator(s) will provide the Investigation Report to the Title IX Coordinator who will review the Report. The Title IX Coordinator may refer back to the Investigator(s) any questions that the Title IX Coordinator has concerning the Report's contents or conclusions. After the Investigator(s) successfully answer or resolve the Title IX Coordinator's questions or concerns, if any, the Investigator(s) shall submit a final Report to the Title IX Coordinator which shall include a conclusion as to whether the investigator(s) find it more likely than not that the Respondent's conduct constituted a policy violation. If the Investigator(s) cannot reach consensus on such conclusion, the Title IX Coordinator, or designee, shall review the interviews and other evidence marshaled during the investigation and determine whether the Respondent's conduct constitutes a policy violation.
6. After receipt of the final Investigation Report, the Title IX Coordinator will meet with the Complainant and Respondent, separately, to discuss the conclusion of the investigation and provide each a copy of the Investigation Report. To protect the integrity of the investigation and hearing process, these documents should be kept confidential by the parties involved and not shared with witnesses or persons not involved in the matter. However, Complainants and Respondents are not prohibited from sharing these documents with family, counsel, or a support person/advisor as defined below.
7. If the investigation concludes that Respondent's conduct constituted a policy violation, the Respondent may elect to either (i) proceed to the Administrative Panel for determination of a sanction or (ii) proceed to a Title IX Hearing Board Panel. Within 3 business days after delivery of the Investigation Report by the Title IX Coordinator, Respondent shall notify the Title IX Coordinator in writing the Respondent's election. Failure of the Respondent to submit a timely election shall waive the Respondent's right to request a hearing and shall be deemed to be an election to proceed to an Administrative Panel for determination of a sanction. If the investigation concludes that the Respondent's conduct did not constitute a policy violation, the Complainant may elect to either (i) allow the matter to be closed or (ii) proceed to a Title IX Hearing Board Panel. Within 3 business days after delivery of the Investigation Report by the Title IX Coordinator, Complainant shall notify the Title IX Coordinator in writing of the Complainant's election. Failure of the Complainant to submit a timely election shall waive the

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<sup>2</sup> For purposes of the Policies and Procedures, a business day is a day on which the College holds classes or exams. For matters involving staff only a business day also includes any day that is not a College holiday or closure.

right to request a hearing and shall be deemed to be an election to allow the matter to be closed.

## **B. Hearing Procedures**

1. The Title IX Hearing Board shall be a separate body from any other Judicial Board of the College. Panels of the Title IX Hearing Board (a "Title IX Panel") shall hear cases concerning claims of discrimination, harassment, sexual misconduct, dating violence, domestic violence, or stalking in which a student is either the Complainant or Respondent. All faculty and staff members in the pool of trained investigators shall be eligible for assignment to a Title IX Panel. In addition to internal panel members, the Title IX Panel will include and be chaired by a retired California state or federal judge. In consideration of the burden placed on Title IX Panel members during the hearing and the potential repercussions to student interactions during and after a hearing procedure, students shall not be assigned as members of a Title IX Panel. The Title IX Panel shall consist of two members of the investigator pool selected by the Title IX Coordinator and who were not involved in the investigation of Complainant's claims and a retired judge selected by the Title IX Coordinator. In the event the Complainant or Respondent is a faculty member, at least one member of Title IX Panel shall be a faculty member. In the event the Complainant or Respondent is a staff member, at least one member of the Title IX Panel shall be a staff member. The Title IX Coordinator or one of the Deputy Coordinators shall attend hearings before a Title IX Panel, but shall not have a vote.
2. If a timely election to proceed to a Title IX Panel has been made, the Title IX Coordinator shall prepare a Statement of Alleged Policy Violations based upon the information provided during the investigation process by Complainant and the Investigation Report. The Title IX Coordinator shall then select a Title IX Panel and refer the written complaint, if any, the Investigation Report, and Statement of Alleged Policy Violations to the Title IX Panel. Selection of the Title IX Panel will normally commence within 3 business days of receiving a timely election from a Respondent or Complainant. The Complainant and Respondent will be informed of the composition of the Title IX Panel. The Complainant and Respondent may challenge a panel member based upon a conflict of interest. A conflict of interest occurs where an individual's personal interests or relationships conflict with their ability to be a neutral fact finder in a particular case. For example, if a member has also served as an advisor for a party to a complaint or has a close personal relationship with one of the parties, there may be a conflict of interest. The Title IX Coordinator will make the final determination as to whether or not such a conflict of interest exists. Individuals removed from the Title IX Panel as a result of a challenge based on an allegation of a conflict of interest will be replaced by another member of the investigator pool or an outside professional as determined by the Title IX Coordinator. Normally, within 5 business days of their selection, the members of the Title IX Panel will meet to discuss the complaint, the response (if any), the Investigation Report, and the Statement of Alleged Policy Violations.
3. In cases before a Title IX Panel, the evidentiary standard of preponderance of evidence will be used, whether it is more likely than not that the Respondent's conduct constitutes a violation of policy as set forth in the Statement of Alleged Policy Violation.
4. The Title IX Panel will conduct a prompt, thorough, and unbiased hearing. It will invite the Complainant and Respondent to appear before it, and will hear and question witnesses, if there are any. The Complainant and Respondent may be present at the hearing if they choose or they may choose to participate in the hearing by phone. However, neither party shall be allowed to directly question or cross-examine the other during the hearing. Questions may be submitted to the Chair by both parties, who will then decide whether those questions are relevant to the matter and in compliance with Title IX requirements. Further, the Complainant shall be offered the opportunity to participate in the hearing without being in the presence of the Respondent, or accommodations can be made so the Complainant may participate in the hearing without facing the Respondent. The Title IX Panel will conduct a hearing and will review whatever information it deems necessary to



assist it in reaching a determination as to the merits of the charge, including information obtained by the Investigator(s) during the investigation. Within the timeframe specified by the Chair, both parties may provide, for the Chair's consideration, the names of any witnesses they suggest be called.

5. If the Chair determines that "new" evidence that did not come to light during the investigation has been presented during the hearing, the Chair may adjourn the hearing for a period that the Chair deems appropriate to enable the Complainant and/or Respondent to respond to such evidence. Evidence is considered "new" only if the Chair concludes the evidence is relevant and important and could not with a reasonable effort have been discovered earlier by the party.
  6. The Panel will base its determination of whether behavior constitutes a violation of policy on the evidence presented.
  7. The hearings will be closed, except to the principals. Each principal may have an advisor/support person of the participant's choosing. The advisor may consult with the party but may not address the hearing Title IX Panel. Once the hearings have ended and the process of deliberation has begun, meetings of the Title IX Panel will be closed to all but Panel members and the Title IX Coordinator or a Deputy Coordinator. All proceedings will be confidential and will not be discussed outside the process. Any witnesses and advisors must keep the hearing proceedings strictly confidential. To protect the integrity of the investigation and hearing process, the parties should also keep the hearing proceedings confidential. However, Complainants and Respondents are not prohibited from sharing details of the hearing proceedings with family, counsel, advisor/support person, or other advisors of their choosing. The Title IX Panel may only find responsibility for claims or portions of claims that appear on the Statement of Alleged Policy Violations prepared by the Title IX Coordinator.
  8. Decisions of the Title IX Panel will be by majority vote and limited to the issue of whether, in the Title IX Panel's judgment, a Respondent's conduct constitutes a violation of policy as set forth in the Statement of Alleged Policy Violation. As soon as a decision on the case is reached, it will be summarized in writing. The form and content of the Title IX Panel's written decision, which shall contain factual findings and a written summary of the basis for the conclusion, shall be agreed upon and signed by all Title IX Panel members. A confidential copy of the Title IX Panel's decision will be given to the Complainant and the Respondent and will be placed in permanent confidential records of the Title IX Coordinator. The details of the Title IX Panel's findings may be limited in the copy of the Title IX Panel's report given to Complainant due to Respondent's FERPA or other applicable privacy rights.
  9. A hearing on a complaint will normally be held within 15 business days of receipt of the Statement of Alleged Policy Violations and Investigation Report, although the process may sometimes take longer.
- C. **Sanction.** In the event (i) the Respondent elects to proceed to a sanction determination following presentation of the Investigators' Report or (ii) a Title IX Panel finds the Respondent responsible for a policy violation, the matter shall proceed to an Administrative Panel for determination of a sanction. The Administrative Panel shall consist of the Vice President for Academic Affairs, the Vice President for Enrollment, and the Associate Dean of Students. In the event one of the designated Administrative Panel members is unavailable, the Director of Human Resources shall become a member of the Administrative Panel. Sanctions for students may include educational requirements, written reprimand, loss of housing privileges, probation, suspension, and/or dismissal from the College. Sanctions for staff members may include educational requirements, written reprimand, probation, suspension, and/or termination of employment. Sanctions for faculty members may include educational requirements, written reprimand, and/or initiation of a dismissal proceeding pursuant to procedures set forth in the Faculty Handbook. The Administrative Panel (i) will have access to the complete record of the case, (ii) will determine any sanctions to be imposed or corrective action to be

taken, and (iii) may consider both the gravity of the offense and the Respondent's prior conduct record in determining sanctions to be imposed on the Respondent. The Administrative Panel will communicate the decision in writing to the parties within 10 business days. The Complainant's copy of the report of the details of the sanction(s) imposed on Respondent may be limited due to Respondent's FERPA or other applicable privacy rights. The Dean of Students office or the Director of Human Resources, as the case may be, will also enter the decision in the permanent record of an individual found to have violated this policy. The sanction(s) imposed will be implemented following the Administrative Panel's decision and will be in effect pending the outcome of any appeal.

## VI. Investigation Procedures for Complaints of Discrimination, Harassment, or Sexual Misconduct that Do Not Involve a Student as Complainant or Respondent:

### A. Investigation Process

1. Upon receipt of a complaint, the Title IX Coordinator or Deputy Coordinator will consult with the Complainant.
2. If the Complainant requests confidentiality or requests that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit the College's ability to respond to the complaint. The College may also weigh the Complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, and other factors otherwise required by applicable law.
3. The Title IX Coordinator or Deputy Coordinator may, after speaking with Complainant, determine that the conduct complained about clearly does not constitute harassment, discrimination, or sexual misconduct and so inform the Complainant.
4. Subject to the considerations described in subsections 2 and 3 above, every complaint will be investigated, including any alleged instances of retaliation or intentional false claims. The Title IX Coordinator shall appoint two investigators to conduct the investigation, which may, in the discretion of the Title IX Coordinator include an outside professional with experience in conducting investigations. If the matter involves a faculty member as either Complainant or Respondent, at least one of the assigned investigators shall be a faculty member. If the matter involves a staff member as either Complainant or Respondent, at least one of the assigned investigators shall be a staff member. If the Complainant is a faculty or staff member from one of the other Claremont College's, one of the investigators may be from the Complainant's home college.
5. As part of the investigation process, the investigators may ask, but not require, the Complainant to submit a signed, written statement concerning the allegations. This statement should contain all relevant details, such as the names of the people involved, the names of any witnesses, and the times and locations of the alleged harassing behavior.
6. The Investigators will conduct interviews as needed with all appropriate individuals, including the Complainant and Respondent, and will gather any pertinent evidentiary materials. The Investigators will normally complete their investigation within 15 business days, except in instances where the volume of witnesses, the proximity to a holiday break or the end of an academic term, or other circumstances compel a longer timeframe for the investigation.
7. Upon completion of an investigation, the Investigators will prepare an Investigation Report including a conclusion as to whether it is more likely than not that the Respondent's conduct constitutes a policy violation. If the Investigators cannot reach consensus on the issue, the Title IX

Coordinator, or designee, shall review the interviews and other evidence marshaled during the investigation and determine whether the Respondent's conduct constitutes a policy violation.

8. To protect the integrity of the investigation, the Investigator's Report should be kept confidential by the parties involved and not shared with witnesses or persons not involved in the matter. However, Complainants and Respondents are not prohibited from sharing these documents with family, counsel, a support person/advisor as defined below.
  9. In cases where, after investigations, it is determined that the Respondent is responsible for a violation of this policy, the Title IX Coordinator shall submit the report the appropriate Vice President for further action under section B below.
- B. **Sanction.** If the investigation determines that a staff member Respondent is responsible for a violation of this policy, the sanction shall be determined by the Vice President to whom the Respondent reports, in consultation with the Director of Human Resources. Sanctions for staff members may include educational requirements, written reprimand, probation, suspension, and/or termination of employment. If the investigation determines that a faculty member Respondent is responsible for a violation of this policy, the sanction shall be determined by the Vice President for Academic Affairs, in consultation with the Director of Human Resources. Sanctions for faculty members may include educational requirements, written reprimand, and/or initiation of a dismissal proceeding pursuant to procedures set forth in the Faculty Handbook. The Vice President (i) will have access to the complete record of the case, (ii) will determine any sanctions to be imposed or corrective action to be taken, and (iii) may consider both the gravity of the offense and the Respondent's prior conduct record in determining sanctions to be imposed on the Respondent. The Vice President will communicate the decision in writing to the parties within 10 business days. The Complainant's copy of the report of the details of the sanction(s) imposed on Respondent may be limited due to Respondent's privacy rights. The Director of Human Resources will also enter the decision in the permanent record of an individual found to have violated this policy. The sanction(s) imposed will be implemented following the Vice President's decision and will be in effect pending the outcome of any appeal

## VII. Interim Measures

The College may take whatever measures deemed necessary in response to an allegation in order to protect an individual's rights and personal safety and the safety of the College community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of grievance process), a no contact order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police. Failure by the Respondent to adhere to the parameters of any interim measure is a violation of College policy and may lead to additional disciplinary action.

## VIII. Support Person/Advisor

The Complainant and Respondent may each have a support person present with them at all meetings and any hearing associated with a complaint and in which the respective individual is participating. The Support Person/Advisor may be any person of the participant's choosing, including an attorney. The Support Person/Advisor may attend, but shall not participate in, meetings or the hearing. If the participant chooses to have an attorney serve as the Support Person/Advisor, such attorney will be at that individual's expense.

## IX. Appeal Procedures

- A. **Appeal Rights.** In cases handled under section V above, either the Complainant or Respondent may appeal (i) an adverse ruling of the Title IX Panel or (ii) a sanction determined by the Administrative Panel. In cases handled under Section VI above, either the Complainant or Respondent may appeal (i) an adverse ruling of an Investigation Report or (ii) a sanction imposed by a Vice President. Appeals

shall be made to the Vice President of Student Affairs of the College, except that appeals by staff members of the Office of Student Affairs shall be made to the Vice President/Board Secretary (“Appeal Officer”). An appeal is not intended to be a new investigation or a full re-hearing of the complaint. Unless the Appeal Officer directs otherwise, an appeal is confined to a review of the written documentation and record of the investigation and/or hearing and pertinent documentation regarding the grounds for appeal. Appeal decisions are to be deferential to the Investigators, the Title IX Panel, the Administrative Panel, or the applicable Vice President.

Written notice of intention to appeal and written reasons for the appeal shall be provided within 10 business days of the decision from which the Complainant or Respondent is appealing.

Appeal of the decision(s) may be made on only three grounds. Any or all may be cited in the appeal.

1. **Improper Judicial Procedure.** The party may appeal if the procedures outlined in the Discrimination and Harassment policies were violated. The Appeal Officer shall consider whether provisions of the policies were violated in such a clear manner as to deny the appellant consideration of their position during the process. If the Appeal Officer accepts an appeal made on the grounds of improper judicial procedure, the Appeal Officer shall remand the matter to the appropriate step in the process and may provide specific directives or explanations for guidance.
2. **New Evidence.** During the standard investigation and hearing process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available. The Appeal Officer must consider:
  - a) Whether the evidence was genuinely unavailable and could not have been made available through the appellant’s diligent efforts at the time of the original investigation or hearing; and
  - b) Whether the evidence would have led to a different conclusion had it been available.

If the Appeal Officer answers in the affirmative to both of these questions, the Appeal Officer will grant the appeal and remand the matter to the appropriate step in the process and may provide specific directions or explanations for the guidance.

3. **Disproportionate Sanction.** The Appeal Officer may adjust (increase or decrease) the sanction of a Respondent if the Appeal Officer determines that the sanction imposed for violation of the policy was disproportionate to the conduct found to have occurred.

Written notice of any appeal decision shall be provided to both parties and the Title IX Coordinator, normally within 15 business days after the appeal request has been submitted by a party, unless unforeseen events or unusual circumstances compel a longer review period. If further proceedings will occur as a result of the appeal decision, the Title IX Coordinator shall so inform all participants. The Appeal Officer’s decisions concerning all appeals are final.

All sanctions imposed will be in effect while an appeal is under review. A request may be made to the Appeal Officer for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during an appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the individual to their prior status, recognizing that some opportunities lost may be irretrievable.

## X. Record Retention

- A. Records of investigations and hearings are maintained by the College for five (5) years as indicated below.

1. **Students:** If the Respondent is a student, the records will be maintained for five (5) years past the student's graduation or if the student leaves the College before graduation, for five (5) years past their original expected graduation date.
2. **Faculty or Staff:** If the Respondent is a faculty or staff member, the records will be maintained for five (5) years past the conclusion of the investigation and any hearing, or the end of employment with the College, whichever is later.

## XI. Special Provisions

- A. **College as Complainant:** As necessary, the College reserves the right to initiate a complaint, to serve as Complainant, and to initiate grievance proceedings without a formal complaint by the subject of the misconduct.
- B. **Alcohol and substance use:** The use of alcohol or other drugs will never function as a defense for any behavior that violates College policy.
- C. **Past Sexual History:** The past sexual history of a party will not be admissible by the other party in an investigation or hearing. The past sexual interactions of the parties to the complaint will generally not be admissible by the other party in an investigation or hearing unless such information is determined to be highly relevant by the Title IX Coordinator. If the party believes the past sexual interaction of the parties to the complaint is relevant to the investigation and/or hearing they must submit a written request to the Title IX Coordinator explaining the nature of the information and why the information is relevant to the investigation and/or hearing. The Title IX Coordinator will review the request and render a decision within 2 business days.
- D. **Respondent's Prior Conduct History:** Generally, any previous College policy violation(s) by the Respondent are not admissible as information about the present allegation. However, the Title IX Coordinator may supply information about previous behavior and/or complaints to the Investigator(s) or a Title IX Panel if:
  1. The Respondent was previously found to be responsible for a similar violation; and
  2. The information indicates a pattern of behavior by the Respondent and substantial conformity with the present allegation.

A Respondent's prior conduct will be taken into consideration by the Administrative Panel or appropriate Vice President when determining what sanction to impose.

## XII. The College's External Reporting Obligations

- A. **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")**
  1. **Statistical Reporting:** Certain College officials have a duty to report certain misconduct for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. Campus Security Authorities include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, Senior Staff, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.
  2. **Timely Warning:** Complainants should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a continuing threat of bodily harm or danger to members of the campus community. For purposes of the Timely Warning requirement, the College will not disclose a Complaint's name. However, the

College will provide enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the paragraph above.

**B. FERPA**

1. The outcome of a campus hearing is part of the educational record of the Respondent, if they are a student, and the employee record if they are a faculty or staff member. The educational records of students are protected from release under a federal law, FERPA. The College complies with FERPA regulations regarding the privacy of student records and observes the following exceptions to FERPA as mandated by the Clery Act:
2. The Complainant in a non-consensual sexual contact/intercourse incident has the right to be informed of the finding, and sanction(s) of the investigation or hearing, in writing, without condition or limitation.
3. The Complainant(s) in sexual exploitation, sexual harassment, relationship violence and any other gender-based offense have the right to be informed of the finding, in writing, and to be informed of any sanction(s) that directly relate to them, and to essential facts supporting the outcome when the outcome is a finding of responsibility for a violation.
4. The Clery Act permits the College to release publicly the name, nature of the violation and the sanction(s) for any student who is found in violation of a College policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, intimidation (which may encompass stalking and/or bullying), hazing, destruction/damage/vandalism of property and kidnapping/abduction. The College will release this information to the Complainant in any of these offenses regardless of the outcome.

## Appendix A

### Sexual Assault, Dating/Domestic Violence, and Stalking Prevention and Risk Reduction

**Prevention:** If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner and yourself. These suggestions may help you avoid committing a nonconsensual sexual act and reduce your risk of being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
2. Understand and respect personal boundaries. Do not pressure a potential partner.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent and you should stop.
4. If you think you are receiving unclear or conflicting messages from your partner, this is a clear indication that you should stop, defuse any sexual tension and communicate better.
5. Don't take advantage of someone's drunkenness, drugged, or otherwise incapacitated state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically equal consent to any other form of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language. If you are not sure, stop.

**Risk Reduction:** Risk reduction tips can, unintentionally, take victim-blaming tone. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for such conduct, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

1. If you have sexual limits, make them known as early as possible.
2. If you do not want to engage in a particular activity, tell the other person "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor, if you can do so safely.
4. If someone is nearby, ask for help or if it is safe to do so, text or call someone.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

## Appendix B

### Frequently Asked Questions: Sexual Assault, Dating/Domestic Violence and Stalking

1. Does information about a complaint remain confidential?

The confidentiality of all parties to a complaint of sexual misconduct must be respected, insofar as it does not interfere with the College's obligation to fully investigate allegations of sexual misconduct. Where confidentiality is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the Complainant or the Respondent may lead to disciplinary action by the College. In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the College may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain College administrators may be informed of the outcome within the bounds of student privacy (e.g., the President, Dean of Students, Director of Campus Safety, Title IX Coordinator). If there is a report of alleged sexual misconduct to the College and there is evidence that a felony has occurred, local police will be notified if the Complainant consents. This does not mean charges will be automatically filed or that a Complainant must speak with the police. The College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.
2. Will I (as a survivor/victim) have to pay for counseling/or medical care?

Students can access Monsour Counseling and Psychological Services for one-one-one counseling, and Monsour also hosts a support group for survivors of sexual assault. In addition, counseling is provided for free by a certified sexual assault counselor at the CUC EmPOWER Center. Pregnancy and STI testing and counseling is available at CUC Student Health Services, and lab fees may apply. Emergency contraception is available for \$20 at Student Health Services. If you are accessing community and non-institutional services, payment for these services may be covered by your health insurance plan; please check your coverage. If you have elected coverage under the Claremont College's Student Health Insurance Plan ("SHIP"), payment for these services may also be covered under this insurance plan. For more information, visit [here](#).
3. Will my parents or guardian be told?

Unless you are under 18, no, not unless you tell them. Whether you are the Complainant or the Respondent, the College's primary relationship is to you, the student, and not to your parent or guardian. However, we strongly encourage you to communicate with your parents when you are in distress whether for medical, behavioral, or academic reasons. We will contact your parents if we believe your health or safety is at risk or if your status at the College is at risk (due to residential or College suspension or expulsion). In addition, College officials will speak with your parents directly at your request.
4. Do I have to name the alleged perpetrator?

Yes, if you want to pursue the matter under the College's Discrimination and Harassment Policies and Procedures. No, if you choose to respond informally and do not file a formal complaint. You should consult the confidentiality provisions set forth in the Policies and Procedures to better understand the College's legal obligations depending on what information you share with different College officials. Complainants should be aware that not identifying the alleged perpetrator may limit the College's ability to respond comprehensively.
5. Will the alleged perpetrator know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the Respondent has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide alternative testimony options so that the parties do not have to interact with each other directly.
6. What do I do if I am accused of sexual misconduct?

DO NOT contact the Complainant. You may want to speak with someone in the campus community or elsewhere who can act as your support person/advisor. The Title IX Coordinator can explain the College's grievance procedures for addressing sexual misconduct complaints and can discuss support options with you. For example, you may also want to seek confidential counseling through the counseling center or seek support through off campus services in the community. See below regarding legal representation.



7. What about legal advice?  
If you are a party in a college proceeding, you are entitled to a support person of your choosing, including an attorney. However, should you elect to have an attorney support person, that person is not permitted to intervene in the proceeding. Complainants do not need private legal counsel to pursue criminal prosecution because representation will be handled by the District Attorney's office. However, you may want to retain an attorney if you are considering filing a civil action. Respondents may want to retain legal counsel given the potential for criminal and/or civil action.
8. What about changing residence hall rooms or other accommodations?  
If you are the Complainant, you may request a room change through the Title IX Coordinator who will facilitate with the Dean of Students room change to the first available, suitable room. If you want the Respondent to move, you must be willing to pursue a formal complaint. Again, if there is a formal complaint, no contact orders can be imposed.  
Other accommodations available might include:
  - a. Assistance with or rescheduling an academic assignment (paper, exams, etc.);
  - b. Assistance in requesting an incomplete in a class;
  - c. Assistance with transferring class sections, if available;
  - d. Temporary withdrawal;
  - e. Assistance with alternative course completion options;
  - f. Other accommodations for safety as necessary.
9. What should I do about preserving evidence of a sexual assault?  
Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 96 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. Scripps strongly recommends that students interested in exploring evidence preservation, contact Project Sister Family Services' 24/7 hotline at (909) 626-4357. PSFS will explain and help guide you through process, including whether evidence preservation is an option. Of course, if you want assistance from the College, contact Campus Safety at (909) 607-2000 and ask to speak to on-call dean. Click [here](#) for more information on the evidence preservation process.
10. Will the Complainant be sanctioned when reporting a sexual misconduct if they have illegally used drugs or alcohol?  
No. The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.
11. Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?  
The use of alcohol and/or drugs by either party will not diminish the Respondent's responsibility. On the other hand, alcohol and/or drug use is likely to affect the Complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to support their complaint. If the Complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the Respondent without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a Respondent.
12. Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?  
Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.
13. What should I do if I am uncertain about what happened?  
If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the College policy, you should contact the College's Title IX Coordinator who can explain the policy and resolution options. If you would like to speak with someone in confidence to explore the incident, you may want to first speak with a counselor at Monsour Counseling and Psychological Services or the EmPOWER Center, a chaplain from the McAlister Center, or a rape crisis hotline. Scripps Advocates for Survivors of Sexual Assault are a trained student group who are available through a warm line to assist students who have experienced sexual assault or misconduct (909-214-2138).

## Appendix C

# What to Do if You Have Experienced Sexual Assault, Dating/Domestic Violence or Stalking

If you have been a victim of sexual misconduct, dating violence or stalking the sooner you seek help the more options you have available to you. The following steps are important to take as soon as possible.

1. **Get away from your attacker and to a safe place as soon as possible.** Call 911 or Campus Safety.
2. **Seek medical attention** to assess and treat any injuries, screen for pregnancy and any sexually transmitted infections, and collect evidence (if you wish to do so). Visit [here](#) for more information on evidence preservation.
3. **Seek support:** Don't be afraid to ask for help and support; feelings of shame, guilt, fear, and shock are normal. Call a trusted friend or family member or one of the on and off campus resources listed below:

**Title IX Coordinator:** Sara Miller, Title IX Coordinator, 909-607-7142. Your Title IX Coordinator is available to talk to you about your reporting and support options. You can learn more about your options without sharing details about the incident, including the identity of the other party.

**On-Call Deans** (For assistance after business hours and weekends): Call Campus Safety at 909-607-2000 and ask to speak to the on-call dean.

**Scripps Advocates for Survivors of Sexual Assault**, (909) 214-2138, 8:00pm-8:00am, 7 days a week, when school is in session: Scripps Advocates are students at Scripps. Sometimes talking to a peer may feel like a comfortable first step. You may speak anonymously (in other words, you don't need to reveal who you are to the warm line) to an advocate, who will help guide you to support resources. Even if you choose to reveal your identity to an advocate, they will not need to reveal your identity to college officials in the absence of imminent risk to self or others.

**Monsour Counseling and Psychological Services (including the on-call therapist):** 909-621-8202

**EmPOWER Center, 1030 Dartmouth Ave, Claremont:** The Center's mission is to create a culture where all members of The Claremont Colleges respect and look out for each other, and where students impacted by sexual violence, dating/domestic violence, and stalking receive holistic support and care. The Center provides free, confidential advocacy and support to 7C students impacted by sexual violence, dating/domestic violence, and stalking. Students interested in receiving counseling may call **(909) 607-0690** to make an appointment. The Director of the EmPOWER Center, Rima Shah, is a confidential resource. She can be reached at [RShahEmPOWER@cuc.claremont.edu](mailto:RShahEmPOWER@cuc.claremont.edu) or 909-607-2689.

**Student Health Services:** 909-621-8222 during normal business hours. For assistance after hours, contact the on-call doctor through Campus Safety at 909-607-2000.

**Academic Support:** Experience tells us that it is not uncommon for students to discover they need academic support in the aftermath of a Title IX incident. If you feel such support would be helpful for you, you may contact your Primary Contact Dean (PCD), the Title IX Coordinator, or Deputy Title IX Coordinator. You're not required to disclose the full circumstances of the incident in order to obtain academic support, though sometimes limiting what you disclose could interfere with her ability to fully and comprehensively assess and address your needs. If you choose instead to speak directly to your professors, please know that they are responsible employees and have a legal obligation to report what you disclose to them to a member of the Title IX team.

### Community Partners:

**Project Sister Sexual Assault 24/7 Crisis Hotline (Pomona, CA):** Provides services to the women, children, and men survivors of sexual assault and abuse and their families in the East San Gabriel and Inland Valleys in Southern California. PSFS' services include a 24-hour hotline; advocacy and accompaniment to local hospitals, law enforcement interviews and legal proceedings. Among their

services, PSFS can explain and help support you through the process for evidence preservation, should that be a priority for you.

800-656-4673

909-626-HELP (909-626-4357)

**House of Ruth 24/7 Hotline (for dating and domestic violence) (Claremont, CA).** Confidential counseling, anonymous 24/7 hotline, emergency and transitional shelter. Free services, available in English and Spanish.

877-988-5559 (toll-free hotline); 909-623-4364 (Pomona Outreach Office)

## Appendix D

### Scripps College Prevention and Outreach

Scripps College is continually evaluating and developing prevention and outreach programs and educational materials designed to educate the community about the issues of sexual assault, dating/domestic violence and stalking, train college personnel responsible for implementing the College's Title IX policy, and train college personnel responsible for reporting instances of sexual violence. Below are some examples of the College's prevention and outreach programs and materials:

- New Student Orientation Sexual Assault, Dating Violence and Stalking and Title IX awareness programming
- Know Your IX programming
- Numerous educational and prevention programming at the EmPOWER Center
- Teal Dot Bystander Intervention Programs (coordinated by the EmPOWER Center)
- Scripps Advocates for Survivors of Sexual Assault educational programming
- Title IX Resources Wallet Cards
- Options for Students Following an incident poster flow chart
- Comprehensive Title IX website with support and reporting resources
- Information on support and reporting resources available via the LiveSafe App
- Student Affairs First Responder Training
- Title IX Coordinators and Investigator Training
- Campus Security Authority Clery Act Training
- Responsible Employee Response to Sexual Violence Training
- Responsible Employee "At a Glance" resource card
- Responsible Employee stickers
- Claremont Colleges Title IX Working Group
- Claremont Colleges Clery Act Working Group

**Appendix I:**  
**The Claremont Colleges Title IX Sexual Harassment Policy**

# THE CLAREMONT COLLEGES

## Title IX Sexual Harassment Policy

Effective August 14, 2020

Revised February 15, 2021

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## I. Introduction

The Claremont Colleges believe all members of our community – including students, faculty, and staff – should pursue their work and education in a safe environment, free from discrimination, harassment, and retaliation. The purpose of this Policy is to prevent and respond to Sexual Harassment, as defined within this Policy.

Sexual Harassment, as defined by this Title IX Sexual Harassment Policy (Policy), is prohibited within all of The Claremont Colleges.<sup>3</sup> The Claremont Colleges will respond promptly and effectively to reports of Sexual Harassment. Other forms of sexual discrimination, sexual harassment, and sexual exploitation that do not meet the definition of Sexual Harassment under this Policy, remain prohibited by each Institution in its individual policies.

This Policy addresses the member Institutions' (see below) responsibilities and procedures related to Sexual Harassment, as defined in this Policy, to ensure an equitable and inclusive education and employment environment. The Policy defines Sexual Harassment and Retaliation, and explains the administrative procedures member Institutions use to resolve reports of such conduct.

***Which Institutions have adopted this Policy?*** This Policy applies to member Institutions (except Keck Graduate Institute) that compose The Claremont Colleges.

The Claremont Colleges is composed of seven (7) individual Institutions<sup>4</sup>:

- Pomona College
- Claremont Graduate University
- Scripps College
- Claremont McKenna College
- Harvey Mudd College
- Pitzer College
- Keck Graduate Institute (this Policy does not apply to Keck Graduate Institute)

Collectively, the member Institutions (except for Keck Graduate Institute) are referred to as TCC throughout this Policy.

The Policy, while identical across TCC, is adopted and overseen by each individual Institution.

This Policy does not alter any institutional obligations under federal disability laws, including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties and witnesses may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator or Human Resources professional at any point before or during the Title IX Grievance Process. The Title

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<sup>3</sup> Title IX Sexual Harassment now refers to specific forms of sexual misconduct (see Section IV). Conduct that does not meet the definition of Sexual Harassment, as defined by this Policy, may still be addressed through other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution. Interrelated conduct that includes allegations of conduct prohibited by this Policy, as well as conduct outside of this policy, may be joined in one investigation and hearing, as outlined in Section IX.A.11.

<sup>4</sup> Each Institution has its own formal governance structure and independent board. As a consortium, the Institutions work together to resolve concerns that cross the boundaries of individual Institutions.



IX Coordinator and/or Human Resources professional will submit any request for reasonable accommodation to the appropriate department for review and response. The Title IX Coordinator and/or Human Resources professional will not affirmatively provide disability accommodations that have not been specifically requested by an individual, even where the individual may be receiving accommodations in other institutional programs and activities.

**Who does this Policy apply to?** This Policy applies to any allegation of Sexual Harassment and/or Retaliation, brought against a student within TCC. Some Institutions also apply this Policy to matters involving staff and faculty. This Policy is applicable as follows:

TCC Institution	Allegations Against Students	Allegations Against Faculty	Allegations Against Staff
Claremont Graduate University	X	X	X
Claremont McKenna College	X		
Harvey Mudd College	X		
Pitzer College	X	X	X
Pomona College	X		
Scripps College	X	X	X

**What is the purpose of this Policy?** This Policy is enacted to comply with Title IX of the Educational Amendments of 1972 and its subsequent accompanying regulations. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education 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, staff, or faculty member’s participation in our educational programs and opportunities.

On May 6, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 (the Final Rule). The Final Rule did a number of things, including:

- Specifically redefined “Sexual Harassment,” (including forms of sex-based violence), for purposes of Title IX.

- Addressed how an educational institution must respond to reports of Sexual Harassment, as defined by the Final Rule.
- Mandated the grievance process an educational institution must follow before issuing disciplinary sanctions against a person accused of Sexual Harassment, as defined by the Final Rule.

Based on the requirements of the Final Rule, TCC implemented this TCC Title IX Sexual Harassment Policy effective August 14, 2020, and revised effective August 17, 2020, January 28, 2021, and February 15, 2021.<sup>5</sup>

This Policy outlines the procedures TCC will follow to ensure a prompt and equitable resolution of student and employee complaints alleging Sexual Harassment. The Institutions are not precluded from investigating other conduct that, if proven, would not constitute Sexual Harassment under this Policy but may constitute a violation of other Institution policies.

***How does this Policy impact other campus disciplinary policies?*** Only incidents that would qualify as Sexual Harassment, as defined by this Policy, will be investigated and, if appropriate, brought to a live hearing through the process defined below.

Each Institution covered by this Policy remains committed to addressing any violations of its policies, even those that do not meet the narrow standards defined under the Final Rule.

If alleged misconduct falls outside this Policy (including alleged misconduct discovered in the course of investigating conduct falling within this Policy), each Institution retains authority to investigate and adjudicate the allegations under their individual policies and procedures.

The elements and process established in this Policy, and as required under the Final Rule, have no effect on any other Institution policy or Code of Conduct. This Policy does not set a precedent for other policies or processes of the Institutions and may not be cited for or against any right or aspect of any other policy or process.

***How does this Policy impact the handling of complaints?*** Institutions' existing Title IX Offices and reporting structures remain in place. This Policy changes the way the Title IX Offices handle reports alleging Sexual Harassment, as defined by this Policy.

Further, as outlined in Section XV., this Policy applies only to Sexual Harassment (as defined by this Policy) alleged to have occurred on or after August 14, 2020. Incidents of Sexual Harassment alleged to have occurred before August 14, 2020 will be investigated and adjudicated according to the process and definitions in place at the time of the alleged incident.

***What is the difference between reporting and disclosing Sexual Harassment?*** Some individuals within TCC are required to report alleged misconduct, including Sexual Harassment, when they learn of the

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<sup>5</sup> Non-substantive, clarifying revisions were made on April 12, 2021.

alleged behavior. Other individuals, including Confidential Resources, are not required to report Sexual Harassment. The information below provides additional clarification:

- **Reporting Sexual Harassment.** Any person may report misconduct, including Sexual Harassment. The reporting party need not be the purported victim of the Sexual Harassment. Any person wishing to report Sexual Harassment may do so utilizing the contact information of the Title IX Coordinator for their individual Institution (Home Institution). These reports shall be accepted when received in-person, via mail, electronic mail, telephone, and/or by any other means clearly defined by TCC. Any person can report alleged Sexual Harassment verbally or in writing.

If an individual communicates with a Responsible Employee (defined in Section III) that they experienced or are aware of specific incidence(s) of alleged Sexual Harassment, that communication is considered a report of Sexual Harassment and the Responsible Employee is required to inform their Title IX Coordinator. The Responsible Employee is expected to keep information about any report in confidence, meaning they are not to share with anyone other than the Title IX Coordinator.

If an individual communicates with their Title IX Coordinator that they experienced or are aware of specific incidence(s) of alleged sexual misconduct, harassment and/or discrimination, that communication is also considered a report of a possible Policy violation. The Title IX Coordinator is also obligated to keep information about a report in confidence to every extent possible by law.

Upon receipt of a report of Sexual Harassment, the Institution is required to respond. This response **may** include the initiation of the Title IX Grievance Process.<sup>6</sup> Reports of Sexual Harassment do not automatically initiate the Title IX Grievance Process. The Title IX Grievance Process is only initiated upon receipt of a signed Formal Complaint, as defined in Section III.

- **Disclosing Sexual Harassment.** A disclosure is made when an individual communicates with a Confidential Resource (defined below) or someone who is not a Responsible Employee (defined below) about misconduct, including Sexual Harassment, that they either experienced or became aware of. A disclosure to a Confidential Resource will be kept confidential unless otherwise requested by the disclosing individual. A disclosure does not result in any formal report or initiation of the Title IX Grievance Process unless requested by the disclosing individual. Each Institution's Title IX Coordinator maintains a list of all Confidential Resources available to students, staff, and faculty.

Accordingly, if an individual wishes to discuss alleged Sexual Harassment without initiating the Title IX Grievance Process, they may disclose the conduct to a Confidential Resource.

**Publication.** This Policy shall be distributed and made available to all members of the TCC community. The Policy, and contact information for each Title IX Coordinator, shall be present on each Institution's website. Every handbook and/or catalog made available to the members of each Institution's

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<sup>6</sup> "The Title IX Grievance Process" refers to the process initiated upon receipt of a Formal Complaint. The Title IX Grievance Process is explored in detail in Section IX.

community shall contain a link to this Policy and the contact information for the Institution’s Title IX Coordinator.

## II. Title IX Coordinator and TCC Title IX Process Administrator

**Title IX Coordinator.** Each Institution within TCC shall designate a Title IX Coordinator to oversee and ensure compliance with this Policy. Each Title IX Coordinator is responsible for ensuring compliance with Title IX and this Policy within their Institution.

The name and contact information (phone number, email address, and office address) for each Institution’s Title IX Coordinator is as follows:

Institution	Title IX Coordinator	Email	Address
Claremont Graduate University	Jami Hinshaw	<a href="mailto:jami.hinshaw@cgu.edu">jami.hinshaw@cgu.edu</a>	160 E. 10th Street Harper Hall East Claremont, CA 91711
	Title IX and Clery Coordinator	(909) 607-1887	
	Alejandra Gaytan, Director of Human Resources	<a href="mailto:alejandra.gaytan@cgu.edu">alejandra.gaytan@cgu.edu</a> (909) 607-4404	
	Dr. Patricia Easton Executive Vice President and Provost	<a href="mailto:patricia.easton@cgu.edu">patricia.easton@cgu.edu</a> (909) 607-3318	
Claremont McKenna College	Lynzie DeVeres, Assistant VP for Diversity and Inclusion  Title IX Administrator	<a href="mailto:ldeveres@cmc.edu">ldeveres@cmc.edu</a> (909) 607-8131 and (909) 607-2000	385 E. 8 <sup>th</sup> Street Marian Miner Cook Athenaeum, Second Floor Claremont, CA 91711
Harvey Mudd College	Dr. Jennifer Alanis Title IX Coordinator	<a href="mailto:jalanis@hmc.edu">jalanis@hmc.edu</a> (909) 607-3470	301 Platt Boulevard Platt Campus Center Claremont, CA 91711
Keck Graduate Institute	Brittany Raygoza Title IX and Clery Coordinator	<a href="mailto:brittany_raygoza@kgi.edu">brittany_raygoza@kgi.edu</a> (909) 607-9649	535 Watson Drive Building 535, Room 30 Claremont, CA 91711
Pitzer College	Corinne Vorenkamp	<a href="mailto:titleix@pitzer.edu">titleix@pitzer.edu</a>	1050 N. Mills Avenue

Institution	Title IX Coordinator	Email	Address
	Title IX Coordinator	(909) 607-2958	Broad Center, Room 212 Claremont, CA 91711
Pomona College	Sue McCarthy Title IX Coordinator/Clery Officer	<a href="mailto:sue.mccarthy@pomona.edu">sue.mccarthy@pomona.edu</a> (909) 621-8017	333 N. College Way Alexander Hall: Suite 113 Claremont, CA 91711
Scripps College	Sara Miller Title IX Coordinator	<a href="mailto:titleix@scrippscollege.edu">titleix@scrippscollege.edu</a> (909) 607-7142	919 North Columbia Avenue McAlister Center, Lower Level Claremont, CA 91711

Each Institution’s Title IX Coordinator, or their designee, serves as the primary point of contact for individuals from their campus involved in the Title IX Grievance Process.

**TCC Title IX Process Administrator.** The TCC Title IX Process Administrator (referred to as the “TCC Title IX Administrator”) oversees the Title IX Grievance Process for TCC. As outlined throughout this Policy, the TCC Title IX Administrator is responsible for a variety of tasks, including, but not limited to, the following:

- Managing the Title IX Grievance Process across the six above-listed Institutions.
- In consultation with the Title IX Coordinators, evaluating and assigning Investigators, Hearing Officers, and Appeal Authorities in the Title IX Grievance Process.
- Confirming and documenting the training of all individuals involved in the Title IX Grievance Process.

The TCC Title IX Administrator can be reached at: [TitleXAdmin@claremont.edu](mailto:TitleXAdmin@claremont.edu)

### III. Relevant Terms

**Advisor:** An Advisor is an individual who provides guidance to the Complainant or Respondent throughout the Grievance and Alternative Resolution process, as set forth in this Policy. Each party is entitled to one Advisor through every stage of the Grievance process (including the Alternative Resolution process, when applicable). A party can select an Advisor of their choice at any time in the process. An Advisor can be any person, including an attorney, who is not otherwise a party or a witness.

A party does not have to have an Advisor during the investigation and Alternative Resolution process. TCC will not provide any party with an Advisor during the investigation process. However, as outlined below, each party is required to have an Advisor during the hearing. If a party has not already obtained an Advisor prior to the start of the hearing, the party’s Home Institution’s Title IX Coordinator will be

responsible for ensuring their respective Respondent and/or Complainant is appointed an Advisor at no fee or charge to the party. TCC will not pay for, nor will TCC reimburse any party for the cost of, an Advisor selected by the party.

The Advisor is responsible for questioning witnesses and other parties during the hearing. Other than this responsibility, the Advisor's role is limited. See Section IX.D.7 for a full overview of the Advisor's role. Outside the role of questioning during a hearing, an Advisor may never speak on behalf of a party or otherwise disrupt any meetings or hearings in any manner. TCC reserves the right to exclude an Advisor who does not abide by these procedures.

**Support Person:** A Support Person is an individual who provides emotional support to a Complainant or Respondent throughout the Grievance and Alternative Resolution process, as set forth in this Policy. Parties are entitled to one Support Person through every stage of the Grievance and Alternative Resolution process.

The Support Person may never speak on behalf of a party or otherwise disrupt any meetings or hearings in any manner. See Section IX.A.7 for a full description of the Support Person's role. TCC reserves the right to exclude a Support Person who does not abide by these procedures.

**Complainant:** A Complainant is an individual alleged to be the victim of conduct that could constitute Sexual Harassment, as defined by this Policy. For purposes of this Policy, a Complainant must be participating in, or attempting to participate in, an education program or activity of TCC. An individual who is on leave from their TCC employment or TCC student status is considered to be a person attempting to participate in an education program or activity for purposes of this Policy.

**Confidential Resource:** A Confidential Resource is a campus- or community-based resource that has the duty of confidentiality. The duty of confidentiality is an obligation on the part of the resource provider to keep a person's information private and confidential unless consent to release or share the information is provided by the disclosing person. Each Institution's Title IX Coordinator maintains a list of Confidential Resources.

There are two types of Confidential Resources at TCC:

- ***Confidential Resources with the legal privilege of confidentiality.***  
Communications with these resources have legal protections from disclosure in court. These resources also possess professional obligations (the duty of confidentiality) to hold such communications in confidence and they cannot divulge information about an individual seeking their services to a third party without that individual's consent. There are established limits to confidentiality and these must be communicated to the individual seeking services.

Examples include, but are not limited to: Chaplains, Monsour and Project Sister Counselor at EmPOWER. **Some** campus Advocates are Confidential Resources with legal privilege – please check with your individual Institution for a definitive list of confidential resources with legal privileges.

- ***Institution-designated Confidential Resources.***  
Communications with these resources do not have legal privilege and as such are not provided legal protections from disclosure in court. These individuals and/or offices do possess

professional obligations (the duty of confidentiality) to hold communications in confidence and they cannot divulge information about an individual seeking their services to a third party without that individual's consent.

In addition to established limits to confidentiality that must be communicated to the individual seeking services, Institution-designated Confidential Resources also have limited reporting responsibilities federally mandated by the Clery Act. Under the Clery Act, their reporting obligation arises when they become aware of information or allegations of criminal behavior and must report the information regarding an incident to the Institution's Clery Coordinator. They do not have to report identifying information about the individuals involved in an incident. Institution-designated Confidential Resources are not obligated to inform the Title IX Coordinator of a report/disclosure unless requested by the individual seeking their services.

Examples include, but are not limited to: the EmPOWER Center and the Director at the Queer Resource Center (QRC).

**Consent:** Consent is affirmative, clear, knowing, voluntary, conscious, and revocable permission. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity, and the physical conditions of sexual activity (e.g., use of a condom).<sup>7</sup>

Affirmative Consent must be ongoing and can be revoked at any time during sexual activity. It is the responsibility of each person to ensure they have the Affirmative Consent of the other to engage in the sexual activity. The existence of a dating relationship between the persons involved, or the fact of past or subsequent sexual relations between them, should never by itself be presumed to be an indicator of consent.

- Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
- Consent can be withdrawn at any time.
- Previous relationships or prior consent does not imply consent to future sexual acts; this includes "blanket" consent (i.e., permission in advance for any/all actions at a later time/place).
- It is the obligation of the person initiating the sexual activity to obtain consent.
- An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or, who is coerced by a supervisory or disciplinary authority.
  - Force: violence, compulsion, or constraint physically exerted by any means upon or against a person.

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<sup>7</sup> "Condom stealthing" refers to a person's knowing or intentional removal of, or failure to use, a condom during sexual activity without the consent of the other person(s), when consent to the sexual activity was conditioned on the use of a condom.

- Coercion: the application of pressure by the Respondent that unreasonably interferes with the Complainant's ability to exercise free will. Factors to be considered include, but are not limited to, the intensity and duration of the conduct.
- A person who does not want to engage in sexual activity is not required to resist or to verbally object.
- Withdrawal of consent can be manifested through conduct and need not be a verbal withdrawal of consent (e.g., crying, pulling away, not actively participating, uncomfortable or upset facial expressions).
- Consent may not be given by an individual who has not reached the legal age of consent under applicable law.

Affirmative Consent cannot be given by a person who is asleep, unconscious, or incapacitated. A person with a medical or mental disability may also lack the capacity to give consent. The definition of incapacitation follows.

**Incapacitation.** A person is unable to consent when incapacitated due to the influence of drugs, alcohol, or medication so that the person could not understand the fact, nature, or extent of the sexual activity.

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) or is physically unable to consent (e.g., asleep or unconscious).

Incapacitation may result from the use of alcohol or drugs. However, consumption of alcohol or other drugs alone is insufficient to establish incapacitation. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making ability, awareness of consequences, and ability to make informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain Affirmative Consent before engaging in sexual activity.

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for Sexual Harassment, sexual violence, stalking, or intimate partner violence, and does not diminish one's responsibility to obtain consent.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol or drugs impacts an individual's:

- Decision-making ability;



- Awareness of consequences;
- Ability to make informed judgments; and/or,
- Capacity to appreciate the nature and the quality of the act.

A Respondent must either have known, or reasonably should have known, that a Complainant was unable to consent to sexual activity under any of the following circumstances:

- The person was asleep or unconscious;
- The person was incapacitated due to the influence of drugs, alcohol or medication, so that the person could not understand the fact, nature or extent of the sexual activity; or,
- The person was unable to communicate due to a mental or physical condition.

It shall not be a valid excuse that the Respondent believed the Complainant consented to sexual activity under either of the following circumstances:

- The Respondent's belief in Affirmative Consent arose from the intoxication or recklessness of the Respondent; and/or,
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

**Education Program or Activity:** Alleged Sexual Harassment is only covered under this Policy if the alleged conduct occurred within TCC's "Education Program or Activity."

For purposes of this Policy, "Education Program or Activity" refers to all the operations of TCC, including, but not limited to: in-person and online educational instruction, employment, research activities, extracurricular activities, athletics, residence life, dining services, performances, and community engagement and outreach programs. The term applies to all activity that occurs on campus or on other property owned or occupied by TCC. It also includes off-campus locations, events, or circumstances over which TCC exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs, including Sexual Harassment occurring in any building owned or controlled by a student organization that is officially recognized by TCC.

**Conduct that does not occur within TCC's Education Programs or Activities, as defined by this Policy, including conduct that takes place off-campus or within a TCC study abroad program, may still be addressed through other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.**

**Formal Complaint:** A document – including an electronic submission – filed and signed by a Complainant (or with other indication that the Complainant is the person filing the Formal Complaint) or signed by the Title IX Coordinator, alleging Sexual Harassment against a Respondent that occurred within TCC's Education Programs or Activities, and requesting initiation of the procedures consistent with this Policy to investigate the allegations.

Any individual may make a report of Sexual Harassment. This individual is known as a Reporting Party. If the Reporting Party is not the Complainant, the Title IX Coordinator may initiate and sign the complaint. If the Formal Complaint is signed by the Title IX Coordinator, the Title IX Coordinator is not treated as a Complainant, nor is the Title IX Coordinator treated as a party to the complaint. At the time of filing the Formal Complaint, the Complainant must be participating in, or attempting to participate in, an education program or activity of TCC.<sup>8</sup>

Individuals can report alleged Sexual Harassment verbally or in writing.

**Reporting Party:** An individual who makes a report of alleged Sexual Harassment, as defined by this Policy. This can be any person, including an individual unassociated with TCC. A Reporting Party is not considered a Complainant for purposes of this process.

**Respondent:** A Respondent is an individual who has been reported to have engaged in conduct that could constitute Sexual Harassment, as defined by this Policy. An individual does not have to be enrolled or employed by TCC to qualify as a Respondent under this Policy. TCC may dismiss a Formal Complaint if the Respondent is no longer enrolled or employed by TCC; however, the decision to dismiss will be made on an individual basis, with consultation between each involved Institution's Title IX Coordinators.

**Responsible Employee:** Responsible Employees are TCC employees who, upon receipt of a disclosure or report of Sexual Harassment, are required to report the alleged conduct to the Institution's Title IX Coordinator. Responsible Employees will maintain confidentiality to the greatest extent possible and will only relay the disclosed or reported information to the Title IX Coordinator or designee.

A Responsible Employee is defined by each Institution. Please refer to your Home Institution for their definition of this term.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge, to the Complainant and/or the Respondent. The range of Supportive Measures available is listed in Section VI. of this Policy.

**Violence:** For purposes of this Policy, violence can be physical violence or patterns of abusive behavior.

- *Physical violence:* Physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior.
- *Patterns of Abusive Behavior:* This may consist of, or include, non-physical tactics such as threats, isolation, property destruction, abuse of pets, economic control, displaying weapons, degradation, or exploitation of a power imbalance.

Conduct by an individual in defense of self or another is not violence under this Policy. If either party asserts that they acted in defense of self or another, the Adjudicator (see Section IX.D.) will use all available, relevant evidence to evaluate the assertion, including reasonableness of the defensive actions and which party is the predominant aggressor.

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<sup>8</sup> The Complainant need not initiate nor sign the Formal Complaint (see definition of "Complainant" in Section III., above) to be designated a Complainant.

## IV. Sexual Harassment and Retaliation

Only allegations of Sexual Harassment, alleged to have occurred within TCC's Education Programs or Activities, and Retaliation (as defined by this Policy) are addressed under this Policy. Sexual Harassment and Retaliation, as defined by this Policy, are prohibited within all of TCC. TCC will respond promptly and effectively to reports of Sexual Harassment and/or Retaliation, as outlined in this policy. *Other forms of sex discrimination, sexual harassment, and sexual misconduct remain prohibited by each Institution in its individual policies.*<sup>9</sup>

This section provides the definitions of Sexual Harassment and Retaliation, for purposes of this Policy.

**Sexual Harassment** is conduct on the basis of sex that satisfies one or more of the following:

- a) An employee of TCC conditioning the provision of an aid, benefit, or service of the Institution on an individual's participation in unwelcome sexual conduct (also known as *quid pro quo Sexual Harassment*).
  - Complainant's statement that they found the conduct to be unwelcome is sufficient to constitute "unwelcome conduct."
- b) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to TCC's Education Programs or Activities.
  - "Unwelcome conduct" depends on a variety of factors and must be evaluated in light of the known circumstances.
  - "Severe, pervasive, and objectively offensive" must be evaluated in light of the known circumstances, and is dependent on the facts in each situation. However, this element must be determined from the perspective of a reasonable person standing in the shoes of the Complainant.
- c) Sexual assault (as defined in the Clery Act), or dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).
  - A single instance of any conduct as defined below is sufficient to constitute Sexual Harassment. Any instance of any of the conduct defined below does not need to demonstrate severity, pervasiveness, objective offensiveness, or denial of equal access to education or employment, because denial of equal access is assumed.

**Sexual Assault.** As defined in the Clery Act (20 USC 1092(f)(6)(A)(v)), Sexual Assault is: an offense that meets the definition of rape, fondling, incest, or statutory rape, as used in the FBI's Uniform Crime Reporting (UCR) Program. The relevant FBI UCR definitions are as follows:

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<sup>9</sup> Behavior which does not fall under this Policy's definition of Sexual Harassment may be addressed through other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

**Rape.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

**Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of age or permanent mental incapacity.

**Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape.** Sexual intercourse with a person who is under the statutory age of consent. In California, the statutory age of consent is 18.

**Dating Violence.** As defined in VAWA (34 USC 12291(a)(10)), Dating Violence is: violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and,
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and,
  - The frequency of interactions between the persons involved in the relationship.

**Domestic Violence.** As defined in VAWA (34 USC 12291(a)(8)), Domestic Violence is: acts that include felony or misdemeanor crimes of violence committed by one of the following:

- A current or former spouse or intimate partner of the Complainant;
- A person with whom the Complainant shares a child in common;
- A person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner;
- A person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of California; or,
- Any other person whose acts an adult or youth Complainant is protected from under the domestic or family violence laws of the state of California.

**Stalking.** As defined in VAWA (34 USC 12291(a)(30)), Stalking is: 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.

**Retaliation.** No recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or 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 Policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this Policy, constitutes Retaliation.

## V. Behavior That Does Not Constitute “Sexual Harassment” Under This Policy

Behavior which does not fall under this Policy’s definition of Sexual Harassment may be addressed through other policies and processes, such as those under the Institution’s student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

Each Institution maintains individual policies addressing sexual misconduct, harassment, and discrimination. These policies might address conduct constituting sexual misconduct, sexual harassment, and/or sex discrimination, as defined by those individual policies. Any conduct that constitutes Sexual Harassment, as defined by this Policy, is addressed using the process established in this Policy. Other conduct, as defined under other Institution policies, may be addressed using the processes established in those individual policies.<sup>10</sup>

## VI. Supportive Measures

Supportive Measures are designed to restore or preserve equal access to a Complainant’s and Respondent’s educational program or activity without unreasonably burdening the other party.

The Complainant’s Home Institution Title IX Coordinator shall, upon becoming aware of alleged Sexual Harassment, promptly contact the Complainant if their identity is known to discuss the availability of Supportive Measures as well as other rights and options in accordance with the Institution’s policies. Supportive Measures shall be offered to the Complainant regardless of whether they wish to file a Formal Complaint. In implementing any Supportive Measures, the Title IX Coordinator shall consider the Complainant’s wishes.

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<sup>10</sup> Where allegations made in a Formal Complaint include both conduct that falls under this Policy and conduct that is outside of this Policy but is interrelated to Policy-covered conduct, the allegations may be joined. If the allegations under this Policy and under an Institution’s other policies are joined, during the hearing direct cross-examination by a Party’s Advisor will be limited to questions relating to the allegation of conduct falling under this Policy. Determinations as to when a question is appropriate to be posed by a party’s Advisor or through the Hearing Officer shall be made at the sole discretion of the Hearing Officer.

The Respondent's Home Institution Title IX Coordinator shall offer Supportive Measures to a Respondent upon notification to the Respondent that there has been a Formal Complaint, or earlier as appropriate if a Respondent is aware of a potential complaint against them.

Supportive Measures provided to a Complainant or Respondent shall remain confidential to the extent that maintaining such confidentiality will not impair the Institution's ability to provide the Supportive Measures. For complaints involving parties from more than one Institution, each party's Home Institution Title IX Coordinator shall promptly notify the other party's Home Institution Title IX Coordinator of any Supportive Measures implemented on behalf of a party or witness. This information will not be shared with the other party unless it specifically impacts that party. If there is disagreement about whether information about a specific supportive measure for one party will be shared with the other party, the parties' Home Institution Title IX Coordinators shall confer with the TCC Title IX Administrator.

Supportive Measures may include, but are not limited to, the following:

- Counseling;
- Extensions of deadlines or other course-related adjustments, in coordination with the relevant Faculty member;
- Modifications of work or class schedules, in coordination with the relevant Faculty member and/or supervisor;
- Campus escort services;
- Mutual restrictions on contact between the parties;
- Changes in work or housing locations;
- Leaves of absence;
- Increased security and monitoring of certain areas of campus; and,
- Other similar measures determined by the parties' Home Institution Title IX Coordinator(s) based on the specific facts of each case.

## VII. Emergency Removal

In certain circumstances, a Respondent's Home Institution may remove a Respondent from an education program or activity before the completion of the Title IX Grievance Process. Such removal will only occur on an emergency basis. The Complainant's Home Institution Title IX Coordinator or designee shall be consulted and given the opportunity to participate in every step of the emergency removal process, including participating in all communications, meetings, and correspondence regarding the individualized safety and risk assessment. An emergency removal is not equivalent to a determination of responsibility, nor is it a sanction for alleged behavior. The Respondent's Home Institution can pursue

an emergency removal of a student and/or employee Respondent before or after the filing of a Formal Complaint.

Emergency removals will occur only after the Respondent's Home Institution determines there is an emergency situation. This determination occurs only after the Respondent's Home Institution has completed the following steps:

- **Completion of an individualized safety and risk analysis.** This analysis will focus on the specific Respondent and the specific circumstances arising from the allegations of Sexual Harassment.<sup>11</sup>
- **Determination that the following three components are present:**
  - *An "immediate threat" justifying emergency removal.* This analysis should focus on the Respondent's propensity, opportunity, and/or ability to effectuate a stated or potential threat. This determination will be fact-specific.
  - *The threat is "to the physical health or safety of any student or other individual."* This may be the Complainant, the Respondent, or any other individual.
  - *And the threat "arises from the allegations of Sexual Harassment."* The emergency situation must specifically arise from the allegations of Sexual Harassment.
- **Consideration of the appropriateness of Supportive Measures in lieu of an emergency removal.** Emergency removals should only occur when there are genuine and demonstrated emergency situations.
- **Providing the Respondent with notice and an immediate opportunity to challenge the emergency removal.** The Respondent's Home Institution will provide the Respondent with a sufficiently detailed notice, notifying the Respondent of the identified emergency threat of physical safety or harm. The Respondent is not entitled to a full evidentiary hearing (as set forth in Section IX.D.) to challenge an emergency removal.

## VIII. Administrative Leave (Employees Only)

An Institution may place a non-student, employee Respondent on administrative leave during the pendency of the Title IX Grievance Process. A student who is also an employee can be placed on administrative leave with respect to their employment, but administrative leave cannot impact their educational access.

An employee can be placed on administrative leave only after a Formal Complaint has been filed against a Respondent and the Title IX Grievance Process has begun. Administrative leave is intended for situations that do not qualify for Emergency Removal as outlined in Section VII.

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<sup>11</sup> If a Respondent's behavior does not arise from the allegations of Sexual Harassment, the Institution may still address the behavior under other policies and processes, such as the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

Each Institution has its own process for administrative leave. The Complainant's Home Institution's Human Resources Professional or Title IX Coordinator will work in coordination with the Respondent's Home Institution Human Resources Professional or Title IX Coordinator to facilitate the administrative leave process.

## IX. Title IX Grievance Process

The Title IX Grievance Process is initiated upon the receipt of a Formal Complaint. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the Education Programs or Activities of TCC within the United States, including as an employee.<sup>12</sup>

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. In these circumstances, the Title IX Coordinator will inform the Complainant of this decision in writing. The correspondence will include notice that the Complainant need not participate in the process further, but will receive all notices issued under this Policy and Title IX Grievance Process.

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

Throughout the Title IX Grievance Process, the Complainant's and Respondent's Home Institution Title IX Coordinators, as well as the TCC Title IX Administrator, will work closely and cooperatively together. They will maintain open communication during all phases of the Title IX Grievance Process, including the investigation, hearing, and appeal stages.

TCC does not make determinations of responsibility prior to the completion of the Title IX Grievance Process. All evidence gathered will be objectively evaluated. This includes both inculpatory and exculpatory evidence. Credibility determinations will not be made based solely on a person's status as a Complainant, Respondent, or witness. Respondents are presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Title IX Grievance Process.

TCC, not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing whether a violation of this Policy has occurred.

### A. General Information

#### 1. Standard of Evidence

TCC will utilize a "Preponderance of the Evidence" standard in evaluating all allegations of Sexual Harassment (as defined by this Policy). "Preponderance of the Evidence" means the evidence on one side outweighs, or is more than, the evidence on the other side. This is a qualitative, not a quantitative, standard.

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<sup>12</sup> For Complainants who do not meet these criteria, the Institution will review the allegations under other existing policies.



## 2. Initial Meetings and the Intake Process

**Initial Meetings.** A Complainant may meet with their Home Institution's Title IX Coordinator for the purposes of discussing their reporting options, Supportive Measures, etc. Below is a summary of the topics the Complainant's Home Institution's Title IX Coordinator will address during initial meetings with the Complainant:

- Assistance with care and support resources, medical providers, and law enforcement;
- Supportive Measures;
- Procedures for determining next steps and appropriate resolution process; and,
- Options for participating in an Alternative Resolution or Title IX Grievance Process.

The Title IX Grievance Process is initiated upon receipt of a Formal Complaint.

**Intake Process.** Upon receipt of such a Formal Complaint, the Complainant's Home Institution's Title IX Coordinator will engage in the Intake Process, in which they meet with the Complainant, gather preliminary information about the allegation(s), and write the information gathered in an Intake Report. The Intake Process might take place during the Title IX Coordinator's initial meeting with the Complainant, or it might take place during a subsequent meeting. The Intake Process commences when a Complainant has decided to make a Formal Complaint, and/or when the Institution has been provided sufficient information to proceed with a complaint signed by the Title IX Coordinator.

The Intake Process is not intended to serve as an exhaustive interview, but rather to provide TCC with sufficient contextual information to determine the appropriate next steps to support the Complainant and to guide TCC's response.

The Complainant's Home Institution's Title IX Coordinator will send a copy of the Formal Complaint and Intake Report to the Respondent's Home Institution's Title IX Coordinator and the TCC Title IX Administrator.

The Complainant's and Respondent's Home Institution Title IX Coordinators will jointly make an initial determination of whether the Title IX Grievance Process is applicable to the Formal Complaint, as outlined in Section IX.B., below.

## 3. Timing

Absent extensions for good cause, the entire Title IX Grievance Process should be completed within 90 to 100 business days from the issuance of the Notice of Allegations to the Respondent(s), which shall occur upon initiation of the Title IX Grievance Process. This includes the investigation, hearing, and any appeal process. A thorough investigation and/or procedurally proper hearing and appeal may necessitate one or more extensions for good cause. Extension requests will be evaluated and denied or granted by the TCC Title IX Administrator. The TCC Title IX Administrator will provide notice to both parties of any timeline extensions.

Failure to complete the Title IX Grievance Process within this time period does not, in and of itself, constitute a procedural error. Any such argument of procedural error (as set forth in Section IX.F.) must

also include an explanation as to how the delays materially impacted the outcome of the Title IX Grievance Process.

#### 4. Concurrent Criminal Investigations

On occasion, a criminal investigation may be initiated by a law enforcement agency over the same allegations that are reported in a Formal Complaint submitted to TCC. A pending police investigation is a separate investigation and it does not relieve TCC of its responsibility to timely investigate complaints under this Policy. A temporary delay for the length of the fact-finding portion of a criminal investigation may constitute good cause for extending the timeline of TCC's investigation.

#### 5. Confidentiality

Parties may share confidential information received through the process with their Support Person and Advisor. TCC shall not restrict the ability of the parties to discuss the allegations under investigation for the purpose of gathering and presenting relevant evidence.

TCC is permitted to share confidential information amongst other Institution representatives who have a reasonable need to know. TCC will endeavor to respect any requests for confidentiality, but will also weigh those requests against TCC's responsibility to maintain a safe environment for its community. Complete confidentiality cannot be guaranteed.

#### 6. Right to an Advisor

Parties may elect to be accompanied by an Advisor during meetings and proceedings related to the investigation and hearing process outlined in this Policy. Parties are limited to one Advisor. Parties may be accompanied by a Support Person (see below) in addition to an Advisor. An Advisor can be anyone, including an attorney. The Advisor may not speak on behalf of the party or otherwise disrupt any interviews or proceedings.

Specific guidelines regarding the Advisor role at the hearing are outlined in Section IX.D.7. TCC reserves the right to exclude or remove an Advisor who does not comply with this Policy.

A party does not have to have an Advisor during the investigation process. TCC will not provide any party with an Advisor during the investigation process. However, as outlined below, the party's Home Institution will provide the party with an Advisor during the hearing, if the party has not already obtained an Advisor.

#### 7. Support Persons

Parties may elect to be accompanied by a Support Person during the hearing process, in addition to an Advisor. Parties are limited to one Support Person. A Support Person may not be a party or a witness in the case. The Support Person's role is to provide emotional support throughout the process. The Support Person may not speak on behalf of the party or otherwise disrupt any interviews or proceedings. TCC reserves the right to exclude or remove a Support Person who does not comply with this Policy.

## 8. Accepting Responsibility

At any time prior to the commencement of a hearing, a Respondent may waive the right to a hearing and instead accept responsibility for the alleged Policy violation. A Respondent may do so by providing the TCC Title IX Administrator with a signed, written notice, stating the Respondent accepts responsibility for the alleged violation and waives the right to a fact finding hearing on this issue. If a Respondent accepts responsibility in writing in advance of a hearing, the Complainant and Adjudicator shall be provided a copy of the waiver and a hearing will be conducted only on the question of sanctions. Each party retains all rights with regard to sanctioning.

The parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements. The parties may be accompanied by their Advisors, but questioning of parties or witnesses by Advisors 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 process described in Section IX.F.

## 9. Closure

Not all reports of alleged Sexual Harassment constitute a report of prohibited conduct that may be resolved through this Policy.

TCC must dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined above, even if proved; and/or,
- The conduct did not occur in an educational program or activity controlled by TCC (including buildings or properties controlled by officially recognized student organizations); and/or,
- The alleged conduct did not occur against a person in the United States; and/or,
- At the time of filing a Formal Complaint, a Complainant was not participating in or attempting to participate in an education program or activity of TCC.

Additionally, TCC may close and dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- A Complainant notifies their Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; or,
- It is determined that the Respondent is no longer enrolled in or employed by TCC; or,
- Specific circumstances prevent TCC from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

A decision to close a matter based on any of the above-listed factors is made at the discretion of the TCC Title IX Administrator.

Upon termination of the process, the TCC Title IX Administrator will provide written notice to the parties describing the reason for the dismissal. The Respondent's Home Institution may continue to investigate the allegations as a potential violation of another policy. If the Respondent's Home Institution elects to continue the investigation outside of this Policy, the TCC Title IX Administrator shall provide written notice to the parties describing the determination.

The dismissal determination is appealable by any party under the procedures for appeal outlined in Section IX.F. The decision not to dismiss is also appealable by any party claiming a dismissal is required or appropriate.

A Complainant who decides to withdraw a complaint may later request to reinstate or refile the complaint.

#### 10. Amnesty

Any individual (including a witness or a third party) who shares information in the interest of any individual's health and safety will not be subject to disciplinary action by TCC for student conduct policy violations that occur around the time of the alleged prohibited conduct, including their own personal consumption of alcohol or other drugs at or near the time of any incident, provided they did not harm another or place the health or safety of any other person, or the community, at risk. TCC may suggest an educational conference where support, resources, and educational counseling options may be discussed and potentially required with a learning action plan for an individual who has engaged in the illegal or prohibited use of alcohol or drugs.

#### 11. Consolidation of Formal Complaints and Allegations

TCC may consolidate Formal Complaints under two circumstances:

- Where there is a complaint involving more than one Complainant and/or Respondent, stemming from the same facts or circumstances; or,
- Where a cross-complaint has been filed by a Respondent against a Complainant.

A decision to consolidate matters based on any of the above-listed factors is made at the discretion of the TCC Title IX Administrator in consultation with the parties' Home Campus Title IX Coordinator(s). If the TCC Title IX Administrator determines consolidation is appropriate, they must send notice to all involved parties.

Where allegations made in a Formal Complaint include both conduct that falls under this Policy and conduct that is outside of this Policy but is interrelated to Policy-covered conduct, the allegations may be joined. If the allegations under this Policy and under an Institution's other policies are joined, during the hearing direct cross-examination by a Party's Advisor will be limited to questions relating to the allegation of conduct falling under this Policy. Determinations as to when a question is appropriate to be posed by a party's Advisor or through the Hearing Officer shall be made at the sole discretion of the Hearing Officer.

## 12. Interpretation

This Policy is intended to be self-explanatory. The Adjudicator (defined in Section IX.D.2) is responsible for interpretation of policy definitions of prohibited conduct. Should a disagreement arise over interpretation of another area of this Policy, exclusive authority to interpret the Policy lies with the TCC Title IX Administrator. Any such interpretation shall be final. In reaching a final interpretation, the TCC Title IX Administrator shall consult with the Title IX Coordinators, unless not feasible or practicable.

### B. Step One: Initiation of the Title IX Grievance Process

The Complainant's and Respondent's Home Institution Title IX Coordinators will jointly make an initial determination of whether the Title IX Grievance Process is applicable to the Formal Complaint. The Title IX Coordinators will make a reasonable determination as to whether or not the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in TCC's Education Programs or Activities; and,
4. The alleged conduct, if true, would constitute Sexual Harassment, as defined in this Policy.

If the Title IX Coordinators disagree whether these elements are met, the Title IX Coordinators agree to confer with the TCC Title IX Administrator, who will make the final determination.

If it is determined all of the elements are met (either through consensus by the Title IX Coordinators or review by the TCC Title IX Administrator), TCC will initiate the Title IX Grievance Process.

**Initiation of the Title IX Grievance Process.** If it is determined (through the process above) that the Formal Complaint will proceed under this Policy, the TCC Title IX Administrator will initiate the Title IX Grievance Process.<sup>13</sup>

When a Formal Complaint is filed, the TCC Title IX Administrator will notify the parties of their option to participate in the Alternative Resolution Process (see Section IX.H). If either party declines to participate in the Alternative Resolution Process, the Title IX Grievance Process will proceed, as set forth in this Section.

In instances where a Formal Complaint is signed by the Title IX Coordinator, the person alleged to be harmed (the Complainant) will still retain all rights of a Complainant in this process, if they should

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<sup>13</sup> If the conduct alleged would not meet the definition of Sexual Harassment, even if sustained, the Title IX process will be terminated. However, the conduct may continue to be investigated under other policies and processes, such as those under the Institution's student codes of conduct, civil rights policies, discrimination and harassment policies, and/or any other applicable policy adopted by an individual Institution.

choose to exercise them, including the choice to participate or not participate at any step of the process and in receiving notification of the outcome.

Finally, in instances where it is determined a Formal Complaint will not proceed under this Policy, the parties may appeal the determination using the procedures outlined in Section IX.F.

### 1. Notice of Allegations

Once an investigation has been initiated, the TCC Title IX Administrator will send a written notice to both parties, which will include:

- The identities of the parties (if known);
- A summary of the alleged conduct, including the date(s), time(s), and location(s) of incident(s) (if known);
- Policy sections alleged to be violated by the conduct;
- An outline of the Title IX Grievance Process, including any available Alternative Resolution Processes;
- A statement that Respondent is presumed not responsible until a determination of responsibility is made following the investigation and hearing;
- A statement that TCC will not make a determination of responsibility until the conclusion of the Title IX Grievance Process;
- A notice regarding whether interviews will be recorded, and that only the Investigator is permitted to record interviews;
- A description of the parties' opportunities to present, inspect, and review evidence;
- A statement that the parties may have an Advisor of their choice, who is permitted to be an attorney;
- A statement that the parties may have a Support Person of their choice;
- A statement urging the parties to maintain discretion as to the details of the matter, both in recognition of the sensitive nature of the matter, and to ensure they do not influence other individuals' statements;
- A summary of the hearing process and a statement that the Hearing Decision will make factual and policy findings regarding the allegations;
- A statement that findings will be based on a Preponderance of the Evidence Standard;
- A notice admonishing the parties against Retaliation; and,
- A notice informing the parties they are prohibited from making false statements or knowingly submitting false information based on the Institution's conduct codes.

The Notice of Allegations shall be amended any time during the investigation to include additional allegations of Policy violations identified during the investigation. An amended Notice of Allegations should include all required information described above.

### C. Step Two: Investigation Process

#### 1. Designation of the Investigator

The TCC Title IX Administrator, in consultation with the parties' Home Institution's Title IX Coordinators, will designate an Investigator to conduct a fair, thorough, and impartial investigation. After the Notice identifying the assigned Investigator has been sent to the parties, the parties will have five (5) business days to object to the selection of the Investigator for an actual conflict of interest or bias. The TCC Title IX Administrator will consider and resolve any objections to the selection of an Investigator.

The Investigator will have had appropriate training in the definitions of Sexual Harassment, bias, the scope of TCC's education programs and activities, the investigation and hearing processes, the Alternative Resolution Process, and investigative report writing.

#### 2. Investigation

Both parties will be provided equal opportunity to meet with the Investigator, submit evidence, and identify relevant witnesses. The Investigator will meet separately with the Complainant, Respondent, and witnesses. The Investigator has discretion regarding which witnesses to interview and when to conduct follow-up interviews with parties and witnesses.

The Investigator will prepare a written summary of each interview and send the same to the witness or party for a review of accuracy. Unless the individual requests additional time, the written summary will be deemed accurate if the individual does not provide feedback on the written summary within two (2) business days of the Investigator emailing it to the individual.

The Investigator will take reasonable steps to gather relevant available evidence. The Investigator may exclude evidence they determine to be irrelevant or immaterial. Parties may provide the Investigator with any evidence they believe to be relevant, including expert and polygraph evidence. It is ultimately the role of the Adjudicator (Section IX.D.) to determine what weight, if any, to give to the evidence gathered. The Investigator will not consider evidence which requires seeking information protected by a legally recognized privilege, unless the person holding the privilege has waived the privilege.

TCC shall not restrict the ability of the parties to discuss the allegations under investigation for the purpose of gathering and presenting relevant evidence.

The Investigator may gather information related to prior or subsequent conduct of the Respondent in determining pattern, knowledge, intent, motive, or absence of mistake.

The Investigator will not gather evidence or ask questions related to the parties' sexual predisposition or prior sexual behavior unless:

- The evidence and/or questions are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant;

- They concern specific incidents of the Complainant’s or Respondent’s prior sexual behavior with respect to one another and are offered to prove or disprove consent (with the understanding that consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity and that previous relationships or prior consent does not imply consent to future sexual acts);
- The sexual history is relevant to explain an injury; and/or,
- The sexual history is relevant to show a pattern of behavior.

The Investigator will not gather sexual history as it pertains to a party’s reputation or character.

Prior to any meeting, including an investigative interview meeting with a party, the Investigator shall provide the party with written notice of the date, time, location, participants, and purpose of the meeting. The Investigator shall provide the written notice with sufficient time for the party to prepare for the meeting. An Advisor and a Support Person may accompany a party to every meeting.

### 3. Recording

TCC may elect to electronically record investigative interviews. The Investigator may only record investigative interviews with the consent of each individual being recorded. TCC will retain any recordings it has made as the only authorized recording of the interviews. A recorded party may request to review the transcript or audio of their interview in-person and under supervision by a TCC representative. A party may request to review the transcript of the other party’s interview in-person and under supervision by a TCC representative.

Investigation recordings will be maintained for seven (7) years after the conclusion of the Title IX Grievance Process, the Respondent’s graduation, separation from TCC, or separation from Institutional employment, whichever is latest.<sup>14</sup>

### 4. Evidence Review

Before issuing the final Investigation Report, the TCC Title IX Administrator will provide a preliminary Investigation Report to the parties, and provide the parties with an equal opportunity to respond to the relevant evidence, including allowing parties to present additional relevant evidence or information. This is known as the Evidence Review Process. This opportunity should be provided to each party regardless of whether the party participated in the investigation. Absent good cause, parties are provided with ten (10) business days to review and respond to the evidence.

The TCC Title IX Administrator will have discretion to determine how to provide access to the preliminary Investigation Report to the parties based on the particular circumstances of the case and any party or witness privacy concerns. Neither Complainant, Respondent, nor anyone on either party’s behalf may copy, remove, photograph, print, record, or in any other manner duplicate the information contained in the preliminary Investigation Report (unless a party is describing the material in a written response to the evidence).

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<sup>14</sup> Interviews that take place via videoconference, and are recorded, may include both an audio and visual recording. Both recordings shall be retained in the same manner as other grievance materials, in accordance with Section X.



As part of this Evidence Review Process, the parties may submit proposed questions for the Investigator to ask of the other party or any witness, request additional interviews and information-gathering, and/or suggest additional witnesses. The Investigator has discretion to determine if the responses warrant additional information-gathering. If the Investigator determines it is unnecessary to ask individuals additional questions, interview new witnesses, and/or gather additional evidence, the Investigator will explain their decision in the final Investigation Report.

If additional evidence is provided, the parties submit a written response to the evidence, or new evidence is gathered, it will be included in either a revised preliminary Investigation Report or a separate addendum, as deemed appropriate by the Investigator. Both parties will be provided a reasonable opportunity to review and respond to any new evidence. The Investigator will determine when it is appropriate to conclude the Evidence Review Process. The TCC Title IX Administrator will notify the parties when the Evidence Review Process is complete and the Investigation Report is finalized.

## 5. Final Investigation Report

At the conclusion of the Evidence Review Process, the Investigator will prepare a final written Investigation Report that includes:

- The identities of the parties;
- The identities of the witnesses;
- The dates of conducted interviews;
- A summary of the allegations;
- The policy alleged to be violated by the conduct;
- A summary of the investigation process;
- The relevant statements of the parties and witnesses;
- A summary of the relevant evidence gathered by the Investigator;
- A description of the relevant, material undisputed facts;
- A description of the relevant, material disputed facts;
- A statement describing how and when the parties were given the opportunity to review the evidence; and,
- Explanations for why evidence or witnesses submitted by the parties were not considered.

The Investigation Report will not include findings of fact, findings of policy, or credibility determinations for parties or witnesses (other than to note when credibility is not disputed).

The TCC Title IX Administrator will provide the parties with a final copy of the Investigation Report, including all attachments, at least ten (10) days prior to a hearing. The parties may submit a written response to the final Investigation Report. Written responses are incorporated into the materials that

can be reviewed and considered by the Adjudicator. Each party will receive a copy of the other party's written response to the Investigation Report.

#### D. Step Three: Hearing

Upon receipt of the final Investigation Report, the TCC Title IX Administrator will evaluate the evidence gathered and determine if the Title IX Grievance Process is still applicable to the Formal Complaint. The TCC Title IX Administrator will consider if the following elements are met:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in TCC's education program or activity; and,
4. The alleged conduct, if true, would constitute Sexual Harassment, as defined in this Policy.

If the TCC Title IX Administrator determines that the required elements are met, the matter shall proceed to a hearing. A hearing will be held in which an Adjudicator will make credibility determinations, findings of fact on disputed facts, and findings of policy on the relevant Policy the Respondent is alleged to have violated. In reaching findings, the Adjudicator may consider the final Investigation Report, all evidence gathered by the Investigator, and testimony provided at the hearing.

Individuals may choose not to participate in the hearing. If any individual – Complainant, Respondent, and/or witnesses – chooses not to participate in the hearing, the Adjudicator may not consider any statement made by the individual to the Investigator. Parties (Complainants and Respondents) may also choose to attend the hearing and not answer questions. The Adjudicator will not draw any adverse inference solely from an individual's decision to not participate in the hearing, although this decision may impact the information available to the Adjudicator in reaching their decision. However, the Adjudicator may draw adverse inferences if an individual selectively participates in the hearing (for example, answering some questions but declining to answer others).

The hearing is a closed proceeding and will not be open to the public. The witnesses will only be present in the hearing for the duration of their testimony.

The Adjudicator will permit breaks, as needed, throughout the hearing. All participants in the hearing will behave in a respectful manner, as outlined in TCC's Rules of Decorum. The Rules of Decorum will be shared with the parties, their Advisors, and Support Persons prior to the hearing. The Adjudicator has the discretion to remove any participant or observer who is not conducting themselves according to the Rules of Decorum.

TCC expects the parties will wish TCC to share documentation related to the allegations with their Support Person and/or Advisor. TCC provides a FERPA release form that authorizes such sharing and participation. The parties must complete this form before TCC is able to share records with a Support Person and/or Advisor. Parties must also complete this form before the commencement of the hearing. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Support Persons and/or Advisors are expected to maintain the privacy of the records shared with them by TCC. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized

by TCC. TCC may seek to restrict the role of any Support Person and/or Advisor who does not respect the sensitive nature of the process or who fails to abide by TCC's privacy expectations.

### 1. Hearing Coordinator

The TCC Title IX Administrator will be responsible for designating a Hearing Coordinator who will coordinate the hearing process. The Hearing Coordinator will ensure the Adjudicator is provided with all necessary materials, including the Investigation Report and attachments, as well as any party's written responses to the final Investigation Report. The Hearing Coordinator will also arrange a location for the hearing and coordinate a date and time for the hearing.

The Hearing Coordinator will act as a liaison between the parties and the Adjudicator on all procedural matters.

### 2. Designation of Adjudicator

The TCC Title IX Administrator, in consultation with the parties' Home Institution's Title IX Coordinators, will designate an Adjudicator, distinct from the Hearing Coordinator and any Title IX Coordinator, who will preside over the hearing and draft the Hearing Decision. The Adjudicator is a single individual, either internal or external to TCC. The Adjudicator is responsible for overseeing the hearing, making procedural determinations, managing the questioning process, and issuing the Hearing Decision.

The Adjudicator will have had appropriate training in the definitions of Sexual Harassment, the scope of TCC's education programs and activities, the investigation and hearing processes, bias, the Alternative Resolution Process, and hearing decision writing.

Additionally, the Adjudicator will be trained on the following:

- Any technology to be used at the hearing; and,
- Issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

The Hearing Coordinator will provide the parties with written notice of the Adjudicator's identity.

After the Hearing Notice has been sent, parties will have five (5) business days to object to the selection of the Adjudicator for an actual conflict of interest or bias. The TCC Title IX Administrator will consider and resolve any objections to the selection of an Adjudicator.

### 3. Witnesses

The Adjudicator has ultimate discretion to call witnesses and may determine not to call witnesses submitted by the parties, and/or to call witnesses who were not submitted by the parties. The Adjudicator will communicate to the Hearing Coordinator the witnesses they have determined should be called for the hearing, what their expected relevant testimony will be, and their explanations for determining not to call witnesses submitted by the parties if they make such determinations.

The Hearing Coordinator will request the attendance of all the witnesses whose testimony the Adjudicator determined was within the hearing scope. The Hearing Coordinator will coordinate to have

the Investigator present at the hearing for questions regarding the Investigation and the Investigation Report.

TCC cannot compel parties or witnesses (with the exception of the Investigator) to testify in the hearing. Any witness' decision not to participate will not be a reason to cancel or postpone a hearing. Investigators who are current employees of TCC are expected to participate in the hearing, if requested. Non-employee Investigators, including Investigators who have left employment with TCC, can be requested, but cannot be compelled, to participate in the hearing.

The Complainant's and Respondent's Home Institution's Title IX Coordinators can be present in a silent role during the entirety of the hearing.

#### 4. Hearing Notice

At least five (5) business days prior to the scheduled hearing, the Hearing Coordinator shall send the parties written notice of the hearing. The written notice will include the following information:

- The identity of the Adjudicator;
- The time, date, and location of the hearing, including if the hearing will be conducted entirely via videoconference;
- The identity of all parties participating in the hearing, including witnesses approved by the Adjudicator;
- A list of all documents the Adjudicator may consider in reaching their determination;
- TCC's Live Hearing Expectations; and,
- A general overview of the hearing process.

#### 5. Recording

The Hearing Coordinator is responsible for ensuring the hearing is audio recorded.<sup>15</sup> TCC shall retain the recording as the only authorized recording of the hearing. A recorded party may request to review the transcript or audio of the hearing in-person and under supervision by a TCC representative.

Hearing recordings will be maintained for seven (7) years after the conclusion of the Title IX Grievance Process, the Respondent's graduation, separation from TCC, or separation from Institutional employment, whichever is latest.

#### 6. Separation of Parties

Hearings may be conducted with any or all parties, witnesses, and other participants appearing virtually, with technology enabling participants to simultaneously see and hear one another, or with parties physically present in the same geographic location.

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<sup>15</sup> Hearings that take place via videoconference may include both an audio and visual recording. Both recordings shall be retained in the same manner as other grievance materials, in accordance with Section X.

As standard practice, the parties will be physically separated during the hearing and participate virtually unless both parties request otherwise. The Adjudicator is responsible for making a final decision about the location of the parties during the hearing.

## 7. Hearing Questioning and Role of the Advisor

The Adjudicator will determine the order of questioning at the hearing. The Adjudicator may change the order of questioning, with appropriate verbal notice to the parties, if the Adjudicator determines a change is necessary to accommodate a witness' schedule, or for other procedural reasons. The Adjudicator may ask questions at any time of any party providing testimony during the hearing.

The Adjudicator will permit each party's Advisor to ask the other party or parties and any witnesses relevant questions, including questions challenging credibility. This questioning will be conducted directly, orally, and in real-time by the party's Advisor and never by a party personally. The questions must be relevant to the hearing scope, not be repetitive of information already gathered, and/or not be harassing of any individual providing testimony.<sup>16</sup> The Adjudicator will evaluate each question asked. If the Adjudicator determines the question should not be asked, the Adjudicator will direct the party/witness not to answer the question and state their reasoning for this determination on the record. The Adjudicator also has the authority to pause questioning by an Advisor at any time to ask follow-up questions, or as otherwise deemed necessary. All determinations made by the Adjudicator are final, including determinations on questioning.

Should a party choose not to question a party or witness, the party shall affirmatively waive their right to question through a written or oral statement to the Adjudicator either before or during the hearing. A party's waiver of their right to question an individual providing testimony does not eliminate the ability of the Adjudicator to consider the testifying individual's statements made during the hearing and/or to the Investigator.

Parties are expected to notify the Hearing Coordinator of the identity of their Advisor and Support Person in advance of the Hearing. The Hearing Coordinator will share this information with the other party.

Parties are required to have an Advisor present during the hearing, even if the party does not wish to ask questions of any individual testifying. If a party does not have an Advisor at the commencement of the hearing, that party's Home Institution will provide the party with an Advisor trained in the hearing process and in the development and posing of relevant questions. The party must utilize the Advisor provided by their Home Institution for purposes of questioning during the hearing.

If parties know they will not have their own Advisor at the hearing, they are encouraged to notify the Hearing Coordinator of this fact as soon as possible.

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<sup>16</sup> If the Hearing involves allegations of conduct falling outside this Policy, the party's Advisor may only directly ask questions of the other party or parties or witnesses that relate to the conduct falling under this Policy. The party's Advisor may propose questions related to other, non-covered Policy conduct, by submitting them in writing to the Hearing Officer. The Hearing Officer will evaluate the questions and ask the questions they deem relevant, non-repetitive, and non-harassing.

If a party does not participate in, or attend, the hearing, their Advisor may still appear at the hearing and ask questions of the other party(ies) and witnesses.

Absent their role in questioning, Advisors will remain silent during the hearing. They may not answer questions on behalf of any party, nor may they make closing statements on behalf of any party.

All participants at the hearing will behave in a respectful manner. The Adjudicator has discretion to remove any participant or observer who is not conducting themselves in a manner conducive to a fair, safe, and orderly hearing.

#### 8. Party Mitigation and Impact Statements

Within five (5) business days after the last day of the hearing, the parties may provide to the TCC Title IX Administrator written statements related to potential sanctions. Specifically, parties may submit a written impact and/or mitigation statement.

If the Adjudicator determines there was a violation of Policy, the Adjudicator will notify the TCC Title IX Administrator before issuing their Hearing Decision. The TCC Title IX Administrator will provide the Adjudicator with copies of the party statements, in accordance with Section IX.E. The TCC Title IX Administrator will also provide copies of the statements to the parties' Home Institution Title IX Coordinators. If the Adjudicator determines there was not a violation of Policy, the TCC Title IX Administrator will not release the party statements to the Adjudicator.

#### 9. Hearing Decision

The Adjudicator will consider the investigation record, including the Investigation Report and attachments, and the evidence accepted at the hearing in drafting their Hearing Decision. The Adjudicator will use a preponderance of the evidence standard to determine whether a Policy violation occurred. The Adjudicator will make their own findings and credibility determinations based on a preponderance of the evidence.

In reaching their determination, the Adjudicator may not rely on any statement of a party who does not submit to questioning from the Adjudicator and/or the other party's Advisor; nor may the Adjudicator rely on the statement of a witness who does not submit to questioning from the Adjudicator and/or either party's Advisor. The Adjudicator will not draw an inference regarding a person's decision not to participate in the hearing, nor will they draw an inference regarding a person's decision not to answer questions posed during the hearing. However, the Adjudicator may consider a person's selective participation during the hearing in assessing credibility. Selective participation, for purposes of this Policy, means a party chooses to answer some questions and declines to answer others.

If the Adjudicator finds a violation of Policy, the Adjudicator and TCC shall follow the procedures set forth in Section IX.E. – Sanctioning.

If the Adjudicator does not find a violation of Policy (and the Appeal process, as outlined in Section IX.F has concluded), the Adjudicator will finalize the Hearing Decision and submit the Hearing Decision to the TCC Title IX Administrator.<sup>17</sup>

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<sup>17</sup> If there is no finding of a Policy violation, no sanctions will be issued.

The final Hearing Decision will include the following:

- The allegations allegedly constituting Sexual Harassment, as defined by this Policy;
- A description of the procedural steps taken from receipt of the Formal Complaint through the determination;
- Findings of fact;
- Policy findings;
- Rationale for each finding;
- Sanctioning determination (if applicable); and,
- Rationale for the sanctioning determination (if applicable).

Within fifteen (15) business days of the hearing, the TCC Title IX Administrator will send written notice to both parties of the Adjudicator's policy and sanctioning determinations. The TCC Title IX Administrator will include a copy of the Adjudicator's decision.

The TCC Title IX Administrator will explain the Appeal Process, including the permissible bases for appeal, in their written notice to the parties. The Adjudicator's determination becomes final on the date on which an appeal would no longer be considered timely (see Section IX.F.).

For potential enhancements to sanctions, occurring when a Respondent has instances of prior conduct, please see Section IX.G.

#### E. Step Four: Sanctioning

This section sets forth the procedures to be followed should the Adjudicator find that a Policy violation(s) occurred. This section applies to instances involving both student and employee Respondents.

In cases involving employee Respondents, the TCC Title IX Administrator will refer the matter to the Title IX Coordinator of Respondent's Institution for sanctions and appeals.

In cases involving student Respondents, if the Adjudicator determines there was a Policy violation, the Adjudicator will notify the TCC Title IX Administrator. The TCC Title IX Administrator will take two steps:

- They will notify the Title IX Coordinator and the appropriate Administrator of each parties' Home Institution. The parties' Home Institutions may submit written recommendations related to sanctions. The parties' Home Institutions will provide those recommendations to the TCC Title IX Administrator, who will transmit them to the Adjudicator; and,
- They will provide the Adjudicator with any written party statements, as set forth in Section IX.D.8. If the parties did not provide written statements in accordance with Section IX.D.8., above, they will not be provided an additional opportunity to submit a written statement to the Adjudicator.

The Adjudicator will decide if remedies are appropriate in order to restore or preserve equal access to the party's education and/or employment. Such remedies may include the same individualized services described as "Supportive Measures." However, unlike Supportive Measures, remedies need not be non-disciplinary or non-punitive, and need not avoid burdening the Respondent.

The Adjudicator will make a sanctioning determination based on the factual and Policy findings, written party statements, written Institution recommendations, and other factors relevant to sanctioning. The Adjudicator shall give significant weight to the written Institution recommendations in issuing a sanction. The factors an Adjudicator may consider include, but are not limited to:

**Severity of the violation:** The duration of the conduct; whether the conduct was repeated; the number of Policy violations; abuse of power; use of intimidation; use of force; level of endangerment to the Complainant; level of injury to the Complainant; presence of a weapon; deliberate embarrassment; exploitation of level of intoxication

**Aggravation:** Whether the Respondent used force, threat, violence, duress, or intentionally caused intoxication to engage in conduct without Complainant's consent.

**Intent:** Whether Respondent intended to cause harm; whether Respondent premeditated the conduct; whether Respondent pressured others to engage in the conduct or similar conduct; whether Respondent was pressured by others to engage in the conduct.

**Retaliation:** Whether Respondent complied with No Contact Orders and other interim measures in place during the investigation and hearing process; whether Respondent engaged in conduct meant to intimidate or harass participants for their participation in the investigation or hearing process; whether Respondent was forthcoming during the investigation and hearing process; whether Respondent engaged in any other conduct which would obstruct the investigation or hearing process, or impacted the fairness of the processes.

**Impact:** The impact of Respondent's conduct and presence on the Complainant's safety and participation in TCC's programs; the impact of Respondent's conduct on TCC's community; the impact of sanctions on Respondent's access to participation in TCC's programs.

Possible sanctions are as follows:

**Warning:** Written notice that the Respondent's behavior was in violation of TCC Policy and that future violations will result in more severe sanctions.

**Restitution:** Reimbursement by the Respondent(s) to the Institution, another Claremont College, TCC, the Complainant(s), or a member of TCC's community to cover the cost of property damage or other loss.

**Service Hours:** A set number of work hours the Respondent must complete. The Title IX Coordinator will determine the nature of the work to be performed. Generally, service hours are conducted within TCC.

**Educational Program/Project:** Programs and activities designed to help the Respondent become more aware of Institution policies and help the Respondent understand the inappropriateness



of their behavior, including, but not limited to, participation in an educational program or completion of an online program.

**Referral for Assessment:** A referral for an assessment with an appropriately trained therapist who will recommend a process for treatment. Reinstatement is conditioned upon receiving proof of completion of the recommended treatment.

**Loss of Privileges:** Denial of specific privilege(s) for a defined period of time. Privileges include, but are not limited to, participation in extracurricular activities and events such as social events, intercollegiate athletics, intramural programs, student organizations, and student government, as well as the privilege of living on campus, living in a specific residence hall, participation in commencement ceremonies, or having a vehicle on campus.

**Restricted Access:** Conditions which specifically dictate and limit the Respondent's presence on campus and/or participation in Institution-sponsored activities. The restrictions will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on campus or a No Contact Order. In cases involving parties from different Claremont Colleges, restricted access may extend to exclusion from another Institution's campus.

**Removal of Offending Cause:** Requirement to remove the item which was the subject of the complaint.

**Relocation or Removal from Residence Halls:** Requirement that the Respondent relocate to another residence hall, or off-campus residence, by a specified date.

**Probation:** Formal, written notice that the Respondent's behavior is in violation of Institution Policies and an expectation that the Respondent exhibit good behavior for a defined period of time. Any violation during the probationary period will be referred back to the Respondent's Home Institution for appropriate review and response. Notice of Conduct Probation is sent to the Respondent's academic advisor as well as to the Respondent's parent(s)/guardian if the Respondent is a minor.

**Employment Probation:** Formal, written notice that the employee's conduct is in violation of Institution Policies and an expectation that the employee exhibit good behavior for a defined period of time. Any further violations during the probationary period will result in increased sanctioning and may result in employment suspension without pay or termination of employment.

**Suspension of One, Two, Three, Four, Five, Six, Seven, or Eight Semesters:** Separation from the Institution for one, two, three, four, five, six, seven, or eight semesters. During the suspension period, the Respondent is not permitted on campus, is not permitted to participate in any Institution-sponsored or affiliated program or activity, and is not permitted to earn any credits towards the Respondent's degree. The terms of the suspension may include the designation of special conditions affecting eligibility for re-enrollment or special conditions to be in effect upon re-enrollment, including a term of Conduct Probation.

**Suspension without Pay (staff and faculty):** Separation of employment for a defined period of time without pay for the time of separation.

**Employment Termination:** Permanent separation of the employee from their position. If the Respondent is a student, they may be permanently separated from their student position. A staff or faculty member who is terminated from their employment is not permitted to participate in any Institution-sponsored or affiliated program or activity.

**Expulsion:** Permanent separation from the Institution. A Respondent who has been expelled is not permitted on campus and is not permitted to participate in any Institution-sponsored or affiliated program or activity.

For student Respondents, the Respondent's Home Institution's Title IX Coordinator is responsible for ensuring completion of the sanction. For employee Respondents, the Respondent's Home Institution's designated official is responsible for ensuring completion of the sanction.

## F. Step Five: Appeal Rights

A Complainant or Respondent who is not satisfied with the determinations made as to proceeding with a Formal Complaint under this Policy, closure of a Formal Complaint under this Policy, and/or the Policy findings or sanctions imposed at the completion of the hearing process may submit an appeal to the TCC Title IX Administrator. The TCC Title IX Administrator, in consultation with the parties' Home Institution's Title IX Coordinators, will identify an appropriately trained Appeal Authority to review and make a determination of the appeal(s).

When the TCC Title IX Administrator identifies an Appeal Authority, they will provide written notice of the individual's identity to the parties. After the Notice identifying the assigned Appeal Authority has been sent to the parties, the parties will have two (2) business days to object to the selection of the Appeal Authority for an actual conflict of interest or bias. The TCC Title IX Administrator will consider and resolve any objections to the selection of an Appeal Authority.

Appeals must be submitted within five (5) business days of the Notice of the Hearing Decision to the TCC Title IX Administrator. The appeal must specify which grounds the appeal is based upon and include any arguments the party wishes to make in support of their appeal.

### 1. Appeal Grounds

Each party has a right to appeal:

- The dismissal of a formal complaint or any included allegations;
- A determination regarding responsibility; and/or,
- Any sanctions.

To appeal, a party must electronically submit their written appeal to the TCC Title IX Administrator within five (5) business days of the notice of the decision being appealed. The appeal must state the grounds for the appeal.

A party may appeal based on one or more of the following grounds:

**Procedural Error:** There was a procedural error(s) which materially affected the outcome of the matter (i.e., failure to follow the process outlined in this Policy). The appealing party must describe in their appeal how the procedural error impacted the outcome.

**Conflict of Interest:** The Title IX Coordinator, TCC Title IX Administrator, Investigator(s), and/or Adjudicator(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 appealing party must describe in their appeal the alleged conflict of interest or bias held by the individual and how this altered or impacted the outcome.

**New Evidence:** There is new evidence which was not available or known (and could not have reasonably been known) at the time of the final determination which materially affected the outcome of the process. The appealing party must describe in their appeal how the new evidence would have altered the outcome of the process and why the new evidence was not available or reasonably known prior to the appeal.

**Disproportionate Sanctions:** The sanctions are disproportionate to the Adjudicator's findings.

The submission of an appeal pauses the implementation of any sanctions during the pendency of the appeal(s). Supportive Measures remain available during the appeal process.

## 2. Appeal Authority

As noted above, the TCC Title IX Administrator will designate an appropriate Appeal Authority to conduct a prompt, thorough, and impartial review of the appeal. The Appeal Authority will not be the same person as the Adjudicator, Investigator, TCC Title IX Administrator, or the Title IX Coordinator from either parties' Home Institution.

The Appeal Authority will have had appropriate training in the definitions of Sexual Harassment and sexual misconduct, bias, the scope of TCC's education programs and activities, the investigation and hearing processes, the Alternative Resolution Process, and appeal decision writing.

## 3. Appeal Response

The TCC Title IX Administrator will send a written notice of the appeal to the non-appealing party and provide them with a copy of the appeal. The non-appealing party may issue a response to the appeal. The appeal response is limited to ten (10) pages, including attachments, and may address only the issues raised in the appeal. The non-appealing party will have five (5) business days to submit their appeal response after receiving the notice of the appeal.

## 4. Appeal Clarification

If the Appeal Authority needs clarification on any point raised in the appeal, they may make a written request for clarification from the appealing party, through the TCC Title IX Administrator. The appealing party may respond in writing. The TCC Title IX Administrator will transmit the written communications to the Appeal Authority. The Appeal Authority may not communicate directly with either party. The TCC Title IX Administrator will provide copies of the written communications to the non-appealing party and to the parties' Home Institution Title IX Coordinators.

## 5. Appeal Record

The review of an appeal will not involve any additional investigation by the Appeal Authority. The review will be based upon evidence introduced during the investigation process and presented at the hearing, as well as the arguments made during the appeal process. The Appeal Authority will not consider new evidence for the purposes of upholding, overturning, or modifying the findings. Appeals submitted under the ground of new evidence will be considered only to determine whether the new evidence could likely change the determination of responsibility.

## 6. Appeal Decision

The Appeal Authority will draft a written report which summarizes their decision regarding the appeal. The Appeal Decision will include a description of the ground(s) for the appeal, a summary of the issues raised on appeal, a statement regarding the evidence considered, a statement describing the decision was made based on the preponderance of the evidence standard, and the determination regarding the appeal.

The Appeal Authority may decide to do the following:

- Uphold the findings and sanctions;
- Overturn the findings and/or sanctions;
- Modify the findings and/or sanctions; or,
- Remand the case for a second hearing based on new evidence which could likely affect the outcome of the matter.

## 7. Notice of the Appeal Decision

The TCC Title IX Administrator will send written notice of the Appeal Decision to both parties within ten (10) business days of the submission of an appeal response from the non-appealing party (or the deadline for the non-appealing party to submit a response). The Notice of the Appeal Decision will include a copy of the written Appeal Decision. The notice will inform the parties there is no further review of the matter, no further right to appeal, and that the matter is closed.

The determination regarding responsibility and sanctioning becomes final on the date of the Appeal Decision, unless the Appeal Decision determines further investigation and an additional hearing is necessary based on new evidence discovered.

## G. Final Sanctioning Determination

After the issuance of the final decision (the Hearing Decision if there is no appeal, or the Appeal Decision), the TCC Title IX Administrator will send matters involving findings of Policy violation(s) to the Dean of Students or designated official within the Respondent's Home Institution. The Dean of Students or designated official will review the issued sanctions and determine if any enhancements are warranted based on a Respondent's disciplinary history. Enhancements based on a prior disciplinary history are not shared with the other party.

For student Respondents, the Respondent's Home Institution's Title IX Coordinator is responsible for ensuring completion of the sanction(s). For employee Respondents, the Respondent's Home Institution's designated official is responsible for ensuring completion of the sanction(s).

#### H. Alternative Resolution Process

TCC recognizes some parties may want resolution of their matter through an Alternative Resolution Process, instead of through the Title IX Grievance Process. Accordingly, parties can mutually agree to resolve a complaint through an Alternative Resolution Process, instead of undergoing the Title IX Grievance Process. Generally speaking, these resolution options are less time intensive than an investigation and live hearing, while still affording parties an opportunity to actively participate in a process led by their Home Institution for resolution of their complaints.

Alternative Resolution is not available in situations involving a student Complainant and an employee Respondent(s). Any allegation of Sexual Harassment made by a student against an employee must proceed under the Title IX Grievance Process. Alternative Resolution is available when there is a student Respondent and/or when both involved parties are employees.

The parties may, in writing, elect to enter TCC's Alternative Resolution Process. This will include a statement that any agreement reached through the process is binding on the parties. This will also include a statement that the parties understand the Alternative Resolution Process will not result in a notation on either party's disciplinary record.

No party may be required to participate in Alternative Resolution, and it may never be a condition of enrollment, employment, or enjoyment of any other right or privilege. Participation in Alternative Resolution is voluntary, meaning both the Complainant and the Respondent must agree to participate. If Alternative Resolution is selected, the Title IX Coordinator will provide timely written notice to both parties that includes:

- The allegations;
- A statement that the Title IX Coordinator has begun the process;
- The process is voluntary and will end upon either party's request;
- Termination of the Alternative Resolution Process may result in initiation of the Title IX Grievance Process;
- Each party may be accompanied throughout the process by an Advisor (who may be an attorney);
- The Title IX Coordinator will notify both parties of the process' outcome; and,
- The process is confidential; however, the Title IX Coordinator will maintain a record of the process and may share information with others if needed to carry out the resolution of the Alternative Resolution Process. Should the parties withdraw from the Alternative Resolution Process, information disclosed or obtained for purposes of the Alternative Resolution Process remains confidential.

The parties may elect to leave the Alternative Resolution Process at any point until the Alternative Resolution Process is concluded. The process is considered concluded when all parties have signed the agreement. If a party elects to leave the Alternative Resolution Process, the TCC Title IX Administrator will determine the next steps under the Title IX Grievance Process, and will notify the parties of such. In

participating in the Alternative Resolution Process, the parties understand that the timeframes governing the formal process temporarily cease, and only recommence upon reentry into the formal process.

### **Determination to Approve Entry into Alternative Resolution Process**

Even where the Parties agree to submit a matter to Alternative Resolution, the Home Institution Title IX Coordinator and/or Human Resources Professional must approve the decision to move the matter to the Alternative Resolution Process and may determine that Alternative Resolution is not appropriate under the circumstances.

Factors that the Home Institution Title IX Coordinator and/or Human Resources Professional may weigh 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 permitted to address allegations of student-on-student and employee-on-employee sexual harassment, as well as allegations that a student sexually harassed an employee. Alternative Resolution is never allowed as an option to resolve allegations that an employee sexually harassed a student. See, 85 Fed. Reg. 30026, 30054 (May 19, 2020).

At any time after the commencement of the Alternative Resolution Process, the Home Institution Title IX Coordinator and/or Human Resources Professional 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 Title IX Grievance Process. This determination is not subject to appeal.

### **Role of the Facilitator**

Alternative Resolution Processes are managed by Facilitators, who may not have a conflict of interest or bias in favor of or against Complainants or Respondents generally or regarding the specific parties in the matter. A Title IX Coordinator may serve as the Facilitator.

All Facilitators must have training in the definition of Sexual Harassment under this Policy, the scope of the Institution's education program or activity, how to conduct an Alternative Resolution Process, 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 the process is confidential, related to any testimony and evidence (including admissions of responsibility) they share or receive during the Alternative Resolution Process concerning the allegations of the Formal Complaint. 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. Should the parties withdraw from the Alternative Resolution Process, information disclosed or obtained for purposes of the Alternative Resolution Process remains confidential.

## Alternative Resolution Options

TCC offers Alternative Resolution options for addressing Formal Complaints of Sexual Harassment covered under this Policy. These options include, but are not limited to:

- **Mediation.** The purpose of mediation 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 mediation to seek resolution. Mediation will be used only with the consent of both parties, who will be asked not to contact one another during the process. The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will also review any request for mediation, and may decline to mediate based on the facts and circumstances of the particular case. Either party has the right to terminate the mediation process and choose or resume another option for resolution at any time.

The mediation process will typically commence within thirty (30) business days after the initial report is received and both parties have consented to mediation, and will continue until concluded or terminated by either party or the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals. During mediation, any potential investigation will halt, and calculations for time frames will be paused. If the mediation 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 to the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals to re-evaluate other options for resolution, including initiation of the Investigation and/or Hearing process.

During mediation, a Facilitator will guide a discussion between the parties. In circumstances where the parties do not wish to meet face to face, either party can request "caucus" mediation, 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 to any meetings an Advisor and a Support Person of their choice, who may be, but is not required to be, an attorney.

At the conclusion of the mediation, the Facilitator will memorialize in writing the agreement that was reached between the parties. The Respondent's Home Institution Title IX Coordinator and/or Human Resources Professional will monitor adherence to the proposed solution and close the matter when compliance is satisfactory.

The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will keep records of all reports and conduct addressed through Alternative Resolution.

- **Restorative Justice.** A Restorative Justice ("RJ") Conference is a dialogue, facilitated by an employee or contractor with appropriate training, intended to restore relationships and repair harm after a conflict has occurred. Both the responsible party and the individual(s) affected by the conflict come together to identify what harm was caused and, collaboratively, determine how conflict and trust might be, respectively, resolved and repaired.

A party may request to engage in RJ at any stage of the disciplinary process; however, RJ may not be an appropriate mechanism for all conflicts. To qualify for RJ, the student accused of wrongdoing must accept responsibility and express remorse for the harm that was caused. Additionally, all involved parties must agree to and abide by measurable and timely actions within the scope of this Policy and directives. The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will review any request for RJ, and may decline to initiate RJ based on the facts and circumstances of the particular case.

The RJ conference proceeds only if all parties agree to participate willingly. The RJ process typically commences within thirty (30) business days after the initial report and receipt of written agreements from all involved parties. The conference will continue until the conference is successfully concluded or until the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals determines that the conference will not be successful. If successful, an agreeable resolution is reached by all involved parties, at which time the process is concluded, and the matter is resolved. If a resolution cannot be reached, the matter will be referred to the Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals to re-evaluate other options for resolution.

The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will monitor the parties' adherence to their proposed solution and reserves the right to close the matter when compliance is satisfactory.

The Parties' Home Institutions' Title IX Coordinators and/or Human Resources Professionals will keep records of all reports and conduct addressed through Alternative Resolution.

## X. Recordkeeping

TCC and the relevant Institutions (as defined in Section I., above) will retain documents related to this process for a period of seven (7) years. Documents related to this process include: Formal Complaints, remedies provided to the Complainant, the Investigation Report and attachments, the hearing record, including accepted documents and the Hearing Decision, any sanctioning determination, and all appeal-related documents, as well as any audio recording or transcript of the hearing.

TCC and the relevant Institutions will also retain, for a period of seven (7) years, all materials used to train the Title IX Administration, Title IX Coordinators, Deputy Title IX Coordinators, Hearing Coordinators, Investigators, decision-makers, and any person(s) facilitating the Alternative Resolution or appeal process. TCC shall make this training material publicly available on its website.

## XI. Clery Act Reporting

Pursuant to the Clery Act, the Institution includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the Institution to issue timely warnings to the Institution's community about certain crimes that have been reported and which may continue to pose a serious or continuing threat to



campus safety. Consistent with the Clery Act, the Institution withholds the names and other personally identifying information of Complainant(s) when issuing timely warnings to the Institution's community.

## XII. Periodic Review

This Policy and its procedures supersede previous policies addressing Title IX Sexual Harassment and Retaliation, and is maintained by The Claremont Colleges Services. Upon direction by the member Institutions' Presidents, there will be periodic reviews conducted of this Policy.

## XIII. Revocation by Operation of Law

Should any portion of the Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Final Rule be withdrawn or modified to not require the elements of this Policy, then this Policy, or the invalidated elements of this Policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Sexual Harassment Policy be revoked in this manner, any conduct covered under the Title IX Sexual Harassment Policy shall be investigated and adjudicated under the Institution's existing policies.

## XIV. 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 the Institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

## XV. Effective Date

This Policy is effective as of August 14, 2020, and only applies to Sexual Harassment alleged to have occurred on or after August 14, 2020. Incidents of Sexual Harassment alleged to have occurred before August 14, 2020 will be investigated and adjudicated according to the process in place at the time the incident allegedly occurred.

This Policy was last updated on February 15, 2021.<sup>18</sup>

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<sup>18</sup> Non-substantive, clarifying revisions were made on April 12, 2021.

# Appendix J:

## Scripps College Student Community Compact

### Purpose

Our beautiful campus and vibrant community have long been central to the Scripps experience, and our community members long to be reunited with one another. During this past year, we have been working diligently to develop plans that will allow us to return to our favorite Scripps spaces in a safe manner. Los Angeles County Department of Public Health (LACPH) has determined that Los Angeles County is in a period of high community transmission of COVID-19 because of the Delta variant. The College has implemented safety protocols and infection control measures on campus intended to limit the spread of COVID-19. Neither Scripps nor any public space can guarantee that there is no presence of COVID-19. In order to safely return to campus and have a successful semester, we must hold ourselves personally accountable for our own wellbeing and adhering to protocols designed to protect the wellbeing of others. We are each responsible for facilitating a residential experience that underscores the importance Scripps places on community and care for one another.

These values are embodied in this Scripps College Student Community Compact. All students are expected to conduct themselves responsibly and exercise diligence in the risk reduction strategies outlined in this compact. Before returning to campus and in order to gain access to campus and housing, students must affirm their agreement by signing this Compact, with the understanding that failure to abide by this Compact will result in revocation of permission to be on campus and/or prohibition from on-campus activities.

*As a member of the Scripps student community, I commit to the following:*

### Preparation for Return and Arrival on Campus

- Consistent with LACPH recommendations, I, and those assisting me with move in, will participate in baseline testing as follows: All students (and the 2 people helping the student move in), including fully vaccinated individuals, must provide documentation of a negative COVID-19 test within 72 hours before arrival on campus. I understand that this requirement is a condition of receiving my room key and being able to move into my assigned Scripps housing. I understand that if I, or any person helping me, arrives on campus without documentation of a negative COVID-19 test, I (we) will be required to remain off campus, receive a COVID-19 test locally, and provide documentation of a negative COVID-19 test result to the College. Upon provision of such documentation, I will be allowed to be on campus and move into Scripps housing.
- I will receive a COVID-19 vaccine prior to returning to campus. If I am unable to receive a COVID-19 vaccine for a documented medical reason or for a sincerely held religious belief, I understand that I must receive approval for an exemption prior to returning to campus.
- If I am not fully vaccinated because lack of access to a World Health Organization approved COVID-19 vaccine or have received an approved medical or religious exemption, I understand that I will need to:
  - Arrive early to campus to quarantine in Scripps Isolation and Quarantine housing.
  - Provide a negative COVID-19 test to Residential Life within 72 hours prior to arrival on campus

- Once in quarantine housing participate in testing by the college within 3-5 days after arrival.
- If I test positive, remain in isolation and will not be able to move into assigned housing until receiving clearance by a Scripps College nurse.
- If I have been unable to receive the COVID-19 vaccine while at home, I will attend a COVID-19 vaccine clinic when indicated by designated Scripps College nurse. Student Health Services is an approved vaccine provider and will be available to provide vaccination shots.
- I will familiarize myself with the College's COVID-19 safety protocols and infection control measures before returning to campus.

### Testing and Contact Tracing

- If I am not fully vaccinated and have received an approved medical or religious exemption, I will participate in COVID-19 testing at a designated time twice per week, even if I am asymptomatic.
- If I am fully vaccinated, I will participate in the College's random or limited periodic testing of fully vaccinated employees and students.
- If I am experiencing any COVID-19 symptoms, I will immediately undergo a test at Student Health Services and self-quarantine until I receive the result.
- I will comply with all contact tracing efforts being implemented by the College and/or its health care partner and respond fully and accurately to questions in support of those efforts. I understand that my cooperation with contact tracing greatly impacts the wellbeing of others.
- I will enroll in the Healthfully app (link for enrollment) when it is launched by the College.

### Self-Isolation and Self-Quarantine

- If I test positive for COVID-19 and am required to isolate, or I learn that I have come into close contact with someone who has tested positive for COVID-19 and am required to quarantine, I will follow the College's instructions.
  - This may include remaining in my residence or relocating to another space pursuant to College protocols and remaining there until released by a College designated medical professional to return.

### Daily Health Check

- If I am unvaccinated, I will complete a Daily Health Check as directed by the College using a College-approved software application.
- If I am vaccinated, I will monitor my health daily and if I am experiencing any symptoms related to COVID-19, I will immediately get tested at Student Health Services and self-quarantine until I receive my results. This includes not attending class or moving about campus.
- I understand that conditions related to COVID-19 may change throughout the semester and that the College may implement further or different infection control measures based upon those conditions and guidance from local, state, and federal public health officials.
- I understand it is my responsibility to be aware of current expectations.
- I take responsibility for my own health and the health of others in our community by adhering to guidance from the College, L.A. County, and state health authorities.

### Face Coverings and Hygiene

- I will wear a face covering at all times when indoors except in the following circumstances: (i) when in my personal residential space (alone or with my roommate(s)), (ii) when showering, etc., in a communal restroom, or (iii) when actively eating or drinking in an indoor dining space.<sup>19</sup>
- I will regularly wash my hands.
- I will maintain good overall personal cleanliness, including washing my hands often and not touching my face.
- I will regularly clean high-touch surfaces in spaces that I utilize such as laundry rooms and my room.
- I will observe any barriers installed to maintain distance from others.
- I will follow directional signs on pathways and in buildings.

### Classroom Expectations

- I will wear a face covering at all times in indoor classrooms and adhere to any seating assignments.
- If I am not feeling well or I am experiencing any COVID-19 symptoms, I will not go to class and I will coordinate with my professors, Primary Contact Dean, and academic advisor.
- I will remember that this is a stressful time, and I will treat professors, staff, and classmates with care, respect, and concern.

### Residential Life

- I will follow all COVID-19 protocols for all residential spaces as implemented by the College throughout the semester. I understand that since health guidance continues to evolve, College protocols may change during the semester.
- I will adhere to the College's updated Guest Policy.
  - Scripps students will have access to their assigned Scripps housing as well as other Scripps housing. Students may invite students from the other Claremont Colleges into their residential space, in accordance with the residential guest policy. Students may not invite/permit outside guests to campus or inside their residential space, including but not limited to families, non-7C friends, and food/grocery delivery services.
  - All 7C guest must follow masking guidelines while in Scripps housing.
  - The College will establish designated drop-off/pick-up locations on campus for deliveries and/or Rideshare services. If students invite other Scripps or 7C students into their room, everyone in the room must be masked.
- Exception to guest policy exists only on move-in days (August 14-28), whereas students must register the guest(s) assisting them with move-in. Guests during the arrival process must be fully vaccinated and provide proof to the Office of Residential Life prior to their assigned arrival day.
- I will abide by the rules of the other Claremont Colleges should I have classes on those campuses or be allowed to socialize on those campuses.
- I will follow all protocols for any outdoor gatherings in which I participate.
- If indoor gatherings are allowed in residential spaces and/or College buildings, I will follow all protocols regarding such gatherings.

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<sup>19</sup> Pursuant to the Los Angeles County Public Health Order issued on July 16, 2021, all persons, irrespective of vaccination status, are required to wear face coverings when indoors in public spaces and businesses. If this directive changes before or during the semester, the College will adjust the face covering requirement of this Compact to align with subsequent LACPH orders.

### Dining

- I will only eat in designated dining areas.
- I will follow all masking guidelines for dining areas. I understand that at this time, LACPH requires everyone in an indoor dining area to wear a face covering at all times unless seated in a designated dining area and eating and/or drinking.
- I understand that currently cross-campus dining is not permitted.