2025/26

Undergraduate Student Handbook

SARAH LAWRENCE COLLEGE · est. 1926 ·

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THE STUDENT HANDBOOK

The 2025–26 Sarah Lawrence College Undergraduate Student Handbook is your guide to Sarah Lawrence and the campus. Please read it through at least once. Familiarity with the material contained herein will save you much time and many headaches later. You are especially advised to read carefully the sections outlining academic and campus life policies and procedures, as you are responsible for following the College regulations published there. When you need information, always check this handbook first.

This handbook has been prepared for the undergraduate and graduate students, faculty, and staff of Sarah Lawrence College, and others wishing to know about College policies, procedures, programs, and activities. Every effort has been made to ensure that the information contained on this site is accurate as of **August 20, 2025**. Sarah Lawrence College reserves the right to correct errors and to make changes in policies, procedures, programs, and/or activities without prior notice. Changes and amendments will be posted to this site and companion PDF.

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ABOUT SARAH LAWRENCE COLLEGE

HISTORY OF THE COLLEGE

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

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

OUR PHILOSOPHY

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

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

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

- explore intellectual issues within a framework of humanistic values,
- blend intellectual rigor with passionate human concern,
- derive pleasure from disciplined study,
- approach learning with a sense of meaning and urgency, and
- transcend any intellectual and creative limitations.

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

THE MISSION STATEMENT OF SARAH LAWRENCE COLLEGE

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

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

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

PRINCIPLES FOR MUTUAL RESPECT

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

Our Principles for Mutual Respect

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

COLLEGE OPERATIONS UNDER EXTRAORDINARY CIRCUMSTANCES

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

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

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

During pandemic or epidemic conditions, students with concerns about attending campus due to personal health issues should contact the Health & Wellness Center at 914.395.2350, and faculty and staff should contact the Office of Human Resources at 914.395.2315 for guidance.

UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES

Academic Program Planning (p. 14)

Students are encouraged to use their own interests as the key to engage with the subject matter and to choose the course of study most meaningful to them. Dons and students work together to design educational plans and approaches best suited to the students' needs.

Academic Program Options (p. 19)

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

Enrollment Status (p. 23)

Learn about policies and procedures related to part-time status, leaves of absence, course withdrawal, graduation eligibility, and more. This section also includes important information for first-year, transfer, and graduating students

Course Registration (p. 29)

Course registration takes place at the beginning of each semester. Registration material is available to students on MySLC. Students review the curriculum and discuss proposed programs with their dons.

Attendance Policies (p. 33)

Being present is an essential element of the academic life of the College. Consistent attendance for all academic obligations is required.

Transfer Credits (p. 35)

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

Academic Integrity (p. 38)

Sarah Lawrence students are expected to abide by the standards of intellectual integrity that govern the broader academic community to which the College belongs.

Evaluating Student Academic Progress (p. 42)

Faculty are urged to submit a Faculty Academic Alert Form to the Office of the Dean.

Students in Academic Difficulty (p. 45)

Students who are having difficulty meeting their academic commitments are monitored by the Office of the Dean of Studies in conjunction with the student's don.

Parental Notification Policy (p. 48)

At Sarah Lawrence College, we uphold the belief that our students are responsible adults capable of managing their own lives and seeking guidance when necessary.

Study Away and Exchange Programs (p. 50)

When a student and don agree that another accredited college or university can offer an extended curricular opportunity to meet the student's personal and academic goals, the student may elect to spend a semester or a year as a guest student at another institution.

Special Arrangements (p. 53)

Students who seek to graduate in fewer than four years must submit a proposal to the dean of studies no earlier than a full year in advance of their proposed graduation date.

ACADEMIC PROGRAM PLANNING

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

Degree Requirements

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

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

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

Academic Standing and Enrollment Requirements

Academic standing and enrollment requirements are designed to support students in maintaining consistent advancement toward the completion of their degree. This policy enables the College to track academic progress and identify when a student might benefit from additional support or resources. The requirements serve as both a safeguard and a scaffold: a way to recognize when a student may need intervention and a framework to help students chart their way through the College in a timely and consistent manner.

While these requirements align with federal requirements for Satisfactory Academic Progress (SAP), which are necessary for continued financial-aid eligibility, they go further by considering factors unique to our open curriculum and narrative evaluations. As such, student evaluations continue to play a primary role in assessing student progress.

Academic Enrollment and Completion Requirements
The minimum academic standards required to remain in good academic standing and continue enrollment from semester to semester are as follows:

Full-Time Status: Students must be enrolled in at least 12 credits per semester. First-year students must be enrolled in 15 credits per semester. Exceptions apply for students with approved accommodations, including a reduced course load, or for students on part-time status.

Minimum Grade Expectation: Students are expected to earn grades of C or higher in their courses. Earning grades below this threshold—particularly in multiple courses or over consecutive semesters—will prompt an academic review.

Course Completion: Students are expected to complete at least two-thirds, or 67%, of total attempted credits each semester. Failure to do so will prompt academic review.

Academic Standing Review and Intervention

Regular Monitoring: Academic performance for undergraduate students is reviewed by the Committee on Student Work at the end of each semester to ensure that students are meeting academic standing and enrollment requirements. That review begins with reading student evaluations but also takes into account grades below C.

Academic Status: Students whose evaluations reveal academic concerns or who fail to complete the required percentage/number of attempted credits in a semester will receive a letter from the Office of the Dean of Studies regarding their academic status. Such letters range in severity from academic concern, warning, or probation to suspension. Students receive a letter commensurate with the level of concern, taking into account their broader academic history.

Support and Advising: Students on probation are required to meet with their class dean and their don to create a plan for improvement, which may include tutoring, academic coaching, counseling, or reduced course loads.

Academic Enrollment Requirements for Students on Reduced Course Loads

Eligibility: Students approved for a reduced course load due to disability, health, or Title IX accommodations must meet adjusted academic enrollment requirements determined on a case-by-case basis. See the Special Arrangements section of this Student Handbook for the full Reduced Case Load policy.

Monitoring: Academic standing for students on a reduced course load is evaluated based on the number of credits for which they are enrolled, ensuring that those students meet the proportional progress requirements.

Impact of Leave of Absence and Academic Standing

Impact on Progress: Students on probation who take an approved leave of absence retain their academic status upon return.

Re-Entry: Students returning from a leave of absence are encouraged to meet with their don and class-year dean to create a plan for re-entry to ensure that the student can meet academic standing and enrollment requirements moving forward.

Failure to Meet Academic Standing and Enrollment Requirements

Academic Status Change: Students who do not meet academic standing and enrollment requirements face a range of possible actions when put on an academic status change, which refers to designations such as academic concern, warning, probation, or suspension.

Lecture Requirement

Students are required to complete a minimum of 20 credits in lecture courses at Sarah Lawrence and are strongly encouraged to do so prior to their senior year. The lecture requirement may also be met with five credits for every 15 transfer credits and/or with each Sarah Lawrence global education semester. Exceptions are not made to the lecture requirement.

Distribution Requirement

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

1. The curriculum consists of four academic areas: creative and performing arts, history and social sciences, humanities, and natural sciences and mathematics. Degree candidates are required to complete a minimum of 10 credits in at least three of the four academic areas. Information systems and practicum courses do not satisfy distribution credit requirements.
2. Within the 120 degree credits, a maximum exists for each of the four academic areas. Students may take no more than:
    a. 60 credits in creative and performing arts (never waived)
    b. 80 credits in humanities
    c. 80 credits in history and social sciences
    d. 80 credits in natural sciences and mathematics
3. No more than 50 credits may be in a single discipline (e.g., mathematics or literature or photography).

The disciplines included within each academic area are as follows:

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

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

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

Natural sciences and mathematics: biology, chemistry, computer science, mathematics, physics, environmental science

Semester Enrollment

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

- Studying on a global education program
- Taking a leave of absence for personal or medical reasons
- Taking a leave of absence for full-time study at another institution
- Seniors completing their final degree semester with off-campus study

View the appropriate section of the Student Handbook for more details on each of the above approved reasons.

Students not actively enrolled by the first day of the fall or spring semester are withdrawn for failure to return.

Enrollment Requirements

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

Exceptions to Academic Policies

In order to advance their curricular and academic interests, students may occasionally wish to seek an exception to the residency or distribution requirements. Students requesting exceptions to the College's academic policies must email a letter of appeal to the Committee on Student Work at

deanofstudies@sarahlawrence.edu. The letter should state the requirement or policy for which the exception is requested and provide a rationale for why the exception should be made. Students are encouraged to request an accompanying letter of support from their don. When possible, requests for exceptions should be submitted to the Committee on Student Work in the semester prior to the one for which the exception is requested.

The following academic policies are never waived:

- 60-credit creative/performing arts maximum
- 20-credit lecture minimum
- converting a five-credit course to three credits

ACADEMIC PROGRAM OPTIONS

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

Five-Credit Course for Three Credits

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

Directed Study

Students may request to work one-on-one with regular faculty to study subject matter not covered in the curriculum in a number of ways. Guest faculty do not routinely sponsor directed studies but may do so after consulting with the Provost's Office.

A directed study should not substantially overlap with an existing course. Students may take only one directed study course per semester and a maximum of 20 such credits (including fieldwork) will apply toward a degree. A completed proposal must be submitted no later than the end of the first week of classes of the semester of the requested directed study. Visit the Dean of Studies page > Directed Study on MySLC for more information and the required proposal form. The directed study title should reflect the nature of the subject and intended theme and, once it appears on the student's transcript, cannot be changed. Directed study is permitted over the summer, with the exception of conference courses. First-year students, first-semester transfer students, and guest students are ineligible to propose directed study courses.

A directed study may take one of the following forms:

Conference Course: Five Credits

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

Independent Study: Two-to-Five Credits

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

Fieldwork Course: Two-to-Five Credits

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

Senior Thesis: Ten Credits

A senior thesis affords the opportunity for intensive and interdisciplinary work over the course of an academic year with a committee of two or three faculty members from different disciplines chosen by the student. One faculty member serves as chief sponsor, while a second reader brings insights and methods of their disciplines to the project. A senior thesis requires a good deal of planning, which is expected in the spring of the junior year. Students must visit the Dean of Studies page on MySLC to review policies and procedures and access the required Senior Thesis Proposal form. Proposals must be submitted by the end of the first week of the Add/Drop period. A student earns 10 credits for the year in which the thesis is completed. The chief sponsor is responsible for submitting an evaluation at the end of each semester and a grade by the spring deadline for senior grades.

Approval and Requirements

Students interested in pursuing directed study should first consult with their don. Directed-study proposal forms, which include detailed instructions, are available on the Dean of Studies MySLC page. Proposal submissions open at the end of the prior semester and are due no later than the last day of the first week of classes. View the academic calendar for directed-study submission window.

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

Registration and Approval Process

1. Students secure a faculty sponsor, who must be a regular (not guest) faculty member.
2. Proposals are prepared in consultation with the faculty sponsor (sponsors, if senior thesis).
3. The student registers for a placeholder course of appropriate credit value either in Online Course Selection (OCS) or with an Add/Drop form, depending on the registration period, as they await final approval.
4. Completed proposals are reviewed first by the Committee on Student Work, then by the Curriculum Committee.
5. Once the proposal is approved, the Registrar's Office is notified and the student is registered for the directed- study course.

If a five-credit directed study is registered as part of a student's initial full-time registration, the course may not be dropped. Directed studies for fewer than five credits follow standard Add/Drop and withdrawal deadlines.

Science and Mathematics Third

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

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

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

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

Summer and Intersession Credit

Summer Credit

The College has limited summer study options, usually in the format of either a practicum course or directed study. Students are also permitted to take summer courses at other accredited institutions in accordance with the College's transfer-credit policy (see the appropriate section in this handbook). A maximum of 16 credits (including Sarah Lawrence credits) may be used to fulfill degree requirements, with a maximum of eight credits in one summer semester. Students may propose directed study in the form of fieldwork or independent study for up to five credits. View the Directed Study section, above, for more information and details.

If dropped before classes begin, the summer course does not appear on the student's official transcript. Students may withdraw from a summer course during the first week of class or before the second class meeting and receive a grade of WD on the official transcript.

See the Add/Drop and Course Withdrawal sections of this handbook for course and directed study deadlines. Current tuition and fee information is found in the Tuition section of this handbook and also on the Tuition & Costs web page.

Intersession Credit

Students may earn a maximum of two credits either by enrolling in another college's intersession program or with independent study or fieldwork under the guidance of a Sarah Lawrence faculty member. Final work for intersession directed studies must be submitted by the first day of spring registration.

If dropped before classes begin, the course does not appear on the student's official transcript. Courses dropped after the first class meeting and before the second class meeting are considered a withdrawal and receive a grade of WD on the official transcript. See the Add/Drop and Course Withdrawal sections of this handbook for course and directed-study deadlines. Current tuition and fee information is found in the Tuition section of this handbook and also on the Tuition & Costs web page.

ENROLLMENT STATUS

First-Year Studies

First-Year Studies (FYS) courses at Sarah Lawrence College provide an essential foundation for students' academic and intellectual growth, emphasizing close mentorship and critical thinking through intensive writing and discussion. Anchored in the College's distinctive pedagogy, FYS cultivates deep inquiry, personalized learning, and strong faculty-student relationships from the start of each student's college journey.

Assignments to FYS courses are made during the summer, by the Office of the Dean of Studies, on the basis of the first-year studies selections and the student's college admissions application.

First-year students must take courses in three different disciplines and are encouraged to fulfill distribution requirements in their first year. Two five-credit creative arts courses are not allowed for first-year students; however, with permission of the relevant department, a one-credit craft course in dance or music is permitted. Incoming transfer students with 15 or fewer eligible credits are required to take an FYS course.

New Transfer Seminars

Donning is an essential component of a student's academic life at Sarah Lawrence College. In order to facilitate the student-don partnership, new transfer students are enrolled in a five- or 10-credit New Transfer Seminar (NTS) for their first semester or first year. The faculty member teaching this seminar also serves as the student's don. Prior to the start of their first semester, transfer students are invited by the Office of the Dean of Studies to participate in the selection process for their NTS. Once enrolled in their seminar, transfer students are required to meet with their don in order to participate in course registration. Incoming students with 15 or fewer eligible transfer credits are required to take a First-Year Studies course, as described above. Transfer students may enroll in a maximum of 15 credits in their first semester. Directed studies are permitted after the first semester.

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

Part-Time Enrollment

Under exceptional circumstances and after discussion with their don, matriculated students may request part-time enrollment (fewer than 12 credits) for one semester. Students are only permitted to request part-time enrollment twice unless on an approved reduced course load. Reduced course loads are initiated by the

student through the Office of the Dean of Studies via the Reduced Course Load Request and approved by the Health & Wellness Center, Access and Disability Services, or Title IX Office. See the Reduced Course Load section of this handbook under the Special Arrangements header.

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

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

Leave of Absence

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

A subsequent semester of leave of absence may be requested from the Office of the Dean of Studies by completing the Change of Status available on the Dean of Studies Forms page of MySLC. Leaves of absence may be requested for up to four consecutive semesters, after which time the student is withdrawn from the College. Students are contacted by the Registrar's Office prior to their expected return; those who do not return from leave of absence for the expected semester are withdrawn from the College for failure to return and must follow policy as outlined in the Withdrawal From the College section of this handbook. Students may request to extend their leaves beyond this period by speaking with their class dean.

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

Students who are ready to return to the College from a leave of absence must submit a Change of Status, available on the Dean of Studies Forms page of MySLC. Deadlines are November 1 for a spring-semester

return and April 1 for a fall-semester return. Students who do not return from leave of absence for the expected semester are withdrawn from the College for failure to return and must follow policy, as outlined in the Withdrawal From the College section of this handbook.

A $400 matriculation fee is charged for each full semester of a personal leave of absence. View the Tuition & Fees page on MySLC for more information. Students with loans or grants who are planning a leave of absence should consult with the Office of Financial Aid about any financial implications of their leave. While on leave, students are not permitted on campus and may not participate in any College-sponsored/affiliated activities without advance written permission from the Office of the Dean of Studies.

Medical Leave of Absence

A medical leave may be requested by a student for health/medical reasons that interfere with the student's ability to function academically. The deadline to request a medical leave of absence is the end of the 10th week of the semester. Students should discuss their request with their class dean, complete a Change of Status on the Dean of Studies Forms page of MySLC, and schedule a meeting with one of the Health & Wellness Center directors at healthservices@sarahlawrence.edu. A medical leave may also be required by the Office of the Dean of Studies if the student has a health condition that cannot be reasonably accommodated by the College. Due to the health/safety matter, the student's parent(s) or legal guardian(s) may be notified.

During the medical leave, the student is expected to obtain treatment for the condition that warranted the leave and subsequently demonstrate that the issue has been sufficiently resolved to allow resumption of studies.

The request to return from a medical leave is reviewed by the Health & Wellness Center in consultation with the Office of the Dean of Studies. Students initiate the request using the Change of Status available on MySLC. For spring-semester returns, requests are due to the Office of the Dean of Studies Office by November 1, with clinical documentation submitted to the Health & Wellness Center by December 1. Fall-semester requests to return are due to the Office of the Dean of Studies Office by April 1, with clinical documentation submitted to the Health & Wellness Center by May 1.

International F-1 students must contact their designated school official concerning their leave of absence in order to determine whether they are eligible to stay in the United States or they must leave the United States. In circumstances due to health-related issues, international F-1 students may be permitted to be enrolled as part-time through a reduced course load approved by Health & Wellness and the Office of the Dean of Studies. International F-1 students must also obtain permission from their designated school official and apply for reduced course load I-20 for that semester only. If more than one semester is required, the student must apply again before classes begin in the following semester.

First-year students who take a medical leave of absence during their first semester are required to register for a First-Year Studies course following their return.

A medical leave may be requested for up to four consecutive semesters, after which time the student is withdrawn from the College. Students are contacted either by the Registrar's Office or Health & Wellness Center prior to their expected return; those who do not return from a medical leave of absence for the expected semester are withdrawn from the College for failure to return and must follow policy, as outlined in the Withdrawal from the College section of this handbook.

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

Course Withdrawal

The Course Withdrawal period begins once Add/Drop ends and continues through the 10th week of the semester. Students who experience a significant issue that impedes their ability to successfully complete a course may request withdrawal. Students must first discuss the withdrawal with their don and the instructor and then seek approval from the class dean, who approves the Course Withdrawal Request. Ceasing to attend a course does not constitute an official withdrawal. Failure to officially withdraw from a course results in a grade of F on the official transcript. Official course withdrawal results in a grade of WD on the official transcript.

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

The Course Withdrawal period for summer and intersession is between the first and second class meetings. Students may withdraw from a summer directed study until June 1. Students may withdraw from an intersession directed study within one week of the end of the fall semester. There is no reduction of tuition charges for fall or spring courses dropped once the Add/Drop period has ended, unless the student takes a leave of absence or withdraws from the semester. First-year students are not permitted to withdraw from a course and should reach out to their don or the first-year dean to discuss academic concerns. Only one course withdrawal is permitted over a maximum of two semesters.

Second-Semester Seniors

Second-semester seniors are eligible for a partial course load (and prorated tuition) in their final semester only when the College has official transcripts of all of their prior degree credits and if their residence, lecture,

and distribution requirements have been fulfilled. The transcripts must be received by the Registrar's Office by December 1 for May graduates and September 1 for December graduates. Special arrangements cannot be made on the basis of transcripts expected but not received.

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

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

Combined Three-Two Plan in Engineering with Columbia University

Sarah Lawrence College offers undergraduate students the opportunity to participate in this combined five-year degree program. If accepted into the program, students spend three years (six semesters) at Sarah Lawrence followed by two years (four semesters) at Columbia University. Students accepted into this program prior to what would be their fourth year at the College must forward the Columbia acceptance letter, as well as their acceptance into the program, to the Dean of Studies Office. Subsequently, the enrollment status is reflected as a combined program off-campus for the following two academic years. Students are permitted to participate in one commencement ceremony in either their first or second year at Columbia.

At the completion of each graded semester at Columbia, students must send an unofficial transcript to the Registrar's Office to maintain the combined program off-campus enrollment status. Upon successful completion of the combined program, a Bachelor of Arts degree from Sarah Lawrence College, followed by a Bachelor of Science in Engineering degree from Columbia University, are earned. At the completion of 30 engineering credits, pending successful completion of Sarah Lawrence degree requirements and upon receiving a final and official transcript sent directly to the Registrar's Office, the Bachelor of Arts degree is conferred.

Senior Finishing Off-Campus

Students in their final year who have met the residency requirement may request to complete their degree at another four-year, degree-granting institution. Requests for part-time study at another institution are approved by the Office of the Dean of Studies, and full-time study is approved by the Office of Global Education. Seniors studying abroad in their final spring semester may request to participate in

Commencement, provided an official pending successful completion letter or unofficial transcript is sent from the host institution directly to the Registrar by April 30; degrees are conferred in August, pending receipt of official transcripts and successful degree completion. The Senior Finishing Off-Campus Request is available on MySLC and must be submitted by December 15 for the subsequent spring semester and by July 15 for the following fall semester. Submission of the form and appropriate approvals are required to ensure accurate enrollment status and transferability of coursework. The host school's semester dates determine graduation conferral date for which a student is eligible. An official transcript must be requested by the student to be sent directly to the Registrar's Office for credit evaluation. See the Transfer Credit section for details on eligibility criteria.

Graduation

Students in their final year are expected to submit a Degree Application to the Registrar's Office to ensure a degree audit is completed to review graduation requirements. Students who have completed requirements for the Bachelor of Arts degree during the academic year are invited to participate in the Commencement ceremony in May.

Students who are within five credits of completion at the end of the spring semester and have plans to finish during the summer may request participation in Commencement. If final requirements are completed during the summer, the students are eligible for August degree conferral. Seniors studying elsewhere in their final spring semester may request participation in Commencement, but degrees are conferred in August pending receipt of official transcripts and successful degree completion. These students should submit the Request to Participate in Commencement form available on MySLC.

Withdrawal from the College

Students may request a complete withdrawal from the College up until the end of the 10th week of the semester. Students not withdrawn by this date for the current semester receive grades and evaluations for courses in which they are enrolled. Students may request at any time withdrawal from the College for future semesters. For a temporary departure, view the Leave of Absence section of this handbook. Withdrawn students lose access to their Sarah Lawrence email and MySLC portal within a semester after withdrawal. To ensure their email records are transferred appropriately, students considering a withdrawal should contact the Help Desk prior to the withdrawal.

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

COURSE REGISTRATION

Interviews

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

Online Course Selection

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

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

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

Tuition

The College's tuition and fee information per academic year is available on the Undergraduate Tuition and Costs web page. Semester tuition and fees are due before each course registration period, including summer and intersession courses/directed studies. Students with outstanding balances are placed on financial hold, preventing course registration for the upcoming semester. Registered credits exceeding 18 are charged at the regular per-credit rate.

Summer: A 100% refund is issued if the student drops the summer course before the first class meeting. Students may withdraw without a refund during the first week of the course or before the second class meeting. Tuition is charged at the regular tuition rate of the previous academic year for independent study and at 50% of the rate for fieldwork. Tuition is refunded at 100% for directed studies dropped before June 1; no refunds are issued for directed studies dropped on or after June 1.

Intersession: A 100% refund is issued if the student drops a course before the first class meeting or withdraws from the course before the second class meeting; otherwise, the student is responsible for the full tuition. Independent-study courses are charged at the per-credit tuition rate, and fieldwork courses are charged at 50% of the per-credit tuition rate. Tuition is refunded at 100% for directed studies dropped within one week of the end of the fall semester; subsequently, no refunds are issued.

Add/Drop Period

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

Summer or intersession courses dropped before the class begins do not appear on the official transcript. A course dropped once summer and/or intersession directed studies are approved is considered a course withdrawal.

Restrictions

Full-time student schedules must include a minimum of two five-credit courses.

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

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

Credits More than 18

Full-time students generally enroll in 12 to 18 credits in a given semester; however, first-year students and students on academic probation are not permitted to exceed 16 credits of coursework. Students are

encouraged to consult with their dons when considering extra coursework (beyond 15 credits) during an academic semester. Registration for more than 18 credits takes place only in the second week of Add/Drop. A student wishing to enroll in more than 18 credits must consult with their don and submit the appropriate form available on MySLC. Credits more than 18 for a single semester are charged at the regular per-credit tuition rate.

Yearlong Courses

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

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

Faculty are required to indicate whether a student has completed passing work at the end of the fall semester. Students who have not completed passing work are assigned a grade of "F" for the fall portion, notified by the Registrar's Office, and dropped from the spring portion. Students who complete passing work in the fall, continue in the course for the second semester but submit a Course Withdrawal Request by the deadline, receive five credits for the fall portion. Students may not submit additional work in the second semester to increase a fall semester grade.

Accommodations

Any student who has a disability and requires accommodations related to course registration at any point in the registration process should contact the assistant dean of access and disability services at disabilityservices@sarahlawrence.edu or 914.395.2235. Examples of registration-related accommodation support include:

- For students with mobility impairments requiring accessible classrooms, help choosing their classes without regard to location
- Assistance with online interviews
- Support in navigating the course registration process

The registrar works with the assistant dean of access and disability services to arrange a location for the class in an accessible classroom space.

Interviewing faculty before course registration is an integral part of the Sarah Lawrence course-selection process. Any student who has a disability and requires accommodations to participate in the interview process should contact the assistant dean of access and disability services who will determine the appropriate accommodations to ensure that the student meets with the faculty for interviews in a manner equivalent to other students. The assistant dean of access and disability services will assist the student in contacting the faculty and setting up the interview.

Audits

Students may audit one course each semester, with the permission of the instructor, for zero credits. Audited courses do not include conferences with the instructor or evaluation of written work, but consistent attendance throughout the semester is required. Standard course-registration procedures apply; students may not audit a course without being officially registered. Audit registration occurs only in the second week of Add/Drop, and requests are reviewed and approved by the Office of the Dean of Studies on behalf of the Committee on Student Work. View the Audit Request form available on MySLC.

If approved and properly registered, and the student attended the class throughout the semester, the audit appears on the student's official transcript. There is no charge for auditing by matriculated Sarah Lawrence students. Students may not convert an audited course into a course for credit, or vice versa, after the Add/Drop period has ended.

Pass/Fail

Students may take one course each semester on a pass/fail basis by submission of the Pass/Fail Request available on MySLC. Courses taken as pass/fail are subject to instructor approval. The form must be submitted to the Registrar's Office during the Add/Drop period.

Pass/fail decisions cannot be made retroactively. Students may not convert a pass/fail into a letter grade, or vice versa. A passing grade indicates that the student has done C work or better in the class. Practicum and fieldwork courses are graded only on a pass/fail basis.

Students studying elsewhere are subject to the policies of the host institution and may not request to take a course pass/fail if not permitted by the host institution. If permitted, the limit is a maximum of one course taken as pass/fail. In the event the host college permits pass/fail, a pass (P) must equate to a final grade of C or higher.

ATTENDANCE POLICIES

Attendance

A student's presence in class is an essential part of the learning process at Sarah Lawrence. Attendance at classes, conferences, laboratory meetings, and other class obligations is required. Excessive absences can jeopardize a student's standing in the class and lead to course failure. Such absences may also affect a student's financial-aid eligibility and F-1 student status for international students. Absences amounting to more than two class meetings, two weeks of class time, or two consecutive conference meetings may negatively affect a student's grade and should be noted in the evaluation. In the event that illness or emergency necessitates absence of more than two weeks, students must meet with their class dean to discuss their options. (See the short-term absence policy, below.)

Students are expected to notify faculty—ideally, at least 24 hours in advance—when they must miss any academic obligation. Virtual attendance may not be substituted for the College's in-person attendance requirements. Missed conferences may be rescheduled but only at the discretion of the faculty member. Student attendance is a factor when maintaining compliance with regulatory and financial-aid matters. From the beginning of the semester through the Course Withdrawal period, instructors are asked to review class rosters and report attendance issues to the Registrar's Office. Where applicable, school certifying officials are required to report absences in accordance with educational-benefit regulations.

Additionally, faculty members are expected to notify the Office of the Dean of Studies—via the Faculty Alert Form available on MySLC—about a student whose absences amount to more than two weeks of class time or who has missed two classes or conferences in succession without prior notice or explanation. The Office of the Dean of Studies notifies the don of such absences.

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

Religious Holiday Observances

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

Short-Term Absence From Campus

In the event of serious illness or personal emergency, a student may need to take a short-term leave from campus with an anticipated duration of one-to-two weeks—if the student has not already incurred excessive

absences. When possible, students seeking a short-term leave should notify their don, teachers, and the Office of the Dean of Studies prior to leaving campus. When the absence is health-related, the Health & Wellness Center should be informed so that they may assist as needed.

While teachers will make every effort to work with a student in this circumstance, not all courses can accommodate extended absences, and an in-person course cannot be converted to online attendance. Individual faculty determine whether the short-term absence would constitute a fundamental alteration of the course's essential elements, requirements, or mode of instruction—though consultation with the appropriate class dean is also required. The student is responsible for making up missed work either during the time away or immediately upon returning to campus.

If the health or personal emergency necessitates an absence of longer than two weeks, the student must consult with their class dean to determine academic options—which may include a course withdrawal or a personal or medical leave of absence. See the Leave of Absence and Medical leave policies in this handbook for more information about these options.

TRANSFER CREDITS

Requests for previously-completed transfer credit, including college courses taken during high school, advanced placement (AP), international baccalaureate (IB), advanced-level (A-level), and similar examinations, should be made by the spring of the junior year. See the various types of transfer credits below.

To be eligible for transfer credit toward degree requirements, courses completed at other institutions must be in accordance with the following criteria:

Eligibility

1. The course(s) must have been taken at an accredited US college or university or at an international university of comparable accreditation. Courses completed at nonaccredited institutions require direct review by the College faculty in a process initiated through the Registrar's Office. Noncredit or credit-optional courses, even if offered at an accredited institution, are not eligible for transfer.
2. Community-college courses are not accepted for Sarah Lawrence students with 60 or more credits on their transcript. Juniors or seniors with a minimum of 60 credits on their transcript are not permitted to transfer credits from two-year/community colleges.
3. Courses must be in liberal-arts disciplines offered at Sarah Lawrence. Courses within the traditional definition of liberal arts but not offered at Sarah Lawrence (e.g., astronomy, geology) are also acceptable. Preprofessional courses and vocational courses are not eligible for transfer nor are courses in subject areas of business (e.g., accounting, business administration, finance), communications, health education, home economics, leadership, marketing, management, physical education, real estate, speech/public speaking, and courses of a technical nature (e.g., dentistry, engineering).
4. Students may not transfer credit for a course at another institution if they have already received college credit for a substantially similar course. Transfer coursework must not duplicate, overlap, or regress to previous work for which the student has received credit.
5. Courses may not have been used to satisfy high-school diploma requirements.
6. Courses must be offered during a defined term/session with clear beginning and end dates. Semester dates of transfer courses taken may not overlap with Sarah Lawrence semesters, as students may not enroll concurrently at another institution or in online courses.
7. The final grade earned must be C or above (C- is not accepted).
8. Pass/fail courses are not accepted for transfer unless pass is defined by the host college/university as equivalent to C or above. If not institutionally defined as C or above, a letter from the instructor that the student's final grade was equivalent to C or above is acceptable.
9. Online courses may not be self-paced nor entirely asynchronous and must have a structured progression through course material. Online courses must include student-faculty and student-student interaction, as well as required assignments and instructor feedback.

Request and Approval

Students are expected to discuss transfer courses with their don, in advance, and then complete the Transfer Credit Request on MySLC. Transfer Credit Requests must be submitted at least two weeks in advance and approved by the Registrar's Office before registering for the course at the host institution in order to ensure transfer eligibility. Courses taken at other institutions and not approved by the Registrar's Office as a Transfer Credit Request are not guaranteed to be applied toward degree requirements.

Once a transfer course is issued a final grade, students must request an official transcript from the host institution to be sent directly to the Registrar's Office for final evaluation and application of credits, pending successful completion. Individual final grades for transfer credits, including pre-college and non-Sarah Lawrence global education, do not appear on the Sarah Lawrence official transcript; only the name of the host institution and total earned credits are reflected.

Courses accepted from institutions operating on a quarter system are transferred at two-thirds value.

Transfer credit completed in dance, music, and theatre disciplines require additional review. Credits for individual courses are evaluated and determined by the appropriate program director once syllabi and completed official transcripts are received by the Registrar's Office.

Courses may be taken at another institution while a student is on a personal or medical leave of absence.

Credit Limits

Once matriculated at the College, certain semesters have maximum credit limits for courses taken elsewhere.

A maximum of 16 credits across total summers (including summer Sarah Lawrence courses/directed studies) may be used to fulfill degree requirements, with a maximum of eight credits in one summer or 10 credits if the summer course spans 10 weeks or longer.

Students may earn a maximum of two credits during the intersession between fall and spring semesters, regardless of the number of courses taken and whether taken at Sarah Lawrence or at another institution.

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

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

Credit Earned Prior to Matriculation as a First-Year Student

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

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

Types of pre-college credit:

1. Advanced Placement (AP) Examinations: Credit is awarded for exam scores of four or five. Two credits will be granted for each applicable exam in disciplines accepted toward degree requirements. Official score reports from the College Board must be sent to the Registrar's Office. Credit is not awarded for tests taken after the completion of high school. Credit for AP examinations may not be used to satisfy distribution requirements.
2. International Baccalaureate (IB): IB consists of international assessments for pre-college students. Students entering the College with a full IB diploma may earn 30 credits toward a Sarah Lawrence degree. Nondiploma IB students who score five or above on higher-level exams may request three credits for a maximum of three subjects for a total of nine credits. Official IB transcripts received by the College directly from the International Baccalaureate Organization are required. Credit is not awarded for tests taken after the completion of high school. Only credit for higher-level IB examinations with scores of five or above may be applied toward distribution requirements.
3. Advanced-Level (A-Level) Examinations: A-level exams are international qualifications taken in particular subjects. Eight credits are awarded for each A-level exam in which a student has earned an A or a B. Original official score certificates are required.
4. Students may receive credit for college-level courses taken while in high school under the following conditions:
    1. Courses must have been taken at a US regionally accredited two- or four-year college or university in classes intended primarily for college students. Courses may not have been taken at a student's high school, nor in programs designed primarily for high-school students, nor used to fulfill high-school graduation requirements. This must be verified to the Registrar's Office, in writing, by the student's high school.
    2. A grade of C or above (C- is not accepted) must have been earned.
    3. Courses must satisfy all of the other requirements that govern transfer credit in general.
    4. A maximum of 30 credits may be awarded if an associate degree is earned prior to high-school graduation.

ACADEMIC INTEGRITY

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

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

Offenses

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

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

Procedures

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

Teachers who suspect a violation of the policy are strongly encouraged to discuss their concerns with the student, preferably in person. While this conversation is not required, it is considered best practice, as it gives the student an opportunity to offer context, clarify misunderstandings, or acknowledge responsibility. Such a conversation may result in the faculty member addressing the matter directly with the student.

After consideration—whether or not a conversation with the student has occurred—the faculty member may choose to proceed as outlined below. Teachers are encouraged to confer with the Office of the Dean of Studies, particularly if the suspected violation is discovered after the term ends.

Any violation likely to be mentioned in the student's final evaluation should be reported to the Office of the Dean of Studies by filing an Academic Integrity Report form located on the Faculty page of mySLC. Depending on the severity of the reported infraction, there are three pathways to deal with the breach of academic integrity:

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

Reporting Process

Reporting Infractions:

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

Notification:

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

Resolution Procedures

Minor Violations

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

Major Violations

When a report of a major violation is filed, the student may accept responsibility or dispute the allegation.

Acceptance of Responsibility

If the student admits to the violation, no hearing is required by the Committee on Student Work; sanctions are determined based on the documentation provided by the reporting faculty. The student can submit a letter of mitigation for the Committee's consideration when determining the sanction. The student may also initiate an appeal.

Dispute of Allegation

If the student disputes the allegation, a hearing is scheduled with the Committee on Student Work. The student may choose to attend the hearing in person, via teleconference, or by written response. The committee reviews and discusses submitted materials with the student, the faculty member filing the allegation, and the student's don present.

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

Decision and Notification

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

Record Keeping

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

Appeals Process

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

EVALUATING STUDENT ACADEMIC PROGRESS

Narrative Evaluations

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

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

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

Grade Scale

The college uses a traditional grade scale of letter grades from A+ through F. The grade symbols issued appear on the legend that accompanies official transcripts. Beginning with incoming fall 2024 students, official transcripts display final grades of WD (withdrawal) and F (failure) which were previously omitted. The College does not report grade point average (GPA) on official transcripts; however, GPA is an element measured when calculating Satisfactory Academic Progress (SAP) and is factored into financial awards. The College does not confer class rank, dean's list, or Latin honors.

Faculty Academic Alerts During the Semester

Faculty are urged to submit a Faculty Academic Alert form, available on the Faculty page in MySLC, to the Office of the Dean of Studies about any student of academic concern whose attendance is irregular or whose work reflects academic difficulty. Upon receipt, the Office of the Dean of Studies follows up with the student and their don as appropriate. This permits the Office of the Dean of Studies to connect students with academic support and available resources. The office will also request progress reports on any student who is on probation or who seems to be experiencing academic difficulty.

Incompletes

Coursework is due by the last day of classes unless the student has requested and been granted an official incomplete by the instructor. Upon approval, students must submit a Request for Incomplete form, available

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

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

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

Grade Changes

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

Student Worksheets

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

Course Appraisals

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

STUDENTS IN ACADEMIC DIFFICULTY

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

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

Academic Probation

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

1. Timely submission of work that meets course expectations and quality of work normally expected for undergraduates at their level
2. Consistent attendance in class, conference meetings, and other academic obligations and applications
3. Grades of C or above earned and all courses completed on time (Permission to request an incomplete must be approved by the Office of the Dean of Studies.)
4. No violations of the College's academic integrity policy—whether resolved formally or informally

Probationary students are expected to meet with their class dean at the start of the semester and demonstrate consistent commitment to academic work throughout the semester. Progress is reviewed at the midpoint and end of each semester; if the terms are met, students are permitted to return for the second semester but remain on probation.

A student on probation who does not meet the above criteria, either during or at the end of the semester, is suspended and ineligible to request reinstatement for two semesters. The student's parent(s) or legal guardian(s) may be notified. A student who was previously academically suspended is ineligible to request reinstatement for four semesters.

In some instances, students who have failed multiple courses in one term may be suspended without first being placed on probation, as such failures indicate that those students have not engaged with course instructors or with the available academic resources to address the impediments to their work.

Students who fail a course or whose evaluations note significant academic issues after coming off probation may be subject to immediate suspension.

Students on academic probation are prohibited from doing the following:

- register for more than 15 credits
- apply for study away
- sit on campus governance committees
- participate on athletic teams
- serve on Student Senate or on campus governance committees
- serve as resident advisers, orientation leaders, peer mentors, or admissions tour guides/interviewers

Academic Suspension

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

Students who have been suspended are eligible to apply for reinstatement after two academic semesters and must submit a Request to Return form available on MySLC. Requests must be submitted by April 1 for the fall semester and November 1 for the spring semester. Students are notified of the reinstatement procedures in the letter of suspension.

Students who have been suspended for academic reasons may not receive a Sarah Lawrence degree until they have been reinstated and have successfully completed additional full-time coursework on the Bronxville Campus. Academic suspension is permanently recorded in the student's file.

Student Presence on Campus While Separated from the College

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

Reinstatement Process

A student wishing to be reinstated from academic suspension must submit a request to return, in writing, to the Office of the Dean of Studies. The Request to Return form should be sent to

deanofstudies@sarahlawrence.edu by November 1 for spring return or April 1 for fall return. Requests should be accompanied by a letter from the student's don. The letter requesting reinstatement should discuss the following:

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

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

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

Reinstatement Process After a Second Academic Suspension

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

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

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

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

PARENTAL NOTIFICATION POLICY

Introduction

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

While our usual mode of communication is direct with students, we acknowledge that, under certain circumstances and in compliance with the Family Educational Rights and Privacy Act (p. 63), parental notification may be necessary. Our foremost aim in such instances is to prioritize the well-being and safety of our students and the broader community.

General Principles

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

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

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

Example Circumstances for Parent Notification

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

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

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

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

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

Additional Information

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

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

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

STUDY AWAY AND EXCHANGE PROGRAMS

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

Study Away for Transfer Students

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

Study Away for Students on Probation or Suspension

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

Courses must be preapproved by the Office of Global Education or the registrar. Students must successfully complete coursework with a minimum grade of C. Courses with grades of C- and below are not accepted for transfer. Pass/fail policies are subject to the host institution; students may not request taking a course pass/fail if not permitted by the host institution. Students may earn up to a maximum of 18 credits per semester or up to a maximum of 36 credits for the academic year.

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

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

Credit for programs arranged through certain non-degree-granting organizations must be credited through a sponsoring US school of record, and students may be required to pay a fee to the school for the transcript of the program.

Sarah Lawrence Programs

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

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

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

Non-Sarah Lawrence Programs

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

Unless a student has an approved consortium agreement with the Office of Financial Aid, enrollment is not certified by Sarah Lawrence to the National Student Clearinghouse (NSC). Students who do not have a financial-aid consortium agreement are responsible for reviewing enrollment-status reporting with the host institution. Upon return to Sarah Lawrence, enrollment-status reporting to the NSC resumes.

Exchange Programs

Sarah Lawrence College offers students the opportunity to spend a semester or year with our partner colleges in the United States or abroad. Spaces are limited, and students must be in good academic standing and have completed their first and second years at Sarah Lawrence to participate in an exchange program. Students must also plan to complete either their junior or senior year in Bronxville.

The exchange programs are not open to students who have transferred into Sarah Lawrence College with a maximum of 60 credits. Students should make an appointment to meet with the Office of Global Education for further information on our exchange partners and admission requirements. Courses completed on an exchange program are counted as transfer credits.

SPECIAL ARRANGEMENTS

Acceleration

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

Reduced Course Load

Matriculated undergraduate students generally take an average of 15 credits per semester, but full-time tuition includes 12 to 18 credits each semester. In exceptional circumstances related to a medical condition or disability, students may request to take a reduced course load (fewer than 12 credits) and matriculate at part-time enrollment. Ideally, such a request should be made prior to the semester for which the status is requested. Whenever possible, but most especially during a semester, students considering a reduced course load should meet with their class dean to discuss the academic and other implications of such a decision.

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

If a reduced course load is granted prior to the end of the Add/Drop period, tuition is calculated on a per-credit basis, provided that arrangements are made prior to the semester deadlines for payment of fees. In applying for a reduced course load, students should consider implications for scholarships, loans, health insurance, and housing, some of which may require full-time status. Students may initiate a request for a reduced course

load with the Office of the Dean of Studies up until the 10th week of the semester. The student's parent(s) or legal guardian(s) may be notified. There is no tuition refund for reduced course loads approved after the Add/Drop Period ends.

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

Guest Students

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

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

ACADEMIC RESOURCES AND SUPPORT

Learning Commons (p. 56)

The Learning Commons at Sarah Lawrence College is committed to providing comprehensive and inclusive academic support services that meet the needs of a vibrant and diverse student body. Our objective is to provide a wide range of helpful resources that will enable all students to thrive within the College's unique pedagogical structure. The Learning Commons is located on the main floor of the library.

Writing Center (p. 57)

Expository writing at Sarah Lawrence is seen as a way of understanding any discipline rather than as a discrete and separate skill. Expository writing is an integral part of every academic course, as well as performing and creative arts classes, at the College.

Access and Disabilty Services (p. 58)

Access and Disability Services works with students, faculty, and staff to ensure that appropriate accommodations and services are provided for students with disabilities.

Library Services (p. 59)

The Esther Raushenbush Library is essential to the academic life of Sarah Lawrence College. The library's diverse resources have always supported the school's academic mission.

Registrar's Office (p. 61)

The Registrar's Office maintains the permanent records of current and former students.

Family Educational Rights and Privacy Act (p. 63)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records.

THE LEARNING COMMONS

Comprehensive academic support is available through the Learning Commons, which is located on the main level of the library. The Learning Commons offers peer tutoring in math, science, and several languages; writing support; and interactive workshops and academic coaching in the areas of time management, organization, and study skills. For more information, please visit the Learning Commons website: slc.edu/lc.

Read more about The Learning Commons here.

WRITING CENTER

Students who either need or desire additional writing support and practice may schedule one-on-one appointments with faculty members Kevin Pilkington and Carol Zoref. Students may also meet with graduate students, who work evening hours in the Learning Commons, or with an ESL/EAL instructor. Students typically schedule one 30- to 45-minute appointment per week. Scheduling information, as well as further information about writing appointments, may be found on the Learning Commons website: slc.edu/lc.

Students seeking academic accommodations related to their writing assignments should contact the Office of Access and Disability Services.

ACCESS AND DISABILITY SERVICES

914.395.2235 — Bates Suite 220

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

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

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

- Extended time on tests and/or a quiet testing location
- Note-taking assistance
- Provision of readers, scribes, or sign language interpreters
- Written materials provided in alternate formats
- Housing modifications and assistance with dietary concerns
- On-campus medical transport

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

LIBRARY SERVICES

914.395.2474

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

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

Patron Privacy

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

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

Circulation Policy — General

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

Circulation Policy — Reserves

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

Book Integrity = Access for Everyone

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

Circulation Policy — Interlibrary Loan

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

Library Research Assistance

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

Accessibility

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

REGISTRAR'S OFFICE

914.395.2301/2302 — Westlands 2nd Floor Suite

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

Review the Family Educational Rights and Privacy Act (FERPA) section of this handbook for information on how the Registrar's Office protects student education records. View the FERPA Policies & Forms web page on MySLC for additional information.

Official Transcripts

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

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

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

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

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

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

Enrollment Verification

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

FERPA rights include:

1. The right to inspect and review the student's education records (academic records, financial-aid records, student-account records, etc.) within 45 days after the day the College receives a request for access. A student is expected to submit the Request to Review Education Records form found on MySLC, identifying the record(s) to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. A student who wishes to ask the College to amend a record should write the Registrar's Office, clearly identify the part of the record that the student wants changed, and specify why it should be changed.

   If the College decides not to amend the record as requested, the College will notify the student, in writing, of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

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

- To other school officials within Sarah Lawrence, including teachers, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1)–(a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the US Comptroller General, the US Attorney General, the US Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs or for the enforcement of or compliance with federal legal requirements that relate to those programs. These authorities may make further disclosures of PII to outside entities that are designated as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes (§ 99.31(a)(8)); for students who are not a dependent for IRS tax purposes or are unsure if they are a dependent, PII can still be disclosed to parents with student submission of the Permission to Disclose Academic Information form on MySLC.
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- If it is information that the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a nonforcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines that the student is an alleged perpetrator of a crime of violence or nonforcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines that the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)).

Directory Information:

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

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

Health or Safety Emergency:

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

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

COMMUNITY RESOURCES AND SUPPORT

Health and Wellness Center (p. 67)

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

Meal Plan Accomodations for Students With Medical Conditions (p. 69)

Food Services is committed to accommodating health-related dietary needs and works diligently to ensure strict food-preparation standards. Once a diagnosis has been confirmed, Health & Wellness directors will liaise with Food Services to determine appropriate measures.

Resources Regarding Alcohol and Other Drugs (p. 70)

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

HEALTH & WELLNESS CENTER

Hours: Monday–Friday, 9 a.m.–5 p.m., 914.395.2350 — Lyles House and additional satellite offices

sarahlawrence.edu/health-and-wellness/ or healthservices@sarahlawrence.edu
Appointments: my.slc.edu/patientportal (login required)

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

Medical Services

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

Psychological Services

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

In addition to on-site services, the Sarah Lawrence College Health & Wellness Center offers ConnectNow 1-833-589-0153 to all enrolled students for immediate, in-the-moment, emotional support, 24/7, at no cost to the student.

Case Manager

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

Appointments

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

No-Show/Late Arrival Policy

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

Medical Absence From the College

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

MEAL PLAN ACCOMMODATIONS FOR STUDENTS WITH MEDICAL CONDITIONS

Meal Plans are required for all residential students. The College has guidelines for meal plan exemptions which are only issued when AVI Fresh cannot accommodate a student's prescribed diet as ordered by the students treating provider. Requests for meal plan accommodations require a current diagnosis and related prescribed diet, with supporting documentation from the treating provider. Once a diagnosis has been confirmed, Health & Wellness directors will liaise with Food Services to determine appropriate measures. Food Services is committed to accommodating health-related dietary needs and works diligently to ensure strict food preparation standards. In most cases, Food Services is able to fully accommodate prescribed dietary restrictions. Contact Health & Wellness for further information.

RESOURCES REGARDING ALCOHOL AND OTHER DRUGS

Sarah Lawrence College is committed to basing prevention efforts on strategies identified and tested for effectiveness by scientific evidence and evaluation. The College acknowledges and is committed to changing the culture that underlies alcohol misuse among young adults. Therefore, we employ comprehensive, integrated prevention programs that target individual students, including at-risk or alcohol-dependent drinkers; the student population as a whole; and the College community.

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

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

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

Faculty or Staff Resources for Students

Students are encouraged to speak to their don, RA, a member of the dean of students or student life staff, or the dean of graduate and professional studies if they are concerned about their own alcohol/substance use or the alcohol/substance use of a peer.

Local and Other Resources for Students

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

- Alcoholics Anonymous: for meeting days and times: my.slc.edu/healthservices
- Addiction Institute of New York, 212.280.0100. The Addiction Institute utilizes the College Outreach and Prevention Education (COPE) program. COPE is group therapy for college students based on the principles of the stages of change and motivational interviewing.
- Al-Anon/Alateen: help for families and friends of alcoholics, www.al-anon.alateen.org

- Smart Recovery Self-Help Network: abstinence-based, but not 12-step or spiritually-based, www.smartrecovery.org
- Moderation Management: moderation, balance, self-management, personal responsibility, www.moderation.org
- Marijuana Anonymous: 12-step, abstinence-based, www.marijuana-anonymous.org
- Harm Reduction: alternative treatment approach that views the reduction of harm as a goal for substance users, www.centerforoptimalliving.com

CAMPUS RESOURCES

Campus Safety (p. 74)

The mission of the Department of Campus Safety is to enhance the quality of life for the entire College community and the immediate surrounding area by maintaining a secure environment in which the safety of all is balanced with the rights of the individual.

Campus Safety Advisory Committee (p. 76)

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

Residential Life (p. 77)

Through the lens of Residential Education and Community Well-Being, the Office of Residential Life focuses on building and stewarding a positive living and learning experience for students.

Student Diversity, Equity, Inclusion, and Belonging (p. 78)

The mission of the Office of Student Diversity, Equity, Inclusion, and Belonging is to support student success and development at Sarah Lawrence College. This office collaborates with student organizations, campus-wide committees, and other administrative offices to provide programs and learning opportunities that explore issues related to social identity and equity, dialogue across differences, and inclusion and belonging.

International Student Services (p. 79)

International Student Services (ISS) is dedicated to supporting our diverse community of international undergraduate and graduate students, including non-US citizens, dual citizens, and US citizens who have resided abroad.

Student Involvement and Leadership (p. 80)

The Office of Student Involvement and Leadership works to cultivate diverse and engaging involvement experiences for Sarah Lawrence students.

Facilities and Operations (p. 81)

Contact Facilities and Operations for basic repairs, pest management, the post office, duplicating center, and 1Cards.

Identification Card (1Card) (p. 83)

All students, faculty, and staff are issued a College identification card, called the Sarah Lawrence College 1Card.

Student Managed Spaces (p. 87)

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

Other Student Spaces (p. 89)

There are a variety of other student spaces on the campus.

Preparation for Graduate Study (p. 90)

The process of preparing a path to graduate school can begin as early as a student's first year on campus.

Undergraduate Student Senate (p. 95)

The Student Senate is the governing organization of the undergraduate student body and is a forum for student voices.

CAMPUS SAFETY

Mission

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

Emergency & Non-Emergency Contact Numbers

Campus Safety is located in Swinford Annex and is staffed 24 hours a day, seven days a week, 365 days a year. The emergency number is 914.395.2222; the non-emergency number for questions, information, and non-emergency requests is 914.395.2209. Campus Safety acts as both the operator for emergency and non-emergency calls and as a dispatcher via radio to Campus Safety officers in the field and City of Yonkers first responders (fire/police/emergency medical), as needed, while also monitoring campus-wide fire, intrusion, duress, access control alarms, emergency phones, and surveillance cameras.

Campus Safety Officers

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

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

Campus Safety Procedures and Updates

Campus Safety utilizes various methods, including the College website, to advise students about security procedures and updates. Campus Safety alerts and advisories are sent in the form of emails to all students via their Sarah Lawrence accounts. Text messages are also sent out in emergency situations via the RAVE emergency notification system. In addition, at the beginning of each academic year, the assistant vice president of Campus Safety and his designees give a safety orientation to all incoming first-year and transfer students and provide Campus Security Authority Training to RAs, Gryphon Guides, and primary on call staff.

The Clery Act

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

CAMPUS SAFETY ADVISORY COMMITTEE

In accordance with New York State Educational law 129, the College appoints an Advisory Committee on Campus Safety, which is housed within the Committee of Student Life. The committee reviews Campus Safety Policies and Procedures and makes recommendations for their improvement. The committee specifically reviews current policies and procedures for the following:

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

The committee shall report its findings and recommendations, in writing, at least once each academic year to the president and/or the president's designee. The report is available upon request.

RESIDENTIAL LIFE

Office of Residential Life

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

Resident Advisers

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

STUDENT DIVERSITY, EQUITY, INCLUSION, AND BELONGING

The Office of Student Diversity, Equity, Inclusion, and Belonging (DEIB) focuses on the whole student and how student intersectional identities—such as race, class, gender identity, religion, spirituality, ability, and sexuality—impact daily interactions and experiences. The Office of Student DEIB collaborates with student organizations, campus-wide committees, and other administrative offices to provide programs and learning opportunities that explore issues related to social identity and equity, intercultural dialogue, and inclusion and belonging.

Some initiatives include:

- **The Real Talk @ SLC** is a student-led and facilitated dialogue series that focuses on topics related to diversity, equity, inclusion, belonging, social identities, and experiences. Real Talk facilitators partner with peer counselors, student organizations, and campus offices to foster respectful dialogue, support student mediation, and lead student-centered programming.
- **The THRIVE Mentorship Program for Students of Color** is a yearlong program that connects first-years and transfer students with upperclass students at Sarah Lawrence College.
- **EXPLORE Pre-Orientation**; The EXPLORE program works in collaboration with the pre-orientation programs for Community Partnerships and Theatre, fostering connections across these groups while offering workshops on key aspects of transitioning to college. The workshops cover making Sarah Lawrence College feel like home, whether the student comes from a different country or environment; identity exploration, including spiritual identity, BIPOC experiences, international student perspectives, and more; self-advocacy; and community building.
- **Monthly Friday Breakfast in The HUB** is an opportunity to connect and network over a cooked meal. The Office of Student DEIB hosts monthly Friday Breakfasts in The HUB in collaboration with various campus departments. Past partnerships include: Career Services, Residential Life, DEI Committee, Graduate Studies, Office of Spiritual Life, and more!

Student DEIB staff advise and support identity-based student organizations and spaces such as Common Ground and LGBTQIA Space, offer mediation and resources for students facing bias or exclusion, oversee the Chosen Name form and Meal Swipe Sharing Program, and serve as a key member of the Bias Incident Response Team.

INTERNATIONAL STUDENT SERVICES

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

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

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

Students are encouraged to regularly explore the ISS page on MySLC, a valuable resource designed to foster a sense of community and belonging: https://my.slc.edu/ics/Campus_Life/Departments/International_Students/. The web page has important information, updates, and resources to support academic and personal growth during international students' time at the College.

STUDENT INVOLVEMENT AND LEADERSHIP

The Office of Student Involvement and Leadership works to cultivate diverse and engaging involvement experiences for Sarah Lawrence students. Through campus-wide events, leadership workshops, program development, and student organization advising, the office provides students with opportunities to build leadership skills and experience interpersonal connections meant to promote individual growth and community engagement.

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

Student Organizations

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

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

FACILITIES AND OPERATIONS

Repairs/Work Orders

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

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

Pest Management

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

Duplicating Center for Copying

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

Post Office

Hours of Operation

The Post Office is located in Bates (next to the Duplicating Center), and the hours of operation are 8:30 a.m. to 5 p.m., Monday–Friday. The Post Office will not open outside of operating hours to accommodate a pickup. Members of the College community must plan accordingly when needing to retrieve important packages or correspondence.

Mailing Address

To reduce unclaimed/lost packages, include your mailbox number (see MySLC) when addressing items to campus. Mail should be addressed as follows:

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

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

The College will provide each student with a unique mailbox number via email.

Cashless payment
NEW: Effective Fall 2025, the Post Office will transition to a cashless payment system. 1Card Cash (funds loaded onto your 1Card) will be the sole accepted payment method. Cash will no longer be accepted for any transactions. Please ensure that you have the accepted payment method available when visiting the Post Office.

Package Responsibility
Students are required to handle all mail and packages responsibly and in accordance with federal postal regulations. If you receive mail or a package that is not addressed to you, you must immediately return it to the campus Post Office (within 24-48 hours). Do not open, keep, tamper with, or dispose of mail that is not intended for you. Violations and alleged violations of this policy will be investigated according to the College's Student Conduct Process.

IDENTIFICATION CARD (1CARD)

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

Card Ownership

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

Card Eligibility and Insurance

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

Identification

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

Alterations and Damage

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

Defects and Wear

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

Lost or Stolen Cards

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

Confiscation

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

Misuse of Cards

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

Identification Replacement

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

Caring for Your ID Card

To ensure durability of the card, please refrain from:

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

Photos

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

1Card-Cash Accounts

1Card-Cash is carried over from year to year, as long as the account holder is associated with Sarah Lawrence College. 1Card-Cash balances will be credited to the student's account upon graduation or withdrawal from the College: Resulting balances over $20 will be refunded to the student; balances of $20 or less will be forfeited.

1Card-Cash Deposits

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

Meal-Money

Subscribers to a meal plan that contains Meal-Money will be allotted the value at the start of each semester. Meal-Money is nonrefundable and will roll over from fall to spring semester, with all Meal-Money balances being forfeited at the end of the spring semester. Meal-Money balances will also be forfeited if there is a change in the student's enrollment or meal-plan status at any point during the year.

Refunds

Food, Beverage, and Vending Machines
Refunds for food, beverage, and vending-machine purchases must be handled directly with the respective vendor. Contact information and refund procedures are posted on each machine. Sarah Lawrence College does not process refunds for these transactions.

College-Operated Machines and Services
Sarah Lawrence College will issue refunds only in cases of college-operated machine malfunction or error. Examples of malfunctions include, but are not limited to:

- Laundry machine failing to start

- Poor print quality
- Copier/printer jams

Refund Request Procedure

1. Complete a refund request form, which are available at the Campus Operations Office, Help Desk, and Duplicating Services. All sections of the form must be filled out completely and legibly. Incomplete, illegible, or incorrect forms will be rejected.
2. Submit the completed form in person to the designated department listed on the form within three business days of the transaction.
3. Approved refunds will be credited only to the original account used for the transaction.

Cashier Transactions

For mischarges or refund issues related to cashier transactions, please address them to the Resident Director for AVI Food Systems, Michael Pierro at mpierro@AVIFoodsystems.com.

Off-Campus Merchants

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

Lost and Found

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

STUDENT-MANAGED SPACES

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

Common Ground (The HUB)

Common Ground supports students of color and student-of-color identity groups while fostering campus-wide dialogue about the perceptions, realities, and consequences of racial and ethnic identity in our society and beyond. This space, located within The HUB, typically serves as a meeting room, event space, lounge area, and resource center for students of color, including members of Harambee, Unidad, and any other student-of-color identity group, but is open to any student or student organization that would benefit from use of the space. Common Ground regularly hosts events with other student organizations, faculty, and administrative offices committed to conversations on belonging, racial and ethnic diversity, and inclusion. Common Ground programming includes speakers, performances, discussions, movie nights, conferences, workshops, and more. For more information, please contact commonground@gm.slc.edu.

LGBTQIA Space (The HUB)

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

Spiritual Space (The HUB)

The Spiritual Space, which is open to all students from 7 a.m to 2 a.m. every day, provides a quiet atmosphere for meditation, prayer, and sacred observances. The Spiritual Space includes an ablution area, a newly updated religious/spiritual library, and storage for religious and spiritual items. The space may be reserved as a meeting place for religious student organizations and spiritually-based events. For more information, please contact spiritualspace@gm.slc.edu.

Teahaus (North Lawn)

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

WSLC Student Radio Station (The HUB)

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

OTHER STUDENT SPACES

Student Organization Space (Barbara Walters Campus Center)

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

Pre-Health Community Space (Bates)

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

MacCracken Lounge

The MacCracken Lounge is located on the lowest level of MacCracken. Access to the space is from the north-end exterior entrance or under the North Bridge. Students may access the space from 7 a.m. to 2 a.m. daily using their SLC ID card.

The HUB

The HUB is a central space on campus that is open to all students. The HUB houses the Spiritual Space, LGBTQIA Space, Common Ground, WSLC radio station, and communal spaces for all students. The HUB also includes a general kitchen and a halal/kosher-friendly kitchen. Students may access the building from 7 a.m. to 2 a.m. daily using their SLC ID card. For more information about accessing these spaces, please contact hub@sarahlawrence.edu.

PREPARATION FOR GRADUATE STUDY

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

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

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

Five-Year Programs

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

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

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

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

Pre-Health Program

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

The Pre-Health Program partners with faculty and many campus offices to offer pre-health students academic guidance and to connect our students with clinical, research, and community opportunities on campus, in the community, and at large. In addition, the program helps prepare students and alumni for application to health professional programs. Students and alumni have significant contact with the pre-health adviser in order to receive guidance and feedback.

Prerequisites and Recommended Classes

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

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

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

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

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

Programming

Each year, the Pre-Health Program offers workshops to guide and support pre-health students and alumni. In August, the Pre-Health Program hosts an orientation session for all incoming students. During each registration period, the program runs a Registration Support Process, which is required for all pre-health students in an effort to support their registration for the science and math prerequisite courses. Each spring, the program hosts its annual alumni event in partnership with the Office of Alumni Relations and Student Pre-Health Alliance group. Throughout the year, students and alumni can partake in various workshops and programs geared toward exploring the health professions and preparing their applications to health professional programs.

Application to Health Professional Programs

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

Applicants wishing to receive a Committee Letter of Evaluation must declare their intent to apply in the fall semester prior to the summer in which they plan to apply to medical or dental programs; for example, applicants wishing to apply to medical school in the summer of 2026 and matriculate in 2027 must inform the pre-health dean of their intent to apply in fall 2025). For more information, please contact the Pre-Health Program at prehealthprogram@sarahlawrence.edu.

Join Our Program

Students wishing to join the Pre-Health Program should visit the program's website and complete the steps outlined in the Getting Started & Staying Connected checklist at https://my.slc.edu/ICS/Campus_Life/

Departments/Dean_of_Studies/Pre-Health_Program/. This will also connect students with the program's resources, including a weekly program newsletter. Students may email any questions to prehealthprogram@sarahlawrence.edu.

The Student Pre-Health Alliance

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

Contact Information:

Call or email to make an appointment with the pre-health adviser:

Dean Melinda Perlo Cohen
Pre-Health Program Director
Bates 320
914.323.6005
mcohen@sarahlawrence.edu

Pre-Law Program

The pre-law program offers a variety of panels that provide insight into the work of lawyers, the demands of a legal career, legal education, and anticipating law school. The program offers individual advising and access to group meetings, with programming that focuses on the law-school admission process and the field of law in general. The pre-law advisers provide a full range of information and advice to help students launch a legal career: course selection, resume building, LSAT prep, and assistance in exploring an interest in a legal career.

Contact Information

Call or email to make an appointment with a pre-law adviser:

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

Mark Shulman
History Faculty Member
917.400.1879
mshulman@sarahlawrence.edu

UNDERGRADUATE STUDENT SENATE

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

Student Activities Subcommittee

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

CAMPUS OFFICES

Physical Education and Athletics (p. 98)

The Sarah Lawrence College Department of Athletics and Physical Education provides recreational and competitive athletics opportunities.

Student-Focused Campus Offices (p. 100)

Sarah Lawrence College has a rich history of education for social responsibility and a commitment to linking classroom learning and community-based work.

Career Services (p. 102)

Whether it's finding that perfect internship, getting practical information for landing the job, or just looking to explore your options, the Office of Career Services is the place to start.

Special Events (p. 104)

Special Events assists in the planning of on-campus events and provides guidance throughout the steps in organizing a successful event.

Financial Aid (p. 107)

Returning undergraduate students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA).

Food Services (p. 108)

Sarah Lawrence College offers multiple dining venues, each with a unique menu.

Help Desk, Computer Support Services ,MYSLC (p. 109)

The Help Desk provides consultation and training to aid students in getting the most out of campus digital resources.

Student Employment (p. 111)

The Office of Student Employment is the central point for information about on- and off-campus job opportunities for all students.

Off-Campus Housing (p. 112)

Sarah Lawrence has partnered with College Pads to provide a new off-campus housing marketplace for SLC students and community members.

PHYSICAL EDUCATION AND ATHLETICS

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

Campbell Sports Center

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

Campbell Sports Center
914.395.2560
www.GoGryphons.com

Physical Education

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

Students are required to take four credits of PE, which should be completed in the first year. Registration for classes takes place at the beginning of each semester, and each course is worth two credits. Graduate students have no PE requirement but may register for courses when space is available. PE credits are not included in a student's GPA calculation and cannot be applied to the credits required to complete a degree.

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

Athletics

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

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

STUDENT FOCUSED CAMPUS OFFICES

Office of Community Partnerships and Engagement

my.slc.edu/communitypartnerships or partnerships@sarahlawrence.edu
Bates 224 (Student Life Suite)

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

Community-Based Learning

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

Service-Based Projects

Students may engage in service-based projects in several ways. The Office of Community Partnerships sponsors and supports student-led initiatives and programs that are developed and sustained by students. Some examples of these include Right to Write (R2W), Hearts and Homes for Refugees, WeCARE and Animal Rescue Relief.

Community Partnerships also offers students an opportunity to volunteer during their spring break through the Alternative Spring Break Program. Students organize spring-break trips to work with community-based organizations in and outside of New York State. Past partners include Habitat for Humanity, the American Hiking Society, CURB, Wartburg Adult Care, and the Yonkers Public Library.

Students also have the opportunity to apply for the Community Leadership Intern Program (CLIP), a 10-week summer internship with community-based organizations throughout Westchester County. During CLIP,

students spend time learning/working with nonprofit organizations and their site supervisors. On Fridays, the office hosts personal development workshops, guest speakers, site visits, field trips, and an end-of-summer Community Celebration Luncheon.

For students wishing to volunteer on their own time, Community Partnerships maintains a database of community-based organizations. The office also organizes an annual day of service for students to work in local agencies on Martin Luther King Jr. Day.

CAREER SERVICES

Bates, second-floor south, 914.395.2566

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

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

Career Advising

One-on-One Career Advising

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

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

Career Communities

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

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

Internship Program

Internships provide Sarah Lawrence students with a way to finesse their professional interests while completing an enriching, interdisciplinary education. The Office of Career Services works closely with individual students to search for and apply to internships around the country. In addition to meeting with a career adviser to discuss internship options, students may access opportunities on our online platform, Handshake.

Career Exploration and Networking Programs

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

Alumni Connections

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

Handshake

Handshake continues to be our main online platform, where students can make appointments with career advisers, RSVP to events, and search for internships and entry-level jobs. More than 100,000 employers are utilizing Handshake to connect with students, offering thousands of internships and entry-level opportunities in all industries, both locally and nationally.

SLC Connect

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

Communications

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

SPECIAL EVENTS

Event Planning

914.395.2412, events@sarahlawrence.edu

Special Events supports the planning of on-campus events and offers on-site assistance to ensure that all requested resources are delivered and properly set up. Special Events will guide students through each step of organizing a successful event. Please keep the following points in mind:

Room Bookings/Reservations

To reserve space through GryphonLink:

1. Navigate to your organization's event management page (GryphonLink > Left Navigation Menu > Gear Icon Next to Organization Name > Events).
2. Select "Create Event."
3. Complete the event information at the top of the form.
    A. Please note that this information will be shared on the calendar, so be clear with your event title and description. It's often helpful to include the name of your organization in the event title if the title you're planning is generic (e.g., "Info Session" vs. "Chess Club Info Session").

4. Select "Add Reservation Request" under "Time and Place."
    A. You should not select "Add Location Manually" unless you previously reserved a space in some other way (e.g., special space request).

5. Input the date, event times, setup time and teardown time.
6. Select "Browse Available Rooms."
    A. You will be able to filter by building, room capacity, and/or room features.
    B. Select the room that you would like to reserve. Additional information about the room will come up, and you will be asked to select a layout.
        i. Please use the default room layout unless you absolutely need a special setup.

    C. Select "Add Request to Event."

7. Select your desired event visibility:
    A. Public: DO NOT MAKE EVENTS PUBLIC
    B. Students & Staff: All events open to the campus community
    C. Organization Members: Meetings and events for group members only
    D. Invited Users Only: When you want to invite a specific group of people or not have the event listed on the calendar at all

8. Complete the remainder of the event submission form.
9. Additional event information:
    A. The final page of the event form asks additional questions about your space reservation. These answers will be shared with the Special Events Office to assist them in reserving your space.
10. Submit for approval.
    A. Your event will then be reviewed in both GryphonLink and the space reservation system. Once approved, you will receive a confirmation from GryphonLink. If there are issues with your space reservation, the Special Events team will reach out to you directly.

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

Timing

Proper timing is essential for a successful event. Students are recommended to allow four to six weeks for planning and promotion. Please note that event or room reservations made less than four weeks in advance may not be accommodated.

Event Attendance

General Guideline

- Unless otherwise noted, events held at Sarah Lawrence College are intended exclusively for members of the College community, including current students, faculty, and staff. All attendees are required to carry their Sarah Lawrence ID, which may be requested by event staff or Campus Safety.
- Student Organization events are limited to the Sarah Lawrence community and are not open to the general public. Students who wish to host a public event must obtain prior written approval by contacting both the Office of Student Involvement and Leadership (studentinvolvement@sarahlawrence.edu) and the Events Office (events@sarahlawrence.edu).

Invited Guest Policy

- Guests may attend Sarah Lawrence College events with prior approval from the Office of Student Involvement and Leadership. Depending on the event, a guest list may be required in advance.
- A guest is defined as any individual who is not a current student or employee of the College.
- All guests must be accompanied by their Sarah Lawrence host and must carry a valid photo ID.
- Sarah Lawrence hosts are fully responsible for their guests, who are expected to follow all College policies. Guests may be asked to leave if they fail to comply.

Resource Requests

If your event requires facilities equipment (e.g., tables, chairs, trash cans) or audiovisual equipment (e.g., microphones, laptops, projectors), please submit your request at least two weeks in advance using the Resource Request form available on GryphonLink.

Campus Safety (Security)

Special Events coordinates room openings, extra security, and additional parking requests. Please allow at least two weeks' notice for Campus Safety arrangements.

Food Service

Catering for events on campus is exclusively provided by AVI Fresh. All on-campus events must use AVI Fresh, as outside caterers are not permitted. In rare cases where AVI Fresh cannot fulfill a specific food request, a catering waiver may be granted at AVI Fresh's discretion. Please note that a pizza exemption applies only to student events. Catering orders require a minimum of seven days' notice; orders submitted with less than seven days' notice may not be accommodated.

Catering orders are placed through CaterTrax, AVI Fresh's online ordering system. To place an order, you must create an account and use the CaterTrax website at https://sarahlawrencecatering.catertrax.com to view menus and pricing and submit your order. Be sure to reserve your event space and receive confirmation before placing a catering order. A budget number is required to complete the order.

For custom catering requests, please contact events@sarahlawrence.edu with at least three-to-four weeks' notice.

FINANCIAL AID

914.395.2570—Westlands, first floor

Undergraduate Procedures

Returning students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/. The FAFSA is available each October 1 and must be submitted no later than January 15 for consideration for Sarah Lawrence resources the following academic year. Financial Aid Application Checklists become available in October, and all requirements must be completed and uploaded by January 15. See Financial Aid Application Checklists at https://apply.slc.edu/portal/finaid.

Copies of parents' and students' tax returns used to complete the FAFSA must be uploaded via your application portal no later than January 15. For students whose parents are separated or divorced, Sarah Lawrence requires both parents to submit their tax returns.

Applications submitted after the deadline may reduce institutional aid eligibility.

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

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

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

International Students

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

FOOD SERVICES

914.395.2387 www.my.slc.edu/foodservices or email avifresh@sarahlawrence.edu

Dining Facilities

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

Campus Center Dining Pavilion is open Monday through Friday, 11 a.m. to 10 p.m., and Saturday and Sunday, 4 p.m. to 10 p.m. Café is open 7:30 a.m. to 10 p.m., weekly.

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

Meal Plan Changes

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

HELP DESK, COMPUTER SUPPORT SERVICES, MYSLC

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

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

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

MySLC

my.slc.edu

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

- Get course catalogues/schedules, attend online interviews for courses, and register for classes
- Access course materials and communicate with faculty and classmates
- View evaluations, assessments, and grades
- Learn what departments offer and get forms, policies, and more
- Find on-campus and work-study jobs
- View student accounts and make payments online
- Read and post campus classifieds, including for-sale and lost-and-found items
- View events, calendars, and announcements
- And much more

Tips for Using MySLC

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

Accessing MySLC

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

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

Changing Passwords

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

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

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

STUDENT EMPLOYMENT

914.395.2572 — Westlands, first floor in Financial Aid Office

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

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

OFF-CAMPUS HOUSING

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

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

COMMUNITY STANDARDS

Responsibility for the care of the Sarah Lawrence community is shared by all of its constituents, including students, faculty, and staff. As members of the community, students are expected to conduct themselves in a manner aligned with the Principles for Mutual Respect, a central tenet of the institution. Additionally, students are expected to abide by the policies found in this handbook and in the Student Housing License Agreement, where applicable.

Students who fail to comply with College policies may be subject to disciplinary action by the College and, where applicable, may face action by federal, state, and/or local authorities.

Conduct Code (p. 114)

The following policies set expectations for student conduct and behavior in order to support a positive living and learning environment. Violations and alleged violations will be investigated and adjudicated according to the College's Student Conduct Process.

General College Policies (p. 130)

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

Residential Life and Housing Policies (p. 124)

All students living in College housing must adhere to the housing contract, which every student must sign before they are allowed to occupy College housing.

Policy on Sexual Violence (p. 160)

Sarah Lawrence College is an intellectual community founded on mutual respect and is committed to providing a living, learning, and working environment that is free from sexual violence in any form.

CONDUCT CODE

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

Violations and alleged violations will be investigated and adjudicated according to the College's Student Conduct Process (p. 227). Those who do not comply will be subject to disciplinary action by the College and, where applicable, may face action by federal, local, and/or state authorities.

1.0 Alcohol and Other Drugs (p. 114)
- 1.1 Prohibited Behaviors — Alcohol (p. 115)
  - Category A (p. 115)
  - Category B (p. 115)
  - Category C (p. 116)
  - Category D (p. 116)
- 1.2 Prohibited Behaviors — Other Drugs (p. 116)
  - Category A (p. 116)
  - Category B (p. 116)
  - Category C (p. 116)
- 1.3 Good Samaritan Policy (p. 116)

2.0 Respect for Persons (p. 117)
- 2.1 Bias-Related Incidents (p. 117)
- 2.2 Bias-Related Crimes (p. 117)
- 2.4 Guests (p. 118)
- 2.5 Physical Assault (p. 119)
- 2.6 Non-Discriminatory Harassment (p. 119)
- 2.7 On-Campus Demonstration or Protest (p. 119)
- 2.8 Retaliation (p. 119)
- 2.9 Unauthorized Use or Misuse of Electronic Devices (p. 119)

3.0 Respect for Property (p. 120)
- 3.1 Damage/Graffiti/Unauthorized Use of Property (p. 120)
- 3.2 Housing License Agreement (p. 120)
- 3.3 Theft/Unauthorized Possession (p. 121)
- 3.4 Trespass/Unauthorized Persons on Campus (p. 121)
- 3.5 Misappropriation/Unauthorized Use (p. 121)

4.0 Respect for the Community (p. 121)
- 4.1 Compliance (p. 121)
- 4.2 Dishonesty and Falsification of Information (p. 121)
- 4.3 Disruptive Behavior (p. 122)
- 4.4 False Identification (p. 122)
- 4.5 Fire Safety (p. 122)
- 4.6 Freedom of Expression (p. 122)
- 4.7 Hazing (p. 123)
- 4.8 Principles for Mutual Respect (p. 123)
- 4.9 Weapons/Hazardous Materials/ Chemicals (p. 123)

1.0 Alcohol and Other Drugs

Sarah Lawrence College observes all federal, state, and local laws and regulations governing the sale, purchase, and/or use of alcohol and other drugs. See Appendix 4 (p. 235). The College expects that these laws will be adhered to at all events associated with the College. The College cannot and will not protect any member of the Sarah Lawrence community who has broken federal, state, and/or local law.

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

alcoholic beverages.

Students (both residential and nonresidential) and guests who are 21 years of age or older are permitted to possess and consume alcoholic beverages within Sarah Lawrence residence halls, provided they adhere to the outlined prohibited behaviors in section 1.1

Additionally, students who are of legal drinking age and bring alcohol into a residence hall or have alcohol in their possession within a residence hall are accountable for ensuring its lawful use. This responsibility includes taking appropriate measures to prevent underage students and guests from possessing alcohol.

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

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

1.1 Prohibited Behaviors — Alcohol

Some of these behaviors may also be violations of local, state, and federal laws and may be subject to off-campus legal action. See Appendix 4 (p. 235).

Category A

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

Category B

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

Selling or distributing alcohol in the residence halls is not allowed. This ban includes, but is not limited to, cash bars; events where tickets are sold or fees are charged (such as entertainment fees or membership dues); fees for access to an open bar; and parties where alcohol is served and contributions or donations to cover party expenses are requested.

Category C

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

Activities that encourage or involve the rapid, hazardous, or coerced consumption of alcohol (such as drinking games) are strictly prohibited.

Category D

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

1.2 Prohibited Behaviors — Other Drugs

Some of these behaviors may also be violations of local, state, and federal laws and may be subject to off-campus legal action. See Appendix 4 (p. 235).

Category A

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

Category B

Use of drugs that leads to medical intervention

Category C

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

1.3 Good Samaritan Policy

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

The Good Samaritan Policy applies when:

- Students request medical assistance for themselves by contacting Campus Safety or other College officials.
- Student(s) request medical assistance for another student.

- A student remains cooperative with each step of the process, as outlined below.

The Good Samaritan Policy does not apply when:

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

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

In lieu of formal disciplinary action, the student requiring medical attention will meet with a Student Life staff member to discuss the incident. The student requiring medical attention will be referred to Health & Wellness for a consultation and should complete any resulting treatment recommendations in a timely manner. Students who requested medical assistance for a peer may also receive outreach from Student Life offering support and resources. Additionally, if applicable, the students will not face disciplinary action.

Sarah Lawrence's Good Samaritan Policy extends only to the College conduct process and does not guarantee protection from criminal or civil penalties. Sarah Lawrence's Good Samaritan Policy is intended to support New York State's Good Samaritan Law, which is designed to encourage individuals to call 911 in the event of an alcohol or drug-related emergency.

2.0 Respect for Persons

2.1 Bias-Related Incidents

An event that targets and/or denigrates a member or members of the College community on the basis of actual or perceived race, color, sex, gender, national origin, ancestry, gender identity or expression, religion, age, disability, sexual orientation, socioeconomic status, language, or citizenship can constitute a bias incident. Such incidents need not rise to a criminal level in order to violate Sarah Lawrence policies or other applicable antidiscrimination laws. If you believe you are the victim of, or witness to, a bias incident, you may report it using the Bias Incident Report found on MySLC. Please visit the DEI website on MySLC for FAQs about bias-incident reporting. You may also contact the Student Diversity, Equity, Inclusion, and Belonging Office at studentdeib@sarahlawrence.edu for information and/or support.

2.2 Bias-Related Crimes

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

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

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

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

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

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

2.4 Guests

A campus guest is defined as any person who is not affiliated with Sarah Lawrence College as a current student or employee. All campus guests must conform to all College regulations. Those who do not will be required to leave. In the event of violations of law or noncompliance with a request to leave, a guest may be considered a trespasser and Campus Safety will be notified. Student hosts are responsible for the behavior of their guests, including guest behavior that violates Sarah Lawrence Student Code of Conduct and established community standards.

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

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

With respect to guests within residential facilities, this policy does not apply to Facilities personnel, authorized contractors, Campus Safety, Residential Life staff, or any other College employee or agent who must enter a

residential area as part of their College duties (i.e., to assist students and maintain/secure Sarah Lawrence College property).

Residential students must also abide by the additional guest policies listed in the Residential Life and Housing Policies section.

2.5 Physical Assault

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

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

2.6 Non-Discriminatory Harassment

Threatening, harassing, bullying, or intimidating a person, whether verbally, in writing, or through electronic or other means, is prohibited.

2.7 On-Campus Demonstration or Protest

Sarah Lawrence respects and upholds students' right to express their views through protests, marches, sit-ins, and other forms of expression. Students are expected to familiarize themselves with the protest guidelines available on MySLC. Any form of on-campus protesting that violates federal, state, or local laws or regulations or interferes with the College's ability to function as an educational institution is prohibited.

2.8 Retaliation

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

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

2.9 Unauthorized Use or Misuse of Electronic Devices

The College places certain limitations on the use of personal technology devices on campus. Electronic devices, including but not limited to cellular phones, digital cameras, laptops, tablets, and pagers, shall not be used in a manner that causes disruption in the classroom, library, or any College-owned or College-operated facility, except as approved by an instructor or College official. Electronic devices shall not be used for the

purpose of unauthorized recording, including photographing, filming, audio recording, or any other recording via any technology. Unauthorized recording includes recording of test questions, class work, or projects or for other prohibited or illegal activity; recording individuals in secured areas, such as restrooms, locker rooms, or other premises and/or circumstances where there is an expectation of privacy; recording any individual against their will; and recording private, nonpublic conversations, as well as meetings, classroom activities, or other nonpublic educational settings, without the knowledge and consent of all participants.

Students must use the internet, electronic communications, and social media responsibly. Prohibited conduct, including harassment of any kind, online or via electronic communications, is a violation of the Code and is a potential violation of the law, regardless of whether the conduct occurs using Sarah Lawrence network or computer facilities.

The use of undisclosed or hidden recording devices is prohibited in any circumstance where knowledge and consent of all participants would be required. Class audio recordings may be made only for personal use and only with consent of the professor of the class, and students in the class should generally be informed when a class may be subject to recording. Students requesting recording as an accommodation for a disability should contact Access and Disability Services.

3.0 Respect for Property

3.1 Damage/Graffiti/Unauthorized Use of Property

Students are expected not to cause damage to or otherwise vandalize College property or property owned or controlled by a community member. Violations include, but are not limited to damaging, removing, tampering with, adhering something to, vandalizing (including etching, painting, drawing upon, or otherwise marking something without permission) or otherwise altering property owned, operated, or controlled by the College or one of its members. This includes, but is not limited to, fire safety and electronic security devices, such as smoke detectors, carbon- monoxide detectors, emergency phones, windows, elevators, flagpoles, signs, doors, gardens, lawns, and landscapes.

Unauthorized use includes entering attics and climbing on roofs, balconies, or fire escapes, except in emergencies. Students are also prohibited from storing items on or otherwise blocking these spaces. Additionally, students are prohibited from entering or exiting buildings through windows. No object may be dropped or thrown from windows or rooftops.

3.2 Housing License Agreement

Students residing in Sarah Lawrence residence halls are bound by the policies and procedures of the Code of Conduct, as well as by the Housing License Agreement. The License Agreement can be found on the Residential Life MySLC page.

3.3 Theft/Unauthorized Possession

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

3.4 Trespass/Unauthorized Persons on Campus

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

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

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

3.5 Misappropriation/Unauthorized Use

The unauthorized use of College resources is prohibited. Resources include College property, documents, and records; Sarah Lawrence student ID cards; computer systems, equipment, and other materials.

4.0 Respect for the Community

4.1 Compliance

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

4.2 Dishonesty and Falsification of Information

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

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

4.3 Disruptive Behavior

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

4.4 False Identification

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

4.5 Fire Safety

Any conduct that creates a fire or creates a foreseeable risk of fire is prohibited, even if no fire is intended or does occur, including, but not limited to, unsafe cooking. Students are expected to follow all Fire Safety policies, as outlined in the General College Policies section of this handbook.

4.6 Freedom of Expression

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

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

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

4.7 Hazing

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

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

The College prohibits all forms of hazing, and any instances of hazing should be reported immediately to Campus Safety at 914.395.2222. Complete details of the College's Anti-Hazing policy are available on the website.

4.8 Principles for Mutual Respect

All Sarah Lawrence Community members are expected to abide by the Principles for Mutual Respect, as outlined in this handbook.

4.9 Weapons/Hazardous Materials/Chemicals

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

Dangerous materials or chemicals, flammable liquids, or explosive materials (except as specifically authorized in Sarah Lawrence-supervised activities) or items that pose a potential hazard to the safety or health of others (including, but not limited to, explosive devices and firecrackers) are prohibited on campus, including in residence halls. Pepper spray and mace must be securely stored and may not be misused or otherwise used in any way other than good-faith uses for their intended purposes.

RESIDENTIAL LIFE AND HOUSING POLICIES

All students living in College housing must adhere to the Housing License Agreement, which every student signs before submitting their housing application. In addition, all students must abide by all Residential Life and Housing Policies and procedures in addition to the Conduct Code and General College Policies. Violations and alleged violations will be investigated according to the College's Student Conduct Process (p. 224).

Antennas

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

Bed Bugs

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

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

Body or Head Lice

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

Possession and/or Use of Candles and/or Incense

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

Prohibited Items in the Residence Halls

A list of these items can be found under the General College Policies section of the Student Handbook.

Damages and Losses, Charges, and Fines

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

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

Walls and ceilings should be left in the same condition as they were found. If any damage is done, students will be charged a fine of $50, plus any additional labor and/or repair costs. The use of sticky tack or any similar adhesive is prohibited. Students are responsible for using the proper adhesive tape and/or hooks and installing and removing it/them in such a way that does not cause any wall/ceiling damage. Damage to surfaces from adhesives will result in a fine. Students whose walls have been painted or written on will be charged between $200 and $400 per wall to repaint.

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

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

Each piece of furniture that needs to be replaced because of student abuse will carry a $50 fine and the replacement cost (mattress $140, bed frame $312, desk $480, chair $193, dresser between $400 and $500, screens $40–$125, window shade $90–$240). Damaged furniture has a $50 fine plus an additional repair cost. Furniture may not be brought outside. Any furniture found outside will be removed. The resident(s) responsible for taking furniture outside will be charged a fine. If the responsible student(s) cannot be identified, residents of that house or dorm will be charged a replacement or repair fine. Other damages will be

charged at the replacement/repair cost plus a fine of $50. Students are charged the full cost for missing furnishings. Fines are assessed when Sarah Lawrence College staff have to remove any additional non-College furnishings found in rooms at the end of the year.

Room Furnishings

The College supplies a bed frame, mattress, desk, chair, closet, window shade/blind, and dresser. Some closets are located outside bedrooms. The College does not accept requests for furniture exchanges. For the safety of our students, only beds provided by the College that are designed to be lofted may be lofted. The option to loft beds is specific to the room configuration and at the discretion of Campus Operations. Students may not build or purchase lofts. Students who reside in rooms that have loft frames and would like to have their beds raised or lowered must submit a work order. Students may not raise or lower loft beds without the assistance of Facilities staff. Waterbeds are not permitted in the residence halls.

Please review the lists of approved appliances and prohibited items under the Fire Safety Policies.

Kitchen and Bathroom Furnishings

The College does not install furnishings purchased by students, including, but not limited to, shower heads, faucets, bidets, or water-filtration systems. Students are not allowed to install such devices. Damage caused by students who install such devices may result in fines and disciplinary action.

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

Custodial Services

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

Keys

If any student keys are lost or stolen and Campus Operations deems it necessary to change the lock(s), the lock(s) will be changed at a cost of $50, along with an additional cost for a new set of keys, which will be billed to the student's account. The College reserves the right to require a student to have the room lock changed. If

a student loses a key and Campus Operations determines the lock does not need to be changed, the student may obtain new keys from Campus Operations at a cost of $50 per key. Lost keys should be reported and replaced immediately. Failure to do so puts other residents at risk.

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

Guests, Residential Guests, Occupancy Limits, and Overnight Guests

Residential Guests

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

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

Occupancy Limits With College Residencies

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

Overnight Guests

Permission must always be secured from each resident of a room, apartment, and/or house before a residential guest may stay, particularly overnight. An overnight guest is any individual not registered or assigned by the College to the bedroom, apartment, residence hall, or house that the guest is occupying and

who visits and/or remains in the space between midnight and 7 a.m., regardless of whether they plan to sleep during the stay. Students are required to register any overnight guests with the College using the Overnight Guest Registration form managed by the Office of Residential Life and found on MySLC.

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

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

Locking Doors

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

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

Lockouts

A student who is locked out of their room may call Campus Safety at 914.395.2209 for access. The student will need to show Campus Safety their Sarah Lawrence ID and provide their Student ID Number.

Quiet and Courtesy Hours

Quiet hours are in effect Sunday–Thursday from 11 p.m. to 8 a.m. and Friday–Saturday from midnight to 10 a.m. Quiet hours are designated to support an environment that is conducive to learning and rest. Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet hours, no noise should be audible outside an individual's room.

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

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

Storage

Furniture Storage During the Academic Year

Sarah Lawrence College does not store any furniture, except for approved documented medical accommodations. Students needing such accommodation must contact the director of Access and Disability Services and provide that office with appropriate documentation.

If approved, the director of Access and Disability Services will work directly with Campus Operations.

Summer Storage

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

Yards and Lawns

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

Windows

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

GENERAL COLLEGE POLICIES

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

Bicycles

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

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

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

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

Bike Repair Station

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

Sanctions

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

Billing, Payment of Tuition, Fees, and Related Charges

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

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

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

Chosen Name Policy

As a community that strives to be inclusive, Sarah Lawrence College recognizes that some students may wish to be known by a name that is different from their legal name. Students may select a Chosen Name by which they can be identified within the Sarah Lawrence community (e.g., in class rosters, email address, MySLC forums, and student ID). Chosen Names may be first and/or middle names. Changing the surname would require a legal change of name. For further information and to access the SLC Chosen Name form, please go to https://my.slc.edu/ICS/Campus_Life/Departments/StudentAffairs/Diversity_Equity_and_Inclusion/Chosen_Name_Policy__FAQs.jnz.

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

Closed Captioning

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

Computer and Network Acceptable Use

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

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

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

Acceptable Behavior

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

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

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

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

Student Email Policy

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

College Use of Email

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

Student Email Accounts

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

Expectations Regarding Student Use of Email

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

Appropriate Use

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

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

Redirecting Email

Students may elect to redirect (auto-forward) messages sent to their Sarah Lawrence College official email address. Students who redirect email from their official address to another address (such as AOL, Yahoo!, Gmail, or any email server other than the official College servers) do so at their own risk. Having email lost as a

result of redirection does not absolve a student from the responsibilities associated with communication sent to an official email address. The College is not responsible for the handling of email by outside vendors or unofficial servers.

Copyright Information

The EDUCOM Code

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

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

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

Security and Privacy Rights

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

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

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

Computer networks are not secure. Although it is counter to policy for an unintended recipient to deliberately read another person's electronic communications, the College cannot guarantee that an electronic message

will not be read or examined by an unintended recipient either on or off campus. It is therefore recommended that computer networks not be used to transmit information that is confidential, sensitive, or for which privacy rights might be a concern.

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

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

Computer Accounts

Issuance of Accounts

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

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

Termination of Accounts

Students may retain their remote access to library resources until August 15 of the year in which they graduate. Gryphon Mail (gm.slc.edu accounts) will continue to be supported indefinitely for all students who successfully complete credits with the institution. Students who withdraw before completing any credit will have their accounts terminated at the end of the term in which they withdraw.

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

Emergency Notification

In case of school closings, delayed openings, or a crisis on campus, the College uses an external notification system (Rave Alert System) that sends an email, text message, and voicemail. Students are automatically signed up with this system and keep their information current. If a student changes to a different cell phone provider, the student will need to update the emergency-notification database. Further, Campus Safety is introducing a Safety App (SLCSAFE) for sharing safety information, Emergency Response Guide, and all-around campus-safety support services and partners.

Emergency Response Plan

The current emergency response plan is on the College MySLC Campus Safety page. All members of the community should familiarize themselves with the plan. The Emergency Response Guide (Summary of the Emergency Response Plan) will be available to download by September 1, 2025.

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

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

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

Filming on Campus

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

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

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

Fire-Safety Procedures and Regulations

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

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

What to Do in Case of a Fire

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

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

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

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

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

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year. Any student who fails to leave a building/area during a fire alarm is subject to disciplinary action and a $100 fine.

Fire-Safety Policies and Sanctions

Policies regarding fire safety are outlined below. Violations and alleged violations will be investigated according to the College's Student Conduct Process (p. 224).

Approved Appliances

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

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

Possession of Prohibited Items

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

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

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

Fire-Related Misconduct

Any conduct that creates a fire or creates a foreseeable risk of fire is prohibited, even if no fire is intended or does occur, including, but not limited to, unsafe cooking.

Possession of Prohibited Appliances

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

- Air conditioners not installed by the College
- Electric heaters
- Heavy-duty appliances (except for cube-sized refrigerators and small microwaves)

Possession and/or Use of Candles and/or Incense

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

Possession and/or Use of Grills
The use of unregistered barbecue grills on campus is prohibited.

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

Tampering With Fire-Safety Equipment
Tampering with fire-safety equipment in any way is strictly prohibited. Tampering with fire-safety equipment includes, but is not limited to, moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads. Any tampering with life-safety devices is subject to disciplinary action and a $200 fine.

Tampering With Smoke Detectors/Carbon-Monoxide Detectors/Heat Detectors
Covering, removing, and/or damaging the heads of smoke, carbon-monoxide, or heat detectors is extremely dangerous and prohibited. If a detector in a common area or shared room is covered or disabled, all occupants will be assessed the sanctions, regardless of who tampered with the detector, unless resident(s) take responsibility. In this case, not removing the cover or reporting that the detector is disabled is as dangerous as covering the detector. Any tampering with life-safety devices is subject to disciplinary action and a $200 fine.

Tampering With, Dismantling, or Damaging Door Emergency Alarms or Locks Found on Attic, Balcony, and Roof Doors
Students are not permitted to tamper with, dismantle, or damage the alarms or locks on doors leading to attics, balconies, or roofs.

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

Failure to Leave a Building During a Fire Alarm or Fire Drill
Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year.

Activating a False Fire Alarm or Improper Use of an Emergency Door (Malicious)
Intentionally activating a fire alarm or using an emergency door when there is no safety emergency, necessitating the alarm, is a criminal offense; any student found to have done so is subject to criminal charges, along with College disciplinary action.

Activating a False Fire Alarm (Unintentional)
In cases where a policy violation leads to the unintentional activation of a fire alarm, additional sanctions will be assessed. For example, students who set off a fire alarm by smoking in their rooms will be subject not only to the smoking-policy sanctions.

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

Health and Safety Emergencies

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

Campus members may report concerns about potential health-and-safety threats to Campus Safety 24/7/365 by calling 914.395.2222 for emergencies, 914.395.2209 for non-emergencies. On the SLCSAFE App, members of the College community can report a safety concern that will be routed to the appropriate area or can contact Residential Life staff through appropriate online reporting forms available on MySLC. Such reports will be reviewed, and action will be taken by the College when deemed necessary and in its sole discretion.

Health Insurance and Fees

The College requires each student to be covered by a health-insurance plan. The annual premium for the Student Health Insurance Plan offered by the College will be included on the student's bill. The Student Health Insurance may be waived only if the online waiver form is completed annually, demonstrating comparable insurance coverage for the student. Although many families have some form of insurance, it's important to ensure that students have comprehensive medical, mental health, and prescription-drug coverage in the local

New York area while attending school. All too often, situations arise where a student requires care beyond what is available at the Sarah Lawrence College Health & Wellness Center, only to discover that their insurance covers them only in the event of an emergency or in their home geographic region. Students who waive the Student Health Insurance Plan are responsible for checking with their own insurance companies regarding coverage for off-campus providers.

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

Installations in Public Spaces

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

1. All art or other installations proposed for a public location, including outside spaces (other than the Heimbold Visual Arts Center), must receive approval from Campus Operations. If the proposed location is in a residence hall, approval must also be obtained from the director of residential life and residents of the hall/house/apartment.
2. Installations may be approved for up to a seven-day period.
3. Proposals should include:
    - A written description of the proposed installation, including a description of the installation and the proposed location, the materials to be used, and how the installation will be secured
    - A drawing of the installation and proposed location
    - The requested date(s) and time(s) for the installation (Note: the requested dates and times should include setup and removal.)
    - The name and contact information (both a reliable phone number and an email address) of the person(s) responsible for the installation
4. Students should make an appointment to meet with the assistant vice president of facilities in Campus Operations (Purple Door/Andrews House) to review the proposed project for accessibility and safety issues at least two weeks before the installation start date. This will ensure time to get proper approvals from other departments or students. The student should also meet with the associate director of fire safety to assess possible fire hazards.

5. Approved installations must have, located next to the installation, an "artist's statement" about the installation and the name of the person responsible for the installation.
6. If an approved installation becomes a safety hazard for any reason, Facilities will attempt to contact the artist via phone or email to address the problem. Facilities maintains the right to remove the installation, if necessary, for safety reasons.
7. These guidelines exist to ensure a safe, accessible, and clean community environment. Failure to comply with these guidelines and the installation's approved expectations and conditions, including, but not limited to, removal by the specified date and time or use of unapproved materials, will result in removal of the installation by Facilities. Students may be charged for costs associated with the removal of an art installation and may be subject to disciplinary action.

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

Library Noise and Food/Drink Policy

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

Lower Level: Talking Zone
Expectations:

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

Main Level: Quiet Zone
Expectations:

- Any conversations conducted in muted voices
- Exceptions where louder conversation is often necessary:
    - Information & Circulation Desks

- No food allowed

Upper Level: Silent Zone
Expectations:

- No conversations or disruptions of any kind
- Exceptions for necessary conversation where sound will bleed through:
    - Information & Circulation Desks downstairs
    - Study rooms

- Pillow room

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

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

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

Nondiscrimination

Pursuant to Revenue Procedure 75-50 dated December 8, 1975, Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Department of Health and Human Services regulations promulgated to effectuate Title IX and Section 504, Sarah Lawrence College hereby gives notice of its nondiscriminatory policy as to students and employees.

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

Sarah Lawrence College is committed to the ideal of a community founded on mutual respect and tolerance. Free and robust debate and exchange of ideas are at the heart of our academic enterprise; however, the College makes a distinction between free expression of ideas and physical or verbal abuse or harassment, which threatens or inhibits such expression or significantly interferes with a person's education or work. The College takes the issues of discrimination and harassment seriously and will thoroughly investigate any complaints that are brought to its attention in accordance with the policies and procedures set forth in this handbook. If the investigation determines that discrimination or harassment has occurred, appropriate

disciplinary action will be invoked, up to and including permanent separation from the College. Retaliation against an individual for reporting or providing information about discrimination or harassment is an equally serious violation of College policies.

Inquiries concerning the application of the aforementioned Revenue Procedure, Title IX, or Section 504 to any policy, program, or other activity at Sarah Lawrence may be referred to the vice president for human resources, who has been designated by the College to oversee the continued application of the College's nondiscriminatory policies, or to the College's Title IX coordinator. In addition, inquiries may be addressed to: Director, Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20202-1100.

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

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

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

Official Communication

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

Operating a Business/Solicitation

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

Personal Sales, Student Vendors, and Campus Commerce Policy

To support a vibrant, respectful campus community, Sarah Lawrence College regulates the sale of goods and services on College property. This ensures alignment with institutional values, maintains space equity, and upholds transparency and accountability in all campus-based transactions.

Students are not permitted to sell items for personal profit (e.g., clothing, crafts, baked goods, etc.) on campus outside of sanctioned events or approved processes. This includes:

- Selling items on College grounds, in residence halls, or at unregistered tabling locations
- Advertising personal sales through posters, flyers, or public QR codes without prior approval

Sanctioned Student Sales

Students may sell personal or handmade items only as part of an approved, registered event. These include, but are not limited to:

- Spring Fest, SLCFLea, and similar campus-wide programs
- SLAC-hosted vendor fairs or showcases
- Events tied to theatre productions, academic projects, or student organization initiatives

Participation in these events requires:

- Submission of a Student Vendor Form through the Office of Student Involvement
- Approval of items being sold (no items that violate campus policy or law)
- Adherence to all campus policies regarding space usage, publicity, and conduct

Please note: These sales are permitted for personal gain, but students are considered responsible for any applicable tax reporting under federal or state law. The College assumes no liability.

Outside Vendors

Non-SLC vendors may sell on campus by invitation only, typically in coordination with a campus event. All outside vendors are required to:

- Pay a $75 vendor fee per event (proceeds benefit the Student Scholarship Fund)
- Register with the Office of Student Life
- Follow all applicable College guidelines, including location, time, and set-up rules

The College reserves the right to stop any unapproved sales or remove unauthorized vendors. Students who fail to follow this policy may lose future tabling or event privileges and may be referred to the Student Conduct Process.

Parking and Driving

Sarah Lawrence College Parking Policy

Sarah Lawrence College is committed to ensuring a respectful, safe, and efficient campus environment. Our parking policies are designed with input from students, faculty, and staff and are informed by years of campus operations experience. Parking regulations help maintain safety, support our community values, and foster strong neighborhood relations. Your cooperation is essential.

Overview

- All vehicles parked on campus must be registered with the College and display the appropriate parking permit.
- First-year students are not permitted to have cars on campus.
- Parking permits do not guarantee a parking space. Availability is limited and assigned by permit type and lot designation.
- Fees are charged to the student account and are non-refundable and non-transferable.

Permit Pricing

Student Status	Permit Type	Semester Fee	Annual Fee
Campus Residential	General Permit	$200	$400
Full-Time Student	General Permit	$100	$200
Part-Time Student	General Permit	$50	$100

Note: All permits must be renewed each academic year. Your status is based on the number of classes you are registered for.

Faculty and Staff

Faculty and staff must register their vehicles and display a valid SLC hanging tag at all times when parked on campus.

Guests and Visitors

Visitors must obtain a temporary parking pass from Campus Operations, locate at Andrews House (purple door). Overnight guests require a guest pass.

Vehicle Registration and Regulations

- Each student may register only one vehicle.
- Only vehicles owned by students or immediate family may be registered.
- Falsification of vehicle information may result in loss of parking privileges and disciplinary action. Students are responsible for any fines or violations associated with their registered vehicles, regardless of who is driving.
- Permit stickers must be displayed in the lower left corner of the vehicle's rear window.
- All vehicles must be parked in their designated lot (see lot assignment below).
- All vehicles must follow the "winter parking policy" which requires all vehicles to park overnight in Kober Lot.

Winter Parking Policy

The Winter Parking Policy supports the College's Grounds Department by allowing for efficient snow removal and salting during inclement weather. To ensure this, all vehicles must adhere to the parking guidelines outlined below:

- Effective: January -March
- Designated Parking Area: All student vehicles must be parked in the Kober Lot at all times—weekdays and weekends.
- Vehicle Use: Vehicles may be used for transportation around campus but may not be left parked in any lot other than Kober for any duration.
- Overnight: Faculty, staff and guests parking overnight are required to park only in the Kober Lot.
- Lot Assignments (please note, the winter parking policy will affect the lot assignments)

Faculty, Staff and Students
No Parking Anytime (BOTH Time Periods)

Location	Weekdays 8AM-4:30PM	Evenings & Weekends
Andrews Circle	No Parking Anytime	No Parking Anytime
Behind PAC	No Parking Anytime	No Parking Anytime
Campus Lawns or Cultivated Areas	No Parking Anytime	No Parking Anytime
Curtis House Lot	No Parking Anytime	No Parking Anytime
Fire Lands and Hydrants	No Parking Anytime	No Parking Anytime
Inner Campus	No Parking Anytime	No Parking Anytime

Location	Weekdays 8AM-4:30PM	Evenings & Weekends
Lynd Driveway	No Parking Anytime	No Parking Anytime
Mead Way Driveways	No Parking Anytime	No Parking Anytime
Obstructing a Driveway/Vehicle/Doorway	No Parking Anytime	No Parking Anytime
President's Driveway	No Parking Anytime	No Parking Anytime
Slonim Woods Driveway/Walkway	No Parking Anytime	No Parking Anytime
Tweed Driveway	No Parking Anytime	No Parking Anytime
In Front of Westlands Gate	No Parking Anytime	No Parking Anytime

**This excludes emergency vehicles*

Parking Permitted (Evenings/Weekends)

Location	Weekdays 8AM-4:30PM	Evenings & Weekends
Handicapped/Reserved Spots	Required Permit Only	Parking permitted with required permits
Hill House	Permit Parking	Permit Parking Anytime
Kober Lot	Permit Parking	Parking permitted with any permit
Westlands Lot	Required Permit Only	Required Permit Only

Students

No Parking Anytime (BOTH Time Periods)

Location	Weekdays 8AM-4:30PM	Evenings & Weekends
Mead Way Lot	No Parking Anytime	No Parking Anytime
Morrill Lot	No Parking Anytime	No Parking Anytime
Swinford Lot	No Parking Anytime	No Parking Anytime
Tweed House Lot	No Parking Anytime	No Parking Anytime
Westlands Lot	No Parking Anytime	No Parking Anytime

**This excludes emergency vehicles*

Parking Permitted (Evenings/Weekends

Location	Weekdays 8AM-4:30PM	Evenings & Weekends
Handicapped/Reserved Spots	Required Permit Only	Parking permitted with required permits
Andrews Lot	No Parking Anytime	Parking permitted with any permit
Lynd House Lot	No Parking Anytime	Parking permitted with any permit
Marshall Field Lot	No Parking Anytime	Parking permitted with any permit
North Lot	No Parking Anytime	Parking permitted with any permit

Violation Penalties
Registered Vehicles

- 1st Violation: $50
- 2nd Violation: $75
- 3rd & subsequent: $100

Unregistered Vehicles

- 1st-3rd violations same as above. After a 3rd offense will be booted/towed at owner's expense
- Any vehicles with 10+ violations in one academic year will lose campus parking privileges.

Serious Infractions

- Fire lane or handicapped space (without proper tags): $150 + boot/tow
- Snow violation: $150/day + boot/tow **see winter parking policy*
- Blocking driveways, roads, or other vehicles: Subject to fine and towing

Violation Appeals
Appeals must be submitted in writing to operations@sarahlawrence.edu within two weeks of ticket issuance. If approved, the fine will be waived.

Payment Information
Fines are billed to the College account. Non-affiliated violators infractions will be charged to their host's

account. If there is no host, the individual will be required to pay in cash.

Boot Removal Procedure
Business hours: Contact Campus Operations at 914-395-2385
After hours: Contact Campus Safety at 914-395-2209

Accessible Parking

- Valid city/state-issued placard AND an SLC permit are required.
- Designated spaces are located in the Westlands, Kober, Andrews, 45 Wrexham and North Lot.
- Temporary accommodations for disabilities are available through Health Services (students) or Human Resources (faculty/staff).

Special Conditions

- Do not park on public streets near campus. Vehicles in violation may be towed by the City of Yonkers.
- Vehicles parked on campus roads, driveways, or non-designated areas will be ticketed or towed.

Community Reminders

- SLC's campus speed limit is 15MPH.
- Be mindful of neighbors. Do not block driveways or park illegally off-campus.
- Parking availability may change due to maintenance, special events, or snow. You will be notified by email in advance.

For questions or assistance please contact Campus Operations at Andrews House or
email: operations@sarahlawrence.edu

Vans

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

It is strongly recommended that vans be reserved at least one week in advance. The 15-passenger vans accommodate 14 passengers and a driver, while a minivan accommodates six passengers and a driver. Vans traveling more than an hour's distance or overnight from the Bronxville Campus must have a faculty or staff member in the van as either a passenger or registered driver. Vans may only travel a maximum of 500 miles from campus. No driver may drive more than five consecutive hours. On trips where the driving time exceeds five hours, there must be two registered drivers. Due to the high demand for vehicles during our academic

year, vans may be reserved for a maximum duration of three consecutive days. Scheduled van trips may be canceled by the College due to weather conditions or public-safety emergencies. The assistant vice president of campus safety and assistant vice president of facilities/operations will hear requests for exceptions to this policy.

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

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

Pets

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

There are two exceptions to this policy.

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

Photography and Video Policy

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

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

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

Publicity and Posting

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

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

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

- Barbara Walters Campus Center—four bulletin boards
- Bates common dining lobby
- Campbell Sports Center

- Heimbold Visual Arts Center
- Ilchman Science Center first, second, and third floors
- Laundry rooms (all locations)
- Library copy-machine area
- MacCracken lower level
- Marshall Field lobby
- Reisinger lobby bulletin boards
- The HUB
- Slonim Living Room
- Wrexham lower level

Residence halls: Resident advisers are responsible for posting in the residence halls. If a student would like to post a flyer in their residence hall, they must contact their resident adviser for permission.

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

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

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

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

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

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

Student-Group Travel Policy

Statement of Purpose

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

Registration Process

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

Definition: Student-Group Trip

For the purposes of this policy, a student-group trip is defined as any group of students leaving campus for a College-sponsored or supported activity that requires overnight stay and/or involves a hazardous activity. Groups must register their trip with the Student Involvement and Leadership Office at least two weeks prior to departure if any of the following conditions exist:

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

Exceptions:

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

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

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

Unmanned Aircraft (Drones and Model Aircraft)

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

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

Definitions

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

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

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

Procedures

1. Any College student wishing to operate a UAS as part of academic work or research must contact the dean of the college to obtain permission by submitting their request electronically at least two weeks prior to operating a UAS on College property; Campus Safety should be notified 48 hours prior.
2. All members of the College community are personally responsible for complying with FAA regulations, state and federal laws, and College policies.
3. Any College employee or student who obtains permission to operate a UAS as part of their College employment should have an FAA Airman Certificate or, as part of a College academic or research program, again should notify the dean of the college and Campus Safety 48 hours prior.
4. Third parties engaged by any College employee or student who obtains permission to operate a UAS must also provide proof of FAA approval. In addition, operation of a UAS by a third party over College property must be under a contract that holds the College harmless from any resulting claims or harm to individuals or damage to College property and must provide evidence of insurance as required by the College.
5. If the approved use involves recording or transmitting visual or oral images, operators must take all reasonable measures to avoid violations of areas normally considered private. Under New York State law, unlawful surveillance constitutes a felony.
6. Use of UAS must comply with all other applicable College policies.

Prohibited Uses

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

Sanctions

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

Smoke-Free Policy

Summary

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

Policy Statement

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

- All buildings on the Sarah Lawrence College Bronxville Campus, including, but not limited to, classrooms, lecture halls, residences, residence halls, apartments (excluding legacy tenants of Hill House), laboratories, faculty and administrative offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms.
- All outdoor spaces on the Sarah Lawrence College Bronxville Campus, including, but not limited to, lawns, patios, terraces, fields, open land areas, parking lots, garages, athletic venues, outdoor paths, bridges, and wooded areas. (City-owned streets and sidewalks are excluded from this policy.)
- All partially enclosed areas, including, but not limited to, covered and uncovered walkways, breezeways, loading docks, building entrances, exterior stairways, and landings.
- All vehicles owned and leased by Sarah Lawrence College or its affiliated organizations.
- All off-site locations, buildings, and/or properties leased and managed by Sarah Lawrence College in New York State.

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

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

Background

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

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

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

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

Tobacco-related: applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern or colors, or any other indicia of a product identical to, similar to, or identifiable with those used for any brand of tobacco products or company that manufactures tobacco products

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

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

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

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

POLICY ON SEXUAL VIOLENCE

Purpose of the Policy

Sarah Lawrence College is an intellectual community founded on mutual respect and is committed to providing a living, learning, and working environment that is free from sexual violence in any form. The College, pursuant to the terms of this Policy on Sexual Violence (the "Policy") prohibits offenses of sexual violence (referenced in this Policy as "sexual violence"), which include sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.

Jurisdiction of the Policy

For every report received by the College, the Title IX Office will review the circumstances of the reported conduct to determine whether the College has jurisdiction over the parties involved and take steps reasonably within its control and appropriate to the circumstances, with the aim of addressing reported concerns and preventing harm to those in the community.

I. **To Whom the Policy Applies**

This Policy applies to the following individuals:

- All current and incoming students and student employees, both undergraduate and graduate, enrolled at Sarah Lawrence College
- All Sarah Lawrence College employees (faculty and staff)
- All third parties serving the campus or involved with College-related activities, such as employees of contractors or vendors

The College retains the authority to exercise jurisdiction regardless of where the incident(s) that are reported, or of which the College becomes aware, may have occurred (i.e., whether on campus or off campus) and to determine the appropriate policy provisions and procedures to be applied in responding to such reports. If the College has jurisdiction over the involved parties, Sarah Lawrence College also may investigate any reported violations of this Policy that occur in the context of a College program or activity that affects the College's working or learning environment.

Third-party reports of sexual violence may also be made by any individual affiliated with the College and any nonaffiliated individual. Such reports must still be applicable to the populations listed above.

Geographic Scope of the Policy

The Title IX Office is required to be consistent with federal regulations that impose limits on the situations and the geographic settings that fall within the scope of the College's Title IX compliance obligations. Under New York law and under College policies other than this Policy, however, other occurrences beyond the scope of Title IX jurisdiction may still be investigated and disciplined, where appropriate. Allegations in a Title IX Formal Complaint related to behavior that occurs outside of the education program or activity or outside the United States, or behavior that would not meet the definition of Title IX

sexual harassment as defined by federal regulation, must be dismissed as required by federal regulations currently in effect. Both the complainant and the respondent may appeal the dismissal of any allegations under Title IX. In keeping with the College's educational mission and commitment to fostering a learning, living, and working environment free from discrimination, harassment, and retaliation, however, the College may still move forward with a resolution option (administrative assistance, mediation, or the Formal Complaint Process, as discussed below) employed under conduct policies other than the College's Policy Against Sexual Violence. In such circumstances, the College will use the same resolution process for all forms of prohibited behavior under the College's Policy Against Sexual Violence. Therefore, all allegations of conduct that would otherwise constitute a violation of this Policy, irrespective of the site of the alleged misconduct or the presence or absence of any connection with an education program or activity, will be handled by the Title IX Office and follow the same procedures.

The College will offer supportive measures, including counseling services and educational accommodations, to any students in need of such services, whether an incident is subject to review under this Policy or any other. Additionally, regardless of the jurisdiction of the incident, students may seek support through law-enforcement resources, community resources, or other agencies outside the College.

For more information regarding resources for all persons, including those injured by the acts or conduct of non-College-affiliated individuals, please see "Resources for Students Who Experience Sexual Violence (p. 177)." For additional information about available resources on sexual violence, see www.sarahlawrence.edu/svps and www.my.slc.edu/safe.

II. **Applicable Procedures Under This Policy**

For violations allegedly committed by students or by College faculty, staff, or third-party employees impacting students:

- The disciplinary process and applicable procedures for investigating and/or adjudicating alleged violations of this Policy under the above circumstances may be found in the Student Handbook by visiting: Procedures for Complaints Against Students Regarding Sexual Violence (p. 195) > Options for Reporting Individuals > Formal Complaint Process. Please refer to Procedures for Complaints Against Students Regarding Sexual Violence. (p. 195)

III. **Campus Disciplinary Process vs. Legal Proceedings**

Acts of sexual violence within the scope of this Policy also are prohibited under various New York State and federal laws, including applicable criminal laws in certain circumstances. Incidents of sexual violence, therefore, may give rise not only to an investigation or determination under this College Policy but also to claims in civil litigation and to criminal charges prosecuted in the criminal justice system. The internal Sarah Lawrence processes differ from civil or criminal matters, and the legal definitions used in criminal or civil litigation may vary from definitions used by the Sarah Lawrence community as outlined in this

Policy. In connection with matters reported or proceeding under this Policy, the definitions as outlined in this Policy will govern; and the College, in its sole discretion, will determine any and all jurisdictional questions arising under this Policy.

Pursuing campus resolution under this Policy does not preclude an individual from contacting law enforcement immediately, from seeking the assistance of law-enforcement authorities in the future, from pursuing a criminal charge, or from pursuing a claim in civil court. Similarly, the pursuit of legal action and/or reporting the conduct to law enforcement does not preclude pursuit of campus resolution under this Policy and the Policy's corresponding conduct process.

Additionally, the standards for finding a violation under applicable criminal law are different from the standards for finding a violation of this Policy. Therefore, criminal investigations or reports by law-enforcement officials, or by the District Attorney with respect to bringing a criminal case, are not determinative of whether a Policy violation involving sexual violence can be found to have occurred under the College's Policy. The College's conduct process may run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external law-enforcement officials who may, for example, be gathering evidence, or temporary delays otherwise deemed appropriate in the discretion of the College. Temporary delays generally should not last more than 10 days, except when law-enforcement officials specifically request and justify a longer delay or the College believes a longer delay period is warranted.

Please see the Appendix (p. 235) for a list of relevant local, state, and federal laws that may relate to an incident of sexual violence.

Enforcement of the Policy

The College will promptly consider all reports of sexual violence. The College will take necessary and appropriate measures seeking to remedy such situations, after due consideration of the reporting party's wishes and concerns, although its ability to effectively remediate may be impaired or precluded if a student who reports an act of sexual violence is unable, or unwilling, to identify a potentially responsible party, is unwilling to assist in any investigation that may be undertaken, or requests that no action be taken with respect to a potentially responsible party. In addition, if a reporting student wishes to maintain confidentiality and requests that the student's name or other identifiable information not be shared in connection with any investigation or proceedings under this Policy, or requests that the College not conduct an investigation, the College, may in its discretion, but is not obligated to, honor the student's request.

In exercising such discretion, the College will weigh requests by a student to decline the disciplinary process or for confidentiality against the College's obligation to take reasonable steps to help ensure a safe, nondiscriminatory environment for all members of its community. The College has the sole discretion to make the determination as to whether an investigation must be conducted or proceedings under this Policy must occur. Additionally, if a student pursues the disciplinary process, that student may also withdraw a Formal Complaint any time after filing it or may withdraw from any continuing involvement with the College's process at any time. That determination by the student will not preclude the College from continuing to investigate or from continuing the College's process under this Policy.

Definitions

The College intends to define terms, for purposes of implementing this Policy, consistent with current law and regulation. To the extent such laws or regulations change, the College will apply this Policy and conduct all proceedings hereunder consistent with governing law and regulation.

I. **Definitions of Prohibited Conduct**

A. **Sexual Assault**

Sexual assault is defined as engaging in sexual activity without consent, including having sexual contact or sexual intercourse with another individual without consent.

i. Sexual contact without consent: Any intentional and knowing contact or fondling with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another (whether involving physical contact or not) without permission, or with a person incapable of providing consent. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. This also entails contact done directly or indirectly through clothing, bodily fluids, or with an object. Sexual contact also includes attempted sexual intercourse.

ii. Sexual intercourse without consent: Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

iii. Statutory rape: Under the law in New York, sexual activity is deemed to be nonconsensual if between a legal adult (age 18 or older) and a person under 17 years of age, except that persons 15 years of age or older may be deemed capable of consenting to sexual activity with another who is four years older or less. For a more detailed discussion of these laws and their impact on the ability to consent, see Sections 130.25 and 130.30 of the New York State Penal Code.

B. **Sexual Exploitation**

Sexual exploitation is taking nonconsensual or abusive sexual advantage of another person for a person's own advantage or benefit, or violating the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices):

- Sexual voyeurism, such as permitting others to witness or observe the sexual or intimate activity of another person, in a state of undress, or in a place and time where such person had reasonable expectation of privacy (such as a changing room, toilet, or shower) without that person's consent;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;

- Disseminating, streaming, or posting sexual information, images, or recordings about another person without that person's consent as of the time of the dissemination, streaming, or posting;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Exposing or inducing others to expose themselves when consent is not present;
- Knowingly exposing or transmitting a sexually transmitted disease or infection (STD or STI) or human immunodeficiency virus (HIV) to another person;
- Inducing incapacitation in another person without their consent or knowledge with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs; or
- Sexually based stalking and/or bullying can constitute sexual exploitation, in addition to constituting independently prohibited conduct under this Policy.

C. **Sexual Harassment**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted or unwelcome conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when one or more of the following conditions are present:

i. **Quid Pro Quo:**
   - Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any College program and/or activity, or is used as the basis for College decisions affecting the individual.
   - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual, such as grading; acceptance into a course, program or team; advancement, promotion, hiring, or retention.

ii. **Hostile Environment:** A hostile environment exists when the conduct is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the College's education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).
   Examples of conduct that may constitute sexual harassment include but are not limited to:

   - Pressure for a dating, romantic, or intimate relationship
   - Unwelcome sexual advances
   - Unwelcome touching, kissing, hugging, or massaging
   - Pressure for or forced sexual activity
   - Unnecessary references to parts of the body
   - Sexual comments or references
   - Sexual innuendoes, gestures, or humor

- Sexual graffiti, pictures, or posters

D. **Relationship Violence**

i. **Dating violence:** Any abusive or violent behaviors (including, but not limited to, emotional, physical, sexual, and financial abuse or threat of abuse) between two people committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person who has been subjected to such abusive or violent behaviors, where the existence of such a romantic or intimate relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

This violation includes behavior that seeks to establish power and control over another person by causing fear of physical violence or sexual abuse or assault. Dating violence may be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct.

ii. **Domestic violence:** Any abusive or violent behaviors (including, but not limited to, emotional, physical, sexual, and financial abuse or threat of abuse) between two people that is committed by:

- The current or former spouse of the person who is subjected to the acts of abuse or violence
- A person with whom the person subjected to such abusive or violent behaviors shares a child in common
- A person who is cohabitating with or has cohabitated with the person subjected to abusive or violent behaviors
- Any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of New York State

This behavior seeks to establish power and control over another person by causing fear of physical or sexual abuse or violence. Domestic violence may be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct.

E. **Stalking**

Stalking is knowingly engaging in an unwanted course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Emotional distress means significant mental suffering, anxiety, or alarm.

Conduct that can amount to stalking may include actions directed at another person, whether done directly, indirectly, or through others via devices or via any other methods or means (specifically including electronic means, e.g., cyberstalking), including, but not limited to:

- Following a person
- Being or remaining in close proximity to a person
- Entering or remaining on or near a person's property, residence, or place of employment without permission and without a legitimate purpose
- Monitoring, observing, or conducting surveillance of a person
- Threatening (directly or indirectly) a person
- Communicating to or about a person
- Giving gifts or objects to, or leaving items for, a person
- Interfering with or damaging a person's property (including pets)
- Engaging in other unwelcome contact when that behavior causes fear of harm or substantial emotional distress, and that fear or distress is a reasonable response to the behavior

II. Definitions of Affirmative Consent

Affirmative consent is a **knowing**, **active**, **voluntary**, **present, and ongoing** mutual decision among all participants to engage in sexual activity. Consent may be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Any party claiming that consent was present during a sexual encounter has the burden of proving consent under this Policy.

A. Valid Aspects of Consent

Consent must be all of the following:

- **Knowing:** All individuals understand, are aware of, and agree as to the "who" (same partners), "what" (same acts), "where" (same location), "when" (same time), and "how" (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of "clearly understandable words or actions" that reveal one's expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a verbalized "no") should not, in and of themselves, be understood as consent. Consent may not be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date. It is the responsibility of the person initiating sexual activity to ensure that affirmative consent to that activity, and to all sexual acts, has been given.

- **Voluntary:** Consent must be freely given and may not be the result of the respondent's intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity), force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- **Present and Ongoing:** Consent must exist both at the time of initiation of sexual activity and at all times thereafter throughout the entirety of sexual activity. Consent to previous sexual activity, either at prior times or earlier on a specific date, does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

B. **Capacity to Consent**

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to:

- Age (Generally, the age of consent to engage in sexual activity with a legal adult [18 years of age or older] is 17 in New York.)
- Physical condition
- Disability that impairs the individual's ability to give consent

Reasons why one could lack capacity to give consent due to a physical condition or disability include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) to the point of incapacitation (that being where the person, through drug or alcohol use, is incapable of appreciating that sexual activity is occurring or about to occur, or incapable of knowing, active, voluntary, present, and ongoing consent); or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring or about to occur; or otherwise in a condition rendering the person incapable of knowing, active, voluntary, present, and ongoing consent. For a more detailed definition of incapacitation, please refer to Related Definitions directly below.

For the legal definition of consent under New York State law, see the Appendix to this Policy.

Related Definitions

A. **Force or Coercion**

- **Force:** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, and coercion to overcome resistance.
- **Coercion:** An unreasonable amount of pressure or an intimidating behavior. The use of emotional manipulation to persuade someone to do something they do not want to do or are reluctant to do, such as engaging in sexual activity or performing certain sexual acts, may constitute coercion.

Coercing a person into having sex or performing sexual acts may vitiate consent, even when that consent otherwise may have been expressed by the subject in words or actions. Coercion may occur even where the parties are otherwise in an ongoing relationship, such as a romantic or dating relationship.
Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear that they do not want to participate in a particular form of sexual activity, that they want to stop, or that they do not want to go beyond a certain type of sexual activity, continued pressure can be coercive if it would reasonably place an individual in fear of immediate or future harm.

In evaluating whether coercion was used, the frequency, duration, and intensity of the other person's verbal or physical conduct or threats are all relevant, as is the degree of confinement or isolation to which the person was subjected. Coercion may be evidenced by an interaction that may reasonably be interpreted as indicating that a party will be harmed or restrained if they do not engage in sexual conduct.

B. **Incapacitation**

When alcohol is involved, incapacitation is a state beyond drunkenness or being "buzzed" or intoxicated. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. In general terms, the difference between intoxication or impairment, on the one hand, and incapacitation, on the other, is that a person incapacitated by drug or alcohol use is incapable of appreciating that sexual activity is occurring or about to occur or incapable of providing knowing, active, voluntary, present, and ongoing consent. Alcohol and other drugs impact each individual differently; some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include:

- Lack of full control over physical movements (for example, significant difficulty walking or standing without assistance, or stumbling about);
- Lack of awareness of circumstances or surroundings (for example, lack of engagement with others in the environment, lack of an indication of awareness of where one is, how one got there, who one is with, or how or why one became engaged in ongoing interactions);
- Lack of consciousness or periodic episodes suggesting the person is "in and out" of consciousness; and/or
- Inability to effectively communicate (for example, inability to communicate coherently, inability to follow or meaningfully participate in a discussion, significant slurring of speech, inability to complete thoughts or sentences, difficulty finding words).

A person who is incapacitated but who may appear to be giving consent may not have the capacity to do so. When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the respondent's position knew or should have known that the other party was incapacitated and, as a result, could not consent to the sexual activity. It is especially

important, therefore, that anyone engaging in sexual activity is aware of both any other person's level of intoxication and capacity to give consent. When a question is reasonably raised as to whether a potential partner is incapacitated by alcohol or drug use, one should assume that consent is not able to be given. Being intoxicated or impaired by drugs or alcohol also does not excuse one from the responsibility to obtain consent or from ensuring that a potential partner is capable of consenting. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual violence or to engage in nonconsensual sexual activity.

Because the impact of alcohol and other drugs varies from person to person, the amount of alcohol and/or drugs that a person consumes will not ordinarily be sufficient, without other evidence, to prove that they were incapacitated under this provision.

Another effect of alcohol consumption may be memory impairment or forgetting entire or partial events (sometimes referred to as "blackout" or "brown-out"). A person may experience this symptom while appearing to be functioning "normally," including communicating through actions or words that seem to express an interest in engaging in sexual activity. Whether sexual activity with a person who is "blacked-out" constitutes a violation of this policy depends on the presence or absence of the observable factors that would indicate to a reasonable, sober person that a person is also incapacitated, as described above. Total or partial loss of memory, without more, is insufficient to demonstrate incapacitation.

C. **Preponderance of the Evidence**

Preponderance of the evidence is the evidentiary standard used at Sarah Lawrence College to determine whether or not a respondent, including any student, staff member, or faculty member, is responsible for violating the Policy on Sexual Violence. This standard requires that the preponderance of the evidence—the totality of the credible evidence, considered impartially—must establish that it is more likely than not that the Policy was violated.

D. **Retaliation**

The College does not tolerate retaliation or discrimination against those who bring forward a report or make a Formal Complaint against any person and/or their family and friends, as well as any person who cooperates in the investigation of a report or a Formal Complaint or who participates in the conduct process (either as a party or as a witness) for an alleged violation of the Policy on Sexual Violence.

Anyone who believes that they have been retaliated against as a result of their involvement with an investigation and/or conduct process for an alleged violation of the Policy should immediately report the alleged retaliation to the director of human resources (for faculty and staff) or the dean of studies and student life (for students). The appropriate conduct action will be taken, which may be independent from any investigation into a report of sexual misconduct and/or the Formal Complaint Process. Sanctions for retaliation will range up to and including suspension or expulsion from the College in the case of a student who has retaliated, and up to and including termination of employment in the case of an employee who has retaliated. The Title IX coordinator may be consulted about allegations of retaliation, and retaliation

allegations may be resolved within an investigation into the underlying report of sexual misconduct and/or the Formal Complaint Process, at the discretion of the Title IX coordinator in consultation with the director of human resources (for faculty and staff) or the dean of studies and student life (for students). For further information on the College's general policy prohibiting retaliation, please refer to the Conduct Code section of the Student Handbook.

Definitions of Roles Under This Policy

A. **Adviser**

Students may select a single adviser of their choice. The adviser may be a parent, friend, faculty/staff member, or a lawyer. The adviser must maintain confidentiality throughout the duration of their time serving as an adviser and even after conclusion of the process. This includes a prohibition of public disclosure of information learned during the proceedings under this Policy. An individual is not obligated to serve as an adviser and may decline to do so if, for example, they perceive a conflict of interest in being one party's adviser, conclude they may not effectively assist the party, or perceive the presence of any other compelling reason.

At the student's request, an adviser may be present at any meeting conducted as part of the process under this Policy. The role of the adviser is limited to the following:

- Within any meeting or communication regarding the Formal Complaint (except questioning in the hearing, addressed separately below), the adviser may not speak on behalf of the student. The adviser may counsel the student and may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- During the investigation, the adviser also may not speak on behalf of the student. The sole role of the adviser during the investigation is to provide private support and advice to the student outside of the interview. The adviser also may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- During the hearing, the role of the adviser is to relay their party's desired questions (subject to the Hearing Adjudicator determining whether the question is appropriate and relevant) to be asked of the other party or witnesses. Advisers are not permitted to raise objections to questions posed by the other party's adviser or the Adjudicator, argue in support of their advisee's position, or otherwise "represent" the advisee in the hearing. The parties and their adviser may consult in private during the hearing, but any break in the hearing for purposes of such consultation may not occur while a question is pending.

If a student is unable or unwilling to procure an adviser of their choice, the College will appoint an adviser to the student, free of charge. While the student may determine the participation of the adviser during the investigation, the adviser must be present during the hearing in order to ask questions of the other party and witnesses, as stated above. Parties are prohibited from directly questioning any other party, or any witness, at any hearings conducted as part of the Formal Complaint Process.

B. **Complainant**

The Complainant is an individual who has signed or endorsed a Formal Complaint alleging a violation of this Policy, and/or other applicable College policies, and has requested an investigation and hearing as part of a Formal Complaint Process.

In the event the person who has experienced the alleged misconduct chooses not to file a Formal Complaint and the College files a Formal Complaint, the person who experienced the alleged misconduct will still be considered the Complainant and the Complainant need not participate in the process but will receive all notices issued under this Policy and Process.

C. **Hearing Coordinator**

The Title IX coordinator or the coordinator's designee serves as the Hearing Coordinator. The Hearing Coordinator is responsible for overseeing the hearing procedure for all alleged violations of this Policy, including administrative and logistical assistance to the Hearing Adjudicator, disseminating the Hearing Adjudicator's decisions, and maintaining the case records. The Hearing Coordinator ensures that the Complainant's and the Respondent's rights under these procedures are honored and that hearing procedures are followed.

The Hearing Coordinator or the coordinator's designee may be present for the hearing but will not take part in the deliberations and outcome of the Hearing; however, the Hearing Adjudicator may call upon the Hearing Coordinator during the deliberations to answer questions about the conduct process, precedent, or other pertinent matters.

D. **Hearing Adjudicator**

The Hearing Adjudicator hears and assesses Formal Complaints of alleged violations of the Policy; makes determinations of responsibility in such cases; and, if applicable, determines sanctions. The Hearing Adjudicator is a single individual specifically trained to adjudicate hearings within the Formal Complaint Process. In addition to training on the adjudication process, the training includes information on how to evaluate evidence impartially, engage trauma-informed sensitivity during hearings, and analyze facts and credibility.

The potential Hearing Adjudicator may be excused in the event of a conflict of interest, lack of availability, or other valid reason, as determined by the Title IX coordinator and in the Title IX coordinator's sole discretion.

E. **Investigator**

The College will designate the Investigator(s), who may investigate reports and Formal Complaints made under the Policy. The Investigator(s) are responsible for overseeing and completing the investigation procedure and shall draft the Final Investigatory Report, which includes the Formal Complaint; relevant statements;, summaries of interviews of the Complainant, the Respondent, and any relevant witnesses; relevant physical and documentary evidence; and, if appropriate, a credibility analysis.

F. **Reporting Individual/Complainant**

The Reporting Individual is a person who reports an alleged violation of the Policy but has not filed a Formal Complaint. The Reporting Individual may be the person who has been subjected to an alleged violation of the Policy or may be a third party (such as a witness or Mandated Reporter).

G. **Respondent**

The Respondent is a person who has been alleged to have violated and/or has been charged with an alleged violation of, the Policy in a Formal Complaint and/or other related conduct violations under other applicable College policies.

H. **Witnesses**

Witnesses are identified as any person(s) with direct and/or relevant knowledge of the alleged Policy violation being reported other than a Complainant or Respondent. Witnesses may be individuals affiliated with the College community and/or individuals outside of the community

Alcohol and/or Drug-Use Amnesty

The health and safety of every student at the College is of critical importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that sexual violence occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

A. **Bystanders or Reporting Individuals Reporting Under the Influence**
A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of sexual violence to the College's officials or law enforcement will not be subject to the College's conduct process for violations of alcohol and/or drug-use policies occurring or allegedly occurring at or near the time of the alleged incident. The College strongly encourages students and all community members to promptly report incidents of sexual violence to appropriate College officials.

B. **Disclosing Substance Use During the Formal Complaint Process**
Similarly, students disclosing during the Formal Complaint Process the use of alcohol or drugs in connection with a potential violation of this Policy will not be subject to the College's disciplinary process for such disclosed violations, assuming that the disclosure is related to the alleged Policy violation at issue.

Policy on Consensual Relationships

I. **Policy on Romantic or Sexual Relationships Between Employees and Students**
As a condition of employment, all employees of the College (including full- and part-time administrative staff, full- and part-time regular faculty, guest faculty, graduate faculty, coaches, and employees of independent contractors or vendors) may not engage in sexual or romantic relations with any Sarah Lawrence College student, regardless of whether the student consents to such interaction. The Policy does not apply to students who are already spouses/domestic partners of current employees at the College or spouses/domestic partners of contractor or vendor employees working at the College.

A romantic or sexual relationship between a faculty or staff member and a student poses a significant potential threat to the health and well-being of the College community.

- Such a relationship could lead to preferential treatment or other acts, actual or perceived, of alleged favoritism or alleged retaliation on the part of an employee toward a student.
- Given the power differential between students and faculty or staff members, there is serious concern that such relationships could never be fully consensual or could be perceived by others, at the time or in retrospect, as coercive in nature.
- Such relationships may also be harmful to other students and employees not directly involved and highly injurious to the College's commitment to providing a nurturing learning and work environment for all in the community.

II. **Procedures on Romantic or Sexual Relationships Between Employees and Students**

A. **Reporting Violations of This Policy**

1. **For Concerns Regarding Faculty:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a faculty member and a student should speak to the Title IX Office. The Title IX Office and/or Human Resources Office will meet with the parties involved to discuss this report. The Office will confer with the director of human resources and the provost and dean of the faculty or, if appropriate because the student is a graduate student, the dean of graduate and professional studies. The matter may be referred to the process established for complaints involving faculty (see Article III, Section GD of the faculty bylaws). The appropriate dean will report the resolution of any such complaint to both the student and the faculty member.
2. **For Concerns Regarding Staff:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a staff member or contractor/vendor employee with a student should contact the director of human resources.

Employees who engage in sexual or romantic relationships with a student contrary to the requirements provided in this Policy are subject to disciplinary action, up to and including dismissal, depending upon the nature of and context for the violation. Employees who are approached by a student seeking to establish or embark upon a romantic relationship shall (in addition to rejecting the

overture) immediately report the overture to their direct supervisor and to the director of human resources. Failure to make such a report may constitute grounds for disciplinary action, up to and including dismissal.

For advice or consultation regarding the appropriate course of action, community members may seek assistance from the director of human resources or the College's Title IX coordinator. If there is any doubt whether a relationship falls within this Policy, individuals should disclose the facts and seek guidance rather than fail to disclose. Additional questions may be addressed to an appropriate supervisor, the provost and dean of the faculty, the dean of graduate and professional studies, the College's Title IX coordinator, or the Human Resources Office.

B. **Jurisdiction of This Policy**
Should a romantic or sexual relationship with a student be considered to potentially have been nonconsensual or to potentially have met the definition of sexual harassment against a faculty member or staff member, the College will investigate and resolve this matter in accordance with the Sarah Lawrence College Policy on Sexual Violence. This Policy on Romantic or Sexual Relationships Between Employees and Students therefore applies to such relationships only to the extent that they are not covered by the Policy on Sexual Violence. In the event a question arises as to which policy is applicable to a given set of circumstances, the College, in its sole discretion, will choose the policy and the procedures that will control.

C. **Adjudicating Violations of This Policy**
Upon receipt of a notification involving a possible violation of this Policy, the director of human resources (or the director's designee) and/or the provost and dean of the faculty (or their designee) will meet with the parties involved. The parties involved may have an adviser of their choice present during the initial interviews and during such further interviews as the director and/or the provost and dean of the faculty may deem necessary.

The director of human resources and/or the provost and dean of the faculty will use a preponderance-of-the-evidence standard to determine responsibility (i.e., it is more likely than not that the Respondent was responsible for the prohibited behavior). The director of human resources and/or the provost and dean of the faculty will report the resolution to both parties. This report will summarize the conclusions of the investigation and also may include, where deemed appropriate, any actions taken or penalties imposed.

The facts about individual cases and their disposition are confidential. This means that such information is shared by the College only on a need-to-know basis. The College reserves the right, moreover, to correct or address misinformation or incomplete information that becomes public as a result of the alleged violation or to make such disclosures as may be in the best interest of the College and the College community.

Resources for Students Who Experience Sexual Violence

Should an individual find that one or more of the provisions within the Policy on Sexual Violence has been violated, this section describes how to report an incident of sexual violence, students' rights and responsibilities in the disciplinary process, and other on- and off-campus resources.

Reporting Options

The College encourages reporting of sexual misconduct. Members of the College community who believe that they have experienced sexual misconduct have the right to choose whether to report the incident to the College or law enforcement and have the right to choose whether to engage with the College once the College receives a report. The information below is for individuals who wish to report incidents of sexual misconduct. All persons are cautioned that a delay in reporting alleged Policy violations or in pursuing a Formal Complaint that can trigger an investigation may impair the effectiveness of such investigation or any proceedings hereunder.

I. **Reporting to the College**

A. **Title IX Office**

The College has named a Title IX coordinator to oversee College compliance with Title IX regulations. The Title IX coordinator will:

- Provide oversight for all Title IX reports and identify patterns, issues, and/or problems. Note: The Title IX coordinator oversees these processes but does not have a role in the sexual-violence investigation, hearing, and/or adjudication except as otherwise stated, which may be found in "Procedures for Complaints Against Students Regarding Sexual Violence (p. 195)."
- Review and support the informational initiatives enabling students, staff, and faculty to fully understand sexual violence and sexual harassment as forms of sexual discrimination and to further educate the community about College policy and procedures.

To contact the Title IX coordinator, please refer to the following information:

Title IX Coordinator
Phone Number: 914.395.2575
Email: titleix@sarahlawrence.edu

B. **Mandated Reporters**

The College recognizes that students may be most comfortable disclosing gender-based misconduct to a College employee whom they know well. These individuals (also known as "Mandated Reporters") are required to report the incident to the Title IX coordinator. Before a student reveals information about an incident, the Mandated Reporter will try to ensure that the student understands their reporting obligations.

Mandated Reporters include the following individuals:

- Office of Residential Life staff members, including resident advisers (RAs) and assistant residential-life coordinators (ARLCs)
- All Office of Student Life staff
- All Campus Safety staff
- All faculty members, including dons and guest faculty
- All other College employees (with the exception of Health & Wellness staff)

C. **Exceptions to College Reporting**

If an individual discloses information through a public-awareness event, such as candlelight vigils, protests, or other public events, the College will not consider such disclosure to be a report of an incident under this Policy and will not be obligated to evaluate the report based on such information. The College may use the information provided at such an event, however, to inform additional education and prevention efforts.

II. **On-Campus Confidential Resources**

If a student wants to maintain confidentiality and has not disclosed information about an incident, Mandated Reporters will seek to direct the student to the College's confidential resources. Confidential resources are individuals or groups whose communications legally may not be disclosed to another person without a student's consent except under very limited circumstances, such as an imminent threat or danger to self or others. **Students may use these resources even if they decide not to make a report, decide not to file a Formal Complaint, or decide not to participate in the College's conduct process or the legal process.**

The College maintains only one confidential resource: the Health & Wellness Center.

- Students may speak with a Health & Wellness staff member openly and without fear of initiating a report to the Title IX Office, Campus Safety, or others on or off campus, as long as there is no imminent danger to the individual or others.
- Health & Wellness staff will listen, help students to access additional assistance if needed, and explain options for obtaining additional support from the College and others. Health & Wellness staff can also arrange for medical care or accommodations and accompany students, or arrange for someone to accompany students, to seek such care. The staff are also familiar with the College's disciplinary process, can explain what to expect, and provide support while disciplinary or criminal processes are pending.

Some students may still wish to seek other confidential resources in addition to Health & Wellness. For more information on how to access off-campus confidential resources, please see the section on "Off-Campus Resources & Assistance (p. 182)" under Supportive Measures.

On-Campus Confidential Resources

Resource: Health & Wellness Center

Contact Information
Psychological Services: Cary Bosak
Medical Services: Mary Hartnett
Lyles House
914.395.2350
Monday–Friday, 9 a.m.–5 p.m.
https://www sarahlawrence edu/health-and-wellness/

Description of Services: Provides confidential care for students' medical and psychological health concerns.

Resource: My Student Support Program (MySSP)

Contact Information
Health & Wellness Center
Lyles House
914.395.2350
Monday–Friday, 9 a.m.–5 p.m.

Description of Services: Provides all undergraduate and graduate students with immediate, 24-hour support at no cost to the student, regardless of health-insurance provider. Immediate support is available by phone or text; ongoing support by appointment, available through phone or secure video portal.

III. **Reporting to Law Enforcement**

An individual who has experienced sexual violence has the right to choose whether to file a police report. Sarah Lawrence College encourages individuals to report incidents of sexual violence to local law enforcement. The Title IX Office provides information on contacting local law enforcement and, at the individual's request, can assist an individual in doing so; however, the Title IX Office will not compel an individual to go to law enforcement.

A. **Reporting to Local Yonkers Law Enforcement**

If the Reporting Individual decides to file a criminal report, the College will assist in contacting the Yonkers Police Department or other appropriate law-enforcement agency. The College also has an agreement with the Yonkers Police Department pursuant to which the police will come to campus to take a report.

- When the police come to campus, they also will engage in such acts as they deem appropriate to ensure the physical safety of the involved persons.
- Interviews generally will be conducted in private, but students may request the presence of a member of Public Safety, a friend, or another adviser or supportive person during the interview.

- Filing a police report may result in the investigation of whether sexual violence or related crimes occurred and the prosecution of the perpetrator.

It is also important to note that timely reporting to the police is an important factor in the successful investigation and prosecution of crimes, including sexual violence.

Once the police investigation is completed, the case generally will be referred to the Westchester County District Attorney's Office for a preliminary review. The District Attorney's Office decides whether a case will be prosecuted criminally. Some of the factors going into that decision will be the quantity and quality of evidence available to prove the charge(s) in court. If the district attorney decides not to prosecute, that decision does not mean that the report of assault was not credible or that there was no assault. It only means that, based on past experience, the prosecutors in the District Attorney's Office do not believe that there is sufficient evidence to successfully prosecute the case in court, where they must prove guilt beyond a reasonable doubt.

B. **Reporting to New York State Law Enforcement**

As a result of the New York State Enough Is Enough legislation, the state instituted a New York State Police Campus Sexual Assault Victims Unit. This unit acts as a liaison with all private and public colleges and universities within the state and is specifically trained to respond to Reporting Individuals. In addition to having the option to report to local law enforcement, Reporting Individuals may also make reports of sexual violence to the Campus Sexual Assault Victims Unit.

The state troopers within the Campus Sexual Assault Victims Unit are available to assist Reporting Individuals in reporting to law enforcement and to inform Reporting Individuals of the legal and criminal action that they may pursue. The Title IX Office provides information on contacting state law enforcement and, at the individual's request, may assist an individual in doing so; however, the Title IX Office will not compel an individual to go to law enforcement.

To contact the Yonkers Police Department for incidents that occurred on campus:

Phone Number: 914.377.7900
Location: 104 South Broadway, Yonkers, NY 10701
Website: Yonkers Police Department
To contact the New York City Police Department for incidents that occurred within New York City:
Phone Number: 212.267.RAPE (7273) (Sex Crimes Report Line)
Location: Visit this page to seek out the nearest precinct.
Website: NYPD Victim Services

To contact the New York State Police Department for incidents that occurred within the State of New York:
Phone Number: 1.844.845.7269 (non-emergent toll-free hotline)
Location: State of New York
Website: NY State Police Campus Sexual Assault Victims Unit

Supportive Measures

Sarah Lawrence College offers myriad services and resources concerning sexual violence. The College is committed to providing equal access to resources for both Reporting Individuals/Complainants and Respondents. These resources include counseling services, medical services, victim advocates, volunteer visa and immigration assistance, and volunteer legal assistance. The College also has the ability to institute supportive measures to prevent or minimize contact between a Reporting Individual/Complainant and a Respondent.

I. **On-Campus Resources & Assistance**
The information listed below pertains to resources that the College has the ability to initiate for students involved in incidents of sexual violence.

A. **Measures for the Individual(s) Involved**
Individuals who make a report may be offered supportive measures (changes to academic, living, working, or transportation situations or other applicable arrangements) in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Individuals may receive these measures regardless of whether they choose to report the crime to law enforcement. Individuals may also receive these measures regardless of their decision to pursue any disciplinary action or the Formal Complaint Process.

Depending on an individual's needs or the nature of the situation, these supportive measures and accommodations may vary and change. Below is a list of potential accommodations, which may be temporary or permanent and which may be taken where reasonable and appropriate under the circumstances.

B. **Measures Involving Notification to the Alleged Individual**

1. **No Contact Order (NCO) Directive**
Upon receiving a Preliminary Report, the Title IX Office may issue a No Contact Order to any parties involved, if deemed appropriate, or at the request of the Reporting Individual/ Complainant and/or the Respondent.

A No Contact Order, if issued, will be mutual and will stipulate that both parties are not allowed to have any contact with each other in person, online, or through third parties on their behalf or what appears to be on their behalf. Additionally, if the parties observe each other in a public place, it shall be the responsibility of the individual who came into the area subsequent to the first individual situated there to leave the area immediately and without directly contacting or communicating with each other unless the No Contact Order specifically states otherwise. The College may also establish an appropriate schedule for the parties to access applicable College buildings and property, where needed. **Restrictions that may arise from No Contact**

Orders are not sanctions imposed for violations of this Policy and may be imposed at any time in the process and without the need for a finding of responsibility or non-responsibility for any Policy violation on the part of any party.

Academic

Types of Potential Supportive Measures

- Rescheduling classes or exams
- Alternative course-completion options
- Ability to transfer sections or withdraw without penalty
- Excused absences for class attended (related directly to incident or partaking in any part of the College's process)

Campus Partners

Dean of Studies
Westlands, 2nd Floor
914.315.2249
Monday–Friday, 9 a.m.–5 p.m.
deanofstudies@sarahlawrence edu

Individual Professors/Dons

Health & Wellness

Types of Potential Supportive Measures

- Assistance setting up counseling-services session
- Emergency counseling-services session
- Voluntary medical leave of absence
- Access or referrals to medical services
- Medical transportation/escort

Campus Partners

Health & Wellness Center
Lyles House

914.395.2350
Monday–Friday, 9 a.m.–5 p.m.
https://www sarahlawrence edu/health-and-wellness/

Housing

Types of Potential Supportive Measures

- Relocation of housing assignment
- Options and resources for off-campus housing

Campus Partners
Department of Residential Life
Bates 205
914.315.2575
Monday–Friday, 9 a.m.–5 p.m.
reslife@sarahlawrence edu

On-Campus Housing

Types of Potential Supportive Measures

- Excused absences for missed work (related directly to incident or partaking in any part of the College's process)
- Changes to work schedule

Campus Partners

Office of Student Employment
Westlands, 1st Floor
914.395.2570
https://www sarahlawrence edu/financial-aid/student-employment/

Safety and Security

Types of Potential Supportive Measures

- No Contact Order (NCO)
- Persona Non Grata (PNG) Directive
- Medical transportation/escort
- Safety-related plans and strategies for off campus

Campus Partners

Office of Campus Safety
Swinford Annex
914.395.2222 (Emergency)
914.395.2209 (Nonemergency)
security@sarahlawrence edu

2. **Community Safety Assessment**
A community safety assessment is a process conducted by the Office of Campus Safety to determine if a student, such as the Respondent who is the subject of a report alleging a violation of this Policy, may be a danger to the Reporting Party and/or members of the College community. Typically, a campus safety assessment regarding sexual violence will consider whether the Respondent or another person may be a danger to the Reporting Individual/Complainant or to the College community. While this process may be utilized in relation to alleged incidents of sexual violence, it is also utilized by the College in other incidents pertaining to the safety of individual students and the community.

   The Title IX Office, in consultation with such others as deemed appropriate, will determine if a campus safety assessment should occur upon receipt of a report of sexual violence. If it is determined as a result of the assessment that the Respondent or other person may be a danger to the Reporting Individual/Complainant or the community, the Title IX coordinator, in consultation with such others as the coordinator may consider appropriate, will take appropriate action to address and limit the perceived danger. Such action may include, but is not limited to, immediately removing the Respondent or other person from campus or restricting access to portions of the campus or to one or more campus activities.

   Additional supportive restrictions may be determined by the Title IX coordinator or the dean of studies and student life based on the needs and interests of the campus community. Restrictions that may arise from this assessment process are not sanctions imposed for violations of this Policy and may be imposed at any time in the process and without the need for a finding of responsibility or non-responsibility for any Policy violation on the part of any party.

3. **Persona Non Grata (PNG) Directive**
Upon receiving a Preliminary Report in which the alleged individual is not affiliated with the College, the Title IX Office may issue a persona non grata (PNG) directive at the request of the Reporting Individual/Complainant.

A PNG directive stipulates that the alleged non-Sarah Lawrence College-affiliated individual is an unwelcome person to the College and is prohibited from being on College grounds or at any College-sponsored event. If a violation of the PNG directive is made, the recipient of the directive may be removed by Campus Safety or arrested by local law enforcement.

The Title IX Office evaluates the need for the PNG directive after receiving information from a Reporting Individual/Complainant. Considerations for the directive include, but are not limited to, concern for a Reporting Individual's/Complainant's safety and well-being, concern for the safety and well-being of the College community, or previous incidents in which the alleged individual has made themselves known to the College.

II. **Off-Campus Resources & Assistance**

The information listed below pertains to off-campus resources that students involved in incidents of sexual violence may wish to consider. All resources are completely independent entities from the College.

A. **Advocacy Resources**

Below is a list of free off-campus advocacy resources:

Resource: Hotlines

Contact Information

RAINN: Rape, Abuse, Incest, National Network: 800.656.HOPE
NY State College Campus Sexual Assault Hotline: 844.845.7269
NY State Domestic Violence Hotline: 800.942.6906
NYC Hotline: 1.800.621.4673 (HOPE)

Description of Services: All hotlines provide 24-hour (7 days/week) crisis counseling and information regarding sexual assault, dating violence, and stalking. Survivors and friends of survivors may call. Note: The hotlines may also provide information on local hospitals, such as hospitals that have a victim advocate or SANE (Sexual Assault Nurse Examiner) available.

Resource: WestCOP Victims Assistance Services (VAS)

Contact Information
2 Westchester Plaza
Elmsford, NY 10523
914.345.3113
https://westcop.org/programs/vas/

VAS Toll-Free Helpline: 914.827.2255
Local Westchester Hotline: 914.345.9111

Description of Services: VAS provides free, comprehensive, and compassionate services to crime victims and their families, friends, and loved ones. Those eligible to utilize VAS include: any adult,teen, or child affected, directly or indirectly, by domestic or dating violence, rape or sexual assault, stalking, homicide or DWI, elder abuse, child abuse, physical assault, bullying (including cyberbullying), harassment and hate crimes, sex and/or labor trafficking, physical assault, burglary, identity theft, and other crimes.

Resource: My Sister's Place

Contact Information
3 Barker Ave.
White Plains, NY 10601
914.683.1333
https://mspny org/
My Sister's Place 24/7 Hotline: 800.298.7233 (SAFE)

Description of Services: My Sister's Place provides comprehensive services on domestic violence and human trafficking for victims and survivors, including legal services, confidential local emergency shelter, counseling, safety planning for adults and children, and accompaniment to court.

Resource: NYC Anti-Violence Project

Contact Information
116 Nassau St., 3rd Floor
New York, NY 10038
212.714.1184
https://avp org/
AVP Hotline: 212.714.1141

Description of Services: The NC Anti-Violence Project rovides resources for lesbian, gay, transgender, bisexual, and HIV-affected survivors and victims affected by violence.

Resource: Hope's Door

Contact Information

Main Office: 50 Broadway
Hawthorne, NY 10532
914.747.0828
Hope's Door Family Justice Center
County Courthouse
111 Martin Luther King Jr. Blvd.
White Plains, NY 10601
914.995.3100
https://hopesdoorny org/
Hope's Door 24/7 Hotline: 888.438.8700

Description of Services: Hope's Door prevents, responds to, and partners to end domestic and intimate partner violence and other forms of abuse. The organization also offers confidential emergency shelter, counseling, advocacy, and legal services for victims of domestic violence and human trafficking.

1. **Seeking Confidential Medical Services**
   Experiencing any form of sexual violence is difficult and overwhelming. Regardless of whether the individual chooses to report the incident, the College strongly encourages survivors of any form of violence to seek medical attention as soon as possible—even if the individual feels no injury was sustained.

   Medical-assistance providers can treat visible physical injuries and identify injuries that may not be visible and, where appropriate, address concerns regarding sexually transmitted infections and pregnancy and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., Rohypnol or other "date-rape" drugs) and perform a rape evidence-collection procedure, both of which are strongly recommended to preserve all legal remedies. Such services are confidential resources and are not obligated to disclose reports of sexual misconduct to the Title IX coordinator for the College under any circumstance or to law enforcement except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law.

   Rape evidence collection may be performed through:
   Westchester Medical Center
   Forensic Acute Care Team (FACT) Program

This program is available 24/7, provides medical and/or forensic evidence collection evaluations free of charge, and offers counseling and advocate services. The program is available to individuals of all ages in which the incident occurred within the past 96 hours or if the individual is reporting active symptoms (such as pain, bleeding, or skin injury).

If the incident is reported to the College or the Title IX Office, transportation to Westchester Medical Center may be provided by SLC Campus Safety.

2. **Preserving Physical Evidence**

Regardless of whether an incident of sexual violence is reported to law enforcement or to the College, Sarah Lawrence College strongly encourages individuals who have experienced sexual violence to preserve evidence to the greatest extent possible, as this will best preserve all legal options for the future. Additionally, such evidence may be helpful in pursuing a complaint with the College. While the College does not conduct forensic tests for parties involved in a Formal Complaint, results of such tests that have been conducted by law-enforcement agencies and/or medical assistance providers may be submitted as evidence that may be considered in the process, provided those results are available at the time of the investigation and proceeding.

Below are suggestions for preserving evidence related to an incident of sexual violence. It is important to keep in mind that each suggestion may not apply in every incident.

General physical-evidence preservation suggestions:

- In order to best preserve their legal options in the future, individuals should consider not altering, disposing of, or destroying any physical evidence of sexual violence.
- If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so that they can attempt to collect possible evidence (e.g., from the drink, through urine, or by blood sample).
- Individuals can preserve evidence of electronic communications by saving them and/or by taking screenshots of text messages, instant messages, social-networking pages, or other electronic communications and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.
- Even if survivors choose not to make a report with the College, they may consider speaking with law enforcement to preserve evidence. Please note that Campus Safety, as College employees, would have to report the concern to the Title IX Office.

Physical evidence preservation suggestions specific to sexual assault:

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48–96 hours), individuals who have been sexually assaulted and wish to preserve evidence should immediately go to a hospital or medical facility to seek a medical examination and/or evidence collection.
- An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.
- An individual who has been sexually assaulted and decides to change clothes or bedding and wishes to preserve evidence should not wash the clothes worn or bedding used during the assault and should bring them to a hospital, medical facility, or the police in a nonplastic (e.g., paper) bag.

B. **Legal Resources**

- **Orders of Protection**

  Orders of Protection, sometimes called restraining orders, are legally mandated court orders issued by the courts, the District Attorney's office, and/or the police. The College has no direct role in the process related to the issuance of Orders of Protection; however, individuals have the right to be assisted by the College's Campus Safety or other College officials in seeking an Order of Protection. The individual is also entitled to receive a copy of any Order of Protection or equivalent that may be issued as promptly as practicable after such order is received by the College and have an opportunity to meet or speak with a College representative or other appropriate individual who can explain the order and answer questions about it, including information about the responsibility of the recipient of the order to stay away from the protected person or persons.

  Sarah Lawrence College recognizes Orders of Protection by directing any person who obtains such an order to provide a copy to the director of campus safety. An individual who is a protected person under the order may then meet with the director of campus safety to develop a plan to reduce risk of harm while on campus or while coming to and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changes in housing/ academic/campus work arrangements, and other necessary accommodations.

  Individuals have the right to receive assistance from Campus Safety when the individual may seek to cause or request an arrest for an alleged violation of an Order of Protection; however, Campus Safety does not possess arrest powers. Therefore, upon request, College Campus Safety staff will call on local law enforcement for this purpose. Nothing in this Policy shall limit or negate current law-enforcement jurisdiction and procedures. Visit the New York Courts website for a more comprehensive discussion on Orders of Protection.

- **Cases in Which There Is No Order of Protection in Place:** Even if there is no Order of Protection in place, the College can still help parties under this Policy with the development and implementation of a plan to reduce risk of harm while on campus or while coming to and going from campus. Please refer to the previous section, "On-Campus Confidential Resources (p. 177)".

III. **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law-enforcement agency information concerning registered sex offenders, provided by a state, may be obtained. The Act also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services, or is a student.

Information regarding sexual offenders is available through the New York State Offender Registry at https://www.criminaljustice.ny.gov/nsor or by calling, toll-free, 1.800.262.3257. Compliance with the provisions of this Policy does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Below is a list of free off-campus legal resources:

Resource: Victims Justice Center (VJC) of the Westchester County District Attorney's Office

Contact Information:

11 Dr. Martin Luther King Jr. Blvd.
White Plains, NY 10601
914.995.3300
https://www westchesterda net/victim-services/victims-justice-center

Description of Services: VJC assists victims in filing applications to the New York State Office of Victim Services for reimbursement of fees associated with things such as crime-scene cleanup costs, funeral expenses, or other financial losses experienced as a result of a crime against them. VJC also makes referrals to other community organizations/service providers and counseling.

Resource: Pace Law School Women's Justice Center

Contact Information:

78 N. Broadway
White Plains, NY 10603
914.422.4628
https://law.pace.edu/wjc
Legal Helpline: 914.278.0739

Description of Services: The Center provides legal assistance for all individuals who experience sexual assault, domestic violence, and elder abuse regardless of sex or gender. Services also include a free walk-in clinic.

Resource: Hudson Valley Justice Center

Contact Information:

30 South Broadway, 6th Floor, Yonkers, NY 10701
914.308.3490
www.HVJC.org

Description of Services: The Center provides free legal services to the immigrant community with various civil legal issues, including housing, immigration, and wage theft.

Resource: New York City Alliance AgainstSexual Assault

Contact Information:

32 Broadway, Suite #1101
New York, NY 10004
212.229.0345 x326

http://www svfreenyc org/alliance-legal-services-program

Description of Services: The Alliance provides services for survivors and victims of sexual assault through the Alliance Legal Services Program and can offer consultation, representation, and referrals for criminal justice, victim compensation, visa/immigration needs, family law issues, and Title IX-related concerns.

Prevention and Education

All members of the Sarah Lawrence community play a role in creating a culture of safety and respect and in eliminating sexual violence. Members of the campus community may take steps to limit the potential to hurt others by seeking out education on what consent really means. The College prohibits sexual violence and will offer resources to anyone who has experienced such violence while also taking appropriate administrative and conduct action regarding any allegedly responsible individual within the jurisdiction of the institution. The Policy on Sexual Violence applies equally to all students and employees regardless of sex, sexual orientation, gender, gender identity, or gender expression. Without a proper understanding of the concept of consent, any person is at risk of committing a violation of this Policy.

Student Onboarding and Ongoing Efforts

Sarah Lawrence College has developed a comprehensive student onboarding and ongoing education campaign to educate members of the College community about domestic violence, dating violence, stalking, and sexual assault. Topics about which education is provided by the College include:

- Relevant definitions, including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, sexual harassment, and sexual exploitation
- The role of the Title IX coordinator, Campus Safety, and other relevant offices that address sexual violence prevention and response
- Awareness of violence, its impact on those who have experienced sexual violence as well as their friends and family, and its long-term impacts on members of our community
- Bystander intervention and the importance of taking action to prevent violence when one can safely do so
- Risk assessment and reduction, including, but not limited to, steps that all persons can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family (whether on or off campus), and the availability of College officials who can answer general or specific questions about risk reduction
- Consequences and sanctions for individuals who commit crimes and/or Policy or Code of Conduct violations.
- The fact that the College requires all employees participate in an interactive online program that outlines current laws against sexual harassment and provides examples that clearly illustrate situations and behaviors to be avoided (Employees must take the program when first employed and then periodically thereafter throughout employment.)
- The fact that all new students are required to complete online programs regarding sexual violence, affirmative consent, and bystander intervention
- The fact that the College administers a student survey every other year to assess the campus climate regarding sexual violence

- Ongoing training throughout the academic year on sexual misconduct and related topics for athletes, student leaders, and student organizations

Procedures for Complaints Against Students Regarding Sexual Violence

The following procedures apply to cases in which a Sarah Lawrence College student is a Complainant or Respondent of a Formal Complaint. If a faculty member, staff member, or third-party employee of the College is named as a Complainant or Respondent in a Formal Complaint involving a student, these procedures apply as well.

In the event an ambiguity or a question arises with respect to the procedures that will govern the review of a particular report or Formal Complaint alleging sexual violence, the College's Title IX coordinator shall have the sole and exclusive discretion to make the determination as to the procedures that will be followed. Moreover, modifications to any of the procedures discussed herein may be considered, if agreed to by the Complainant and Respondent (henceforth known as the Parties), and approved by the Title IX coordinator. Approval of such modifications shall be in the sole and exclusive discretion of the Title IX coordinator.

Rights and Responsibilities

I. **Access to Information on Resources**

Persons making reports of sexual violence ("Reporting Individuals") and persons who are the subjects of those reports ("Respondents") will be informed of their rights to the supportive measures and protections referenced in these procedures and the corresponding Policy Against Sexual Violence. The College shall assist both Reporting Individuals and Respondents in securing information about supportive measures and off-campus resources, including intervention, mental health counseling, and medical services, which shall include information on whether such resources are available at no cost or for a fee. Please refer to "Resources for Students Who Experience Sexual Violence (p. 177)" for detailed information regarding resources.

The Title IX Office will also provide information on sexual-assault forensic examinations and other resources available through the New York State Office of Victim Services. For additional information, please refer to "Resources for Students Who Experience Sexual Violence (p. 177)" or visit https://ovs.ny.gov.

II. **Options & Assistance for Reporting Individuals/Complainants**

The College will ensure that Reporting Individuals/Complainants are advised of their ability to:

- Make an Incident Report of sexual assault, domestic violence, dating violence, stalking, sexual harassment, and/or sexual exploitation and to consult with the Title IX Office with respect to reported occurrences:
  - The College will take reasonable measures to keep a Reporting Individual's identity private, if said Reporting Individual wishes to maintain privacy.
  - The College will provide supportive measures regardless of whether a Reporting Individual pursues the Formal Complaint Process.

- Have access to the Title IX coordinator or other appropriate officials trained in assisting individuals who have experienced sexual violence, who shall be available to:
  - Provide information regarding options to proceed with College processes or access College resources;
  - Discuss the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
  - Explain that the criminal-justice process utilizes different standards of proof and that evidence and any questions about whether a specific incident violated the Penal Law may be addressed to law enforcement or to prosecutors, such as those at the District Attorney's office; and
  - Offer access to confidential resources.
- Meet with the Title IX Office or other appropriate officials trained in assisting individuals who have experienced sexual violence upon initiation of the Formal Complaint Process. The Title IX Office, or other appropriate officials, shall be available to:
  - Provide information regarding options to proceed with and participate in College processes or access College resources; and
  - Explain that the criminal-justice process utilizes different standards of proof and that any questions about whether a specific incident violated the Penal Law should be addressed to law enforcement or to the District Attorney.
- Disclose the incident to College confidential resources who can offer privacy or confidentiality, as appropriate, and can assist in obtaining needed resources, such as counseling and clinical care.
- Receive assistance from appropriate College representatives in initiating legal proceedings in family court or civil court.
- Exercise their right to exclude their own prior sexual history with persons other than the other party or parties involved in the conduct process.
- Be free from retaliation for making a good-faith report of a violation of the College's Policy Against Sexual Violence or for participating in or cooperating with an investigation or any other process under these procedures.

The following topics also should be considered by Reporting Individuals, and Reporting Individuals may receive additional information from the Title IX Office about them:

A. **Timeliness of Formal Complaints**

Delays in reporting an act of sexual violence can negatively impact the College's ability to investigate and, in certain cases, can foreclose the ability of the matter to proceed to a hearing and/or limit the available options in the event of a finding of responsibility. Students may, as noted, choose to make a report of an incident of sexual violence (referenced in these procedures as an "Incident Report") but ask that the Incident Report not be investigated and that the matter not proceed to a hearing.

To trigger the commencement of an investigation and/or the potential for a hearing, the individual who experienced the alleged Policy violation must file a Formal Complaint with the

Title IX Office that asserts a violation of the College's Policy Against Sexual Violence unless the College files a Formal Complaint, as discussed above. The individual who experienced the alleged Policy violation, upon filing a Formal Complaint, will be referenced as a Complainant. The individual who experienced the alleged Policy violation may file a Formal Complaint anytime at or after the time the Incident Report is made. The process involved in making a Formal Complaint is discussed in Section III of the Procedural Options section. See "Procedural Options (p. 204)."

To file a Formal Complaint, both the individual who experienced the alleged Policy violation and the Respondent must be enrolled at the College at the time that the Formal Complaint is made. If the individual who experienced the alleged Policy violation or the Respondent will be graduating before the investigation and/or any hearing has concluded, the graduated parties will be permitted to participate in the remaining portions of the investigation and/or hearing. Participation will be facilitated through electronic means (e.g., Zoom), if the person(s) are not able to attend and participate in person. If the Respondent has graduated before the investigation or hearing procedure has been concluded but a hearing results in a finding of responsibility, among other things the sanction may include a restriction or limitation on the Respondent's access to campus, to College events, or to future campus employment.

In all events, however, reasonable follow-up and review may be conducted on any reports involving students or employees who are no longer members of the College community.

B. **Declining to Pursue the Formal Complaint Process**

Students have the right to decide whether to disclose an incident of sexual violence and the corresponding right to participate or to decline to participate in the conduct process. Therefore, a Reporting Individual/Complainant making an Incident Report or, if they did not make the Incident Report, the individual who experienced the alleged Policy violation may affirmatively request that an investigation not be undertaken and/or may decline to file a Formal Complaint. Students should be aware that honoring such a request to forego pursuit of a Formal Complaint may limit the College's ability to meaningfully investigate and pursue conduct action against a Respondent.

Students also should be aware that the College generally will honor a request by the individual who experienced the alleged Policy violation not to investigate Incident Reports of sexual violence through the Formal Complaint Process. If, however, the Title IX coordinator determines that declining to investigate the allegations in the report is unreasonable in light of the known circumstances or that the facts reported reasonably raise safety concerns related to the individual who experienced the alleged Policy violation or other members of the campus community, the Title IX coordinator may determine to file a Formal Complaint and investigate under this Policy in order to mitigate potential risk of harm or for other compelling reasons that indicate that an investigation is warranted.

Factors used by the College to determine whether to honor a student's request to decline the Formal Complaint Process or to pursue investigation and proceedings under these procedures include, but are not limited to:

- Whether the Respondent identified in the Incident Report made to the College has a history of violent behavior, has been alleged to be a repeat offender, or has been the subject of multiple reports;
- Whether the incident represents escalation in unlawful or inappropriate conduct from previously noted behavior by the Respondent;
- Whether the College believes that there is an increased risk that the Respondent will commit acts of violence in the future;
- Whether the Respondent is alleged to have used a weapon or force;
- Whether the circumstances reported suggest identifiable and tangible risks to the community;
- Whether the individual who experienced the alleged Policy violation is a minor;
- Whether the institution possesses other means to obtain evidence, such as security footage, and whether available information reveals a pattern of conduct at a given location or by a particular group; and
- Whether the totality of the circumstances, in the judgment of the Title IX coordinator, warrants resolution of the matter through the Formal Complaint Process.

If the College determines not to investigate or pursue the Formal Complaint Process, the College will notify the individual who experienced the alleged Policy violation and indicate whether the determination was made at their request. When the College determines to proceed with an investigation or proceedings despite the request of an individual who experienced the alleged Policy violation to refrain from doing so, the College also will notify them. Notification or communication will usually be made in writing.

Additionally, if a Reporting Individual/Complainant chooses not to make a Formal Complaint to the College regarding an incident, that party nevertheless should take steps to preserve relevant evidence in the event that they decide at a later date to report the incident to law enforcement or pursue a Formal Complaint. Such evidence may assist in proving that the alleged offense occurred or otherwise be useful. This evidence may include things such as instant messages, social-networking pages, other communications, pictures, logs or other documents, and/or physical evidence like clothing or bed linens. Those reporting an incident should understand that a delay in reporting, a delay in proceeding, and/or a delay in providing or preserving evidence may negatively impact or even preclude:

- The ability of law enforcement to investigate fully or to establish proof of potential violations of the law;

- The ability of the Reporting Individual/Complainant to pursue potential claims against the Respondent; and/or
- The ability of the College to investigate fully or to pursue proceedings under this Policy or of any other potentially applicable College conduct policies.

C. **Request to Withdraw a Formal Complaint**

At any point, the Complainant may withdraw a Formal Complaint. Should the Complainant wish to withdraw a Formal Complaint after it is filed, the Complainant should contact the Title IX coordinator, in writing, to inform the coordinator of this decision.

If the Complainant chooses to withdraw a Formal Complaint, the College may halt the process and, if it does, will notify the Respondent that the Formal Complaint Process is no longer being pursued. In determining whether in such circumstances to halt the Formal Complaint Process, a determination entrusted to the Title IX coordinator's sole discretion, the Title IX coordinator shall consider factors such as those set forth in Section II(B), above.

III. **Options & Assistance for Respondents**

The College will ensure that Respondents are advised of their ability to:

- Be informed in cases where:
  - The individual who experienced the alleged Policy violation has declined the Formal Complaint Process but has requested supportive measures that require the Respondent's notification of that measure.
  - A meeting with the Respondent is otherwise deemed appropriate, of the approximate date and time, location, and nature of the alleged Policy violation that has been reported to the Title IX Office.
- Meet with the Title IX Office, or other appropriate officials trained in assisting individuals who have experienced sexual violence, upon initiation of the Formal Complaint Process. The Title IX Office or other appropriate officials shall be available to:
  - Provide information regarding options to proceed with and participate in College processes or access College resources;
  - Explain that the criminal-justice process utilizes different standards of proof and that any questions about whether a specific incident violated the Penal Law should be addressed to law enforcement or to the District Attorney;
  - Offer access to confidential resources; and
  - Provide the Notice of Complaint, with details including the date, time, location, and the alleged Policy violation(s) to be investigated under these procedures.
- Discuss the incident with the College confidential resources who can offer privacy or confidentiality, as appropriate, and can assist in obtaining needed resources such as counseling and clinical care.
- Exercise their right to exclude their own prior sexual history with persons other than the other party or parties involved in the conduct process.

- Be free from retaliation for making a good-faith response to a report of a violation of the College's Policy Against Sexual Violence or for participating in or cooperating with an investigation or any other process under these procedures.

The following topics also should be considered by Respondents, who may receive additional information from the Title IX Office about:

A. **Declining to Participate in the Formal Complaint Process**
Respondents may decline to participate in the investigation, adjudication, and/or any step of this process and any subsequent appeal.

- Declining to participate in an investigation will not preempt the investigation and further relevant proceedings.
- Declining to participate in an investigation will not preclude the Respondent's adviser from questioning other parties and witnesses who are present at a hearing.
- Declining to participate in an investigation may hinder the investigators from receiving information of relevance to the Formal Complaint or from developing a comprehensive investigation record.

B. **Community Safety Assessment**
The College may determine a need to perform a community safety assessment regarding the Respondent. Further information on the Community Safety Assessment can be found under "Resources for Students Who Experience Sexual Violence (p. 177)".

C. **Potential Restrictions**
If deemed necessary, the Title IX Office has the authority to place limits and restrictive measures on individuals, including Respondents, during the pendency of proceedings under this Policy.

For example, should an individual refuse to participate in the community safety-assessment process, the refusing individual may be placed on social probation, not permitted to live on campus, placed on interim suspension, or subjected to such other limits and restrictive measures pending the outcome of the conduct process as the Title IX Office deems appropriate.

D. **Option to Appeal Restrictions**
For any restriction imposed by the College, a Respondent may appeal to modify or eliminate the restrictions under the following conditions:

- Excessiveness of the restriction or undue hardship created by the restriction
- Medical or disability-related concerns impacted or exacerbated by the restriction
- Material change in circumstances warranting elimination or modification of the restriction
- Other compelling circumstances warranting elimination or modification of the restriction

The appeal must be submitted to the Title IX coordinator within five (5) calendar days of notification of the restriction. The appeal statement shall be no longer than two pages and consist of one-inch margins and Times New Roman 12-point font. No attachments or exhibits will be accepted. Any references to the restriction, however, may be made in the appeal statement. During the appeal process, the restriction being challenged will remain in place.

The Title IX coordinator may accept, reject, or alter the terms of the restriction as a result of the appeal and will notify the Respondent of the decision regarding the appeal, via Maxient, promptly and generally within five (5) calendar days of receiving the appeal. Where appropriate, the Reporting Individual/Complainant also will be notified of modifications to, or eliminations of, any restriction. This determination is final.

Student Bill of Rights

Under Section 6443 of New York State's "Enough Is Enough" legislation, all students have the right to:

- Make a report to local law enforcement and/or state police.
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- Make a decision about whether to disclose a crime or violation and to participate or decline to participate in the judicial or conduct process and/or criminal-justice process free from pressure by the College.
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- Be free from any suggestion that the Reporting Individual is at fault for crimes or violations that are reported or should have acted in a different manner to prevent such crimes or violations from occurring.
- Describe the incident to as few College representatives as practicable and not be required to unnecessarily repeat a description of the incident.
- Be protected by the College from retaliation by the College or by any student (including any student's friends, family, and acquaintances) within the jurisdiction of the College.
- Have access to at least one level of appeal of a determination made under this Policy.
- Be accompanied by an adviser of choice, who may assist and advise the Parties throughout the judicial or conduct process, including during all meetings and hearings related to such process. and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

These Rights are quoted, verbatim, from the statute. The full text of the "Enough Is Enough" Law is available at the New York State Senate website.

Preliminary Reports

I. **Intake of Incident Reports**

An Incident Report is the initial report in which a Reporting Individual/Complainant shares an alleged Policy violation with the Title IX Office and/or Campus Safety. The Title IX coordinator is the primary College official responsible for receiving Preliminary Reports, often in conjunction with Campus Safety. Reports may be submitted by any person (other than confidential resources) whether the Reporting Individual/ Complainant claims to have been impacted directly by an act of sexual violence. When receiving Reports from third parties not directly impacted by an act of sexual violence or sexual misconduct, the Title IX coordinator will consider an appropriate response to assist individuals impacted directly by the reported acts.

The Title IX coordinator's (or their designee's) duty upon receipt of a Preliminary Report is to aid the Reporting Individual/Complainant in understanding their rights and the disciplinary process under these procedures. The Title IX coordinator further provides assistance to Reporting Individuals/Complainants, to Complainants (where the Reporting Individual is not the Complainant), and to Respondents.

II. **Assessment of Preliminary Reports**

After receiving a Preliminary Report, the Title IX coordinator (or designee) shall conduct an Initial Assessment to evaluate whether, if substantiated, the conduct as alleged in the Report could constitute a Policy violation and whether it is otherwise possible to proceed with the College's conduct process. The Title IX coordinator may consult with other College administrators during the Initial Assessment to ensure the appropriate response.

The Title IX coordinator (or designee) shall assess the available information and may take any of the following actions:

- Determine that the Preliminary Report does not allege conduct that constitutes a potential violation of the Policy or of any other College policy or Code of Conduct provision;
- Refer the Preliminary Report to another office at the College for review, if it is determined that the Report details conduct that is outside the scope of this Policy but may violate one or more other College policies or may trigger other corrective actions; and/or
- Review the available procedural options with the Reporting Individual/Complainant, including the ability of the Reporting Individual/Complainant to file a Formal Complaint and to be afforded supportive measures.

Depending on the circumstances and options chosen by the Reporting Individual/Complainant, the Respondent may or may not be notified of the existence of the Preliminary Report. The College, however, must notify a Respondent when taking action that would impact the Respondent's privileges or ability to access campus or upon the filing of a Formal Complaint.

III. **Contact the Title IX Office**

To make a Preliminary Report regarding an alleged violation of the Policy, the Title IX coordinator may be consulted. Relevant contact information is:

Title IX Coordinator
Phone Number: 914.395.2575
Email Address: titleix@sarahlawrence.edu

For more detailed information, please refer to the section on Reporting Options under the chapter on "Resources for Students Who Experience Sexual Violence (p. 177)."

Procedural Options

At the conclusion of the assessment conducted in response to a Preliminary Report, relevant options for proceeding will be discussed with the individual who experienced the alleged Policy violation. If the Preliminary Report is deemed to constitute potential violation of the Policy Against Sexual Violence, available options for resolution typically will include:

- Administrative assistance,
- Mediation, and/or
- The Formal Complaint Process.

Two of these three forms of resolution (administrative assistance and mediation) do not involve an investigation or the potential for a hearing under these procedures. Administrative assistance and mediation are options that may be available even if the Reporting Individual/Complainant does not wish to proceed with the Formal Complaint Process, and the goal of those alternative forms of resolution is to engage the Title IX Office's assistance to mitigate the harm and address the concerns of the parties.

While the preferences of the Reporting Individual/Complainant will be considered, as discussed above, the Title IX coordinator also has the authority, in consultation with such other College administrators as deemed appropriate, to determine that an investigation and pursuit of the Formal Complaint Process are necessary in order to ensure a safe campus environment. Additionally, should statements made during administrative assistance or mediation highlight aspects of the reported conduct not previously known to the College or detail additional violations of the Policy, the College reserves the right to stop that resolution process and re-evaluate the available resolution processes; however, statements made by a party during the administrative assistance or mediation proceedings will not be included as evidence in reports made with respect to an ensuing investigation.

Administrative Assistance

Administrative assistance does not involve any adjudication of responsibility but will focus on attempting to provide accommodations and supportive measures upon request by the Reporting Individual/ Complainant and/or the Respondent. This option is available regardless of whether mediation and/or the Formal Complaint Process is being pursued.

Excluding a request for a No Contact Order (or, for third parties or persons no longer students at the College, a no-trespassing order known as a persona non grata or "PNG" directive), administrative assistance may become effective without notification to the Respondent. For further detailed information on protective measures and other necessary accommodations such as the PNG directive, please see the section on Supportive Measures under the chapter on "Resources for Students Who Experience Sexual Violence (p. 177)."

Mediation

The purpose of Mediation is for the parties who are in conflict to identify the implications of the reported actions and identify points of agreement and appropriate remedies to address them. Either party may request Mediation to seek resolution; however, Mediation will be available only under both of the following conditions:

- The consent of both Parties, and
- When the incident constitutes conduct that, in the discretion of the Title IX coordinator, is appropriate to be potentially resolved through Mediation.

Prior to Mediation, a temporary, mutual No Contact Order will be put in place to ensure the parties do not contact one another during the process. Either party has the right, at any time, to terminate participation in the Mediation process.

The Title IX coordinator or their designee, known as the Facilitator, will facilitate Mediation. During Mediation, the Facilitator will guide a discussion between the Reporting Individual/Complainant and the Respondent in an effort to identify an outcome upon which both Parties agree. If either party feels uncomfortable being present in the same room as the other party, the parties may mediate via telephone or electronic means facilitated by the College. Alternatively, at the request of either party, the Facilitator may conduct "caucus" mediation, in which the Facilitator conducts separate meetings with each Party. Whether the parties agree to meet face to face, each party will be permitted to bring an adviser of their choice to the Mediation meeting(s).

If the Mediation results in an agreed-upon resolution between the Reporting Individual/Complainant and the Respondent, the Facilitator will record, in writing, the agreement that was reached between the Parties, and the matter will be closed on the agreed-upon terms. A notification of this agreement will be given to both Parties, and the Title IX Office will thereafter monitor adherence to the agreed-upon resolution.

If a resolution cannot be reached through Mediation, or if the Mediation otherwise concludes without agreement, the Reporting Individual/Complainant has the ability to pursue the Formal Complaint Process discussed below.

Formal Complaint Process

A Formal Complaint is a written statement providing details (i.e., time, place, and circumstance) of an act of alleged sexual harassment or sexual violence, typically received from the individual who experienced the alleged Policy violation though it may be filed by the Title IX coordinator in some circumstances, as described above, seeking an investigation into the allegations and related proceedings under this Policy. ***In order to commence the Formal Complaint Process under these procedures, the individual who experienced the alleged Policy violation must submit the Formal Complaint Process Acknowledgement Form, including their signature or electronic signature, unless the Title IX coordinator does so, as described above.*** Once an individual who experienced the alleged Policy violation files a Formal Complaint, that individual shall be known as the Complainant throughout the process.

Upon receipt of a request to file a Formal Complaint of an alleged incident of sexual violence, the Title IX coordinator (or designee) will discern if there is sufficient information (such as the names of individuals involved, a reasonably detailed description of the incident, and additional relevant information) to permit an investigation and pursuit of the Formal Complaint Process.

A Formal Complaint may be filed at the time the Preliminary Report is made or at any time thereafter. The Investigation and Hearing (exclusive of Appeal Procedure) of the Formal Complaint Process typically will be completed within seventy-seven (77) calendar days of the College's receipt of the Formal Complaint; however, the College's process allows for extensions of this time frame, and all other time frames specified below, when the College determines, in its sole discretion, that good cause for such extension(s) exists. Written notice to the Complainant and the Respondent notifying them of any extension(s), and the reasons for the extension(s), will be provided.

Additionally, upon initiation of a Formal Complaint, the Title IX Office must assess and provide information to the Parties (if not previously provided) with respect to the following:

- Supportive Measures (p. 182), the potential availability and benefit of such Measures;
- No Contact Orders (p. 182), the potential availability and impact of such Orders; and
- Access to information on the Formal Complaint Procedures and Policies on Sexual Violence.

The College may consolidate Formal Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations rise out of the same facts or circumstances. Behaviors prohibited by any College policy may also be consolidated with a Formal Complaint under this Policy when the conduct is sufficiently linked to Prohibited Conduct. The decision to consolidate Formal Complaints is within the sole discretion of the Title IX coordinator or their designee.

Two or more Formal Complaints that have not been consolidated may, in the sole discretion of the Title IX coordinator or their designee, be resolved in a single hearing for the sake of expediency if the matters involve the same individuals.

I. **Investigation Procedures Related to Formal Complaints**
To make a Preliminary Report regarding an alleged violation of the Policy, consult the Title IX coordinator:

Title IX Coordinator
Phone Number: 914.395.2575
Email Address: titleix@sarahlawrence.edu

A. **Pre-Investigation**
Upon initiation of the Formal Complaint, the Title IX coordinator will send both the Complainant and the Respondent a Notice of Complaint. The Notice of Complaint will describe and include the following information:

- The date, time, location, and allegations concerning the Policy violation(s);
- The specific Code of Conduct and/or Policy provisions alleged to have been violated;
- That the Respondent is presumed not responsible unless and until the Adjudicator determines there is a preponderance of the evidence that the Policy violation(s) occurred; and
- All possible sanctions.

Additionally, the Parties will be notified how to submit the following:

- Written statement: Either party may elect to make a written submission in support of, or in response to, the Formal Complaint. A Party may also choose to move forward without a written statement and be interviewed. Parties may, as previously noted, decline to be interviewed; but that will not preclude interviews of other Parties and witnesses and, where appropriate, a hearing under the Policy.

The written statement must be prepared and submitted by the Party and not by their adviser. The written statement should follow these guidelines:

- Its content should be relevant to the issues in the Notice of Complaint.
- It should be professional in tone, non-disparaging, and not overly combative.
- It should include or refer to probative information about the allegation(s).
- It should not discuss the impact of the alleged violation(s) and/or investigation. (Impact is only appropriate for the sanctioning stage, if any.)

The written statement shall be no longer than five pages and consist of one-inch margins and Times New Roman 12-point font; however, a Party may request additional pages for their written statement, which may be granted at the discretion of the Title IX coordinator or their designee, for good cause shown.

- List of witnesses: Each Party may submit a list of individuals whom they believe are witnesses with relevant information surrounding the alleged incident(s) that are the subject of the Formal Complaint. The Parties should also include a short description of why they determine a witness has relevant information and should be interviewed. The Investigator(s) may decline to interview any witness whose information is cumulative, irrelevant to the allegations in the Formal Complaint, or otherwise not reasonably probative of those allegations, or who is not reasonably available for an interview. All individuals who are interviewed may also, at the interview, present witness lists or request that specific persons with pertinent information be contacted by the Investigator.
- Evidence: If a Party believes that they have physical evidence surrounding the alleged incident(s), including electronic evidence like text messages or similar communications, the Party is encouraged to submit these materials promptly. Physical evidence, like clothing, also should be preserved and documented. Privileged information, such as health records, is never required to be submitted but may be submitted if the Party whose health records are to be submitted consents to their submission. All individuals who are interviewed may also present evidence during the interview with the Investigator(s), although delays in the submission of evidence may limit or preclude its consideration during the Formal Complaint Process.
- Adviser Form: The Complainant and Respondent are allowed to have an adviser throughout this process. For a detailed description of an adviser and the adviser's role, please see "Adviser (p. 164)." If a Party wishes to have an adviser present during the interview process, the Party must complete and submit the Adviser Form in advance of the interview.

Both the Complainant and Respondent will be given seven (7) calendar days from the Notice of Complaint to supply these materials (a written statement, if any; a proposed witness list; supporting evidence, if any; and the Adviser Form) to the Title IX coordinator or their designee. The Title IX coordinator does not play a role in reviewing or analyzing any statements, witness lists, or evidence presented by the parties but promptly will give all such information to the Investigator(s) to utilize in the investigation.

Upon receipt of the above materials or seven (7) or more calendar days after issuance of the Notice of Complaint, the Title IX coordinator or their designee will coordinate with all Parties (including the Complainant, the Respondent, and all witnesses made known at that time) to schedule an interview

with the Investigator(s). The interview(s) typically will occur within fourteen (14) days of the Title IX coordinator's receipt of the above materials, although events such as scheduled class breaks and unscheduled events may impact the timeline.

B. **Investigation Procedure**

The Investigator(s) will seek to complete the investigation and prepare the Final Investigatory Report (FIR) within thirty-five (35) calendar days of the date the Formal Complaint is filed. Extensions may become necessary, depending on any of the following:

- The cooperation and availability of witnesses, whether the College is in session, and/or if there are criminal proceedings or criminal investigations underway with respect to the incident or incidents reported that delay the College's internal proceedings; or
- One or both Parties request a delay in the process, and that request is granted for good cause shown; or
- Other extenuating or appropriate circumstances arise, the adequacy of which rests in the Title IX coordinator's sole discretion.

If the investigation cannot be completed within the thirty-five (35) day period, both the Complainant and Respondent will be notified in writing by the Title IX coordinator. Such written notification typically will be sent before the expiration of the expected completion date for the investigation.

The typical steps of the Investigation Procedure are as follows:

i. The Title IX coordinator and Investigator(s) will designate dates and times at which the Investigator(s) are available to conduct interviews on campus or by video, if on campus is not possible. The Title IX coordinator or designee, will perform all administrative tasks involved in scheduling these interviews.

ii. Once all interviews are scheduled, the Investigator(s) meet with the scheduled individual(s). The Title IX coordinator, or other College representative, may be present at the start of the interview to review the Formal Complaint Process and other information pertaining to the interview. If an Adviser is present, the College representative may also review their role in the process.

iii. During the Investigation Procedure, all Parties involved will have the opportunity to provide further evidence regarding the events surrounding the incident(s) to the Investigator(s). The Investigator(s) also have the discretion to deem which submitted items of evidence are relevant to the case, although they shall identify in the Final Investigatory Report (FIR) all evidence submitted, including a summary of the evidence deemed not relevant and the reasoning for that determination.

iv. During interviews, if the Investigator(s) identify other individuals as witnesses with potentially probative information, these other individuals may also be contacted whether or not either Party has brought their names forward.

v. After interviewing each involved Party and witness, the Investigator(s) will draft a summary of the relevant information from the interview and shall send it to the interviewee to review. The interviewee may confirm the contents of the summary or comment on new information or discrepancies within the summary. Any comments received from the interviewee will be included with the FIR, typically in an Appendix.
vi. The Investigator may conduct follow-up interviews with the Complainant, the Respondent, and/or relevant witnesses as deemed necessary and appropriate.
vii. When all of the interviews have been concluded, the FIR drafted by the Investigator will be sent to the Title IX coordinator. The FIR should include factual information and may comment on the credibility of the witnesses and/or the Parties; however, in no event shall conclusions as to responsibility be stated, as that remains in the sole responsibility of the Adjudicator.
viii. In the event that the Title IX coordinator believes that there may be material information missing from the FIR or an additional investigation is warranted, the Title IX coordinator may direct the Investigator(s) to investigate further and supplement the FIR. The Title IX coordinator shall identify the particular additional information to be gathered or the additional investigation warranted, in writing, to the Investigator(s), and the Investigator(s)'s supplementation will be included in the Appendix of the FIR.
ix. When the Title IX coordinator has determined that the FIR is complete and comprehensive, the Title IX coordinator will direct the Investigator(s) to allow the Parties and their advisers to inspect and review the directly related evidence, including transcripts or notes of all interviews conducted as part of the investigation; however, such evidence will be redacted if it is not directly related to the allegations or is otherwise privileged. Additionally, the Parties and their advisers may not make copies, download, preserve, share, or otherwise disseminate or maintain the evidence that was shared with them for the purpose of the evidence-review process.
x. The Parties will then have ten (10) calendar days following inspection and review of the evidence to submit a written response to the evidence, if they choose to do so. Any written response to the evidence will be included in an addendum to the FIR.
xi. Following the evidence-review period, the FIR promptly will be forwarded to the Hearing Coordinator by the Title IX coordinator.

The submission of the FIR to the Hearing Coordinator will close the investigative record. In the event that, after submission of the FIR but prior to the hearing, any additional evidence is identified by any involved person, the Title IX coordinator shall have the sole discretion to determine whether such evidence is previously unavailable, relevant evidence which, when considered, may materially alter the outcome. If the evidence is approved for inclusion with the FIR, the Title IX coordinator will so indicate in an addendum to the FIR, with the date of submission and the identity of the submitter also identified. Additionally, the Title IX coordinator will consider whether to direct further investigation

and extension, reschedule the hearing, authorize a reply in response to the supplemental evidence, or grant accommodations to ensure that a full hearing record is assembled on terms that are fair to the Parties.

The FIR is to remain confidential and shall only be accessible to necessary and appropriate individuals, including, but not limited to: designated Investigator(s), Title IX coordinator, Hearing Coordinator, Hearing Adjudicator, Complainant, Respondent, the Parties' advisers, and such other persons, if any, who in the Title IX coordinator's discretion are necessary and appropriate recipients. All persons receiving the FIR are expected, and obliged, to maintain in confidence the information reported in the FIR and not to share it with any person who lacks a legitimate need to know.

II. **Hearing Procedure**

Within five (5) calendar days of forwarding the completed FIR to the Hearing Coordinator, the Title IX coordinator will send the final Notice of Complaint and Hearing (also known as the "Hearing Notice"), including any changes or additions to the allegations to be adjudicated, to the Respondent and the Complainant. This Hearing Notice will describe or incorporate the following:

- The date, time, location, and allegations concerning the conduct violation(s);
- The specific Code of Conduct and/or Policy provisions alleged to have been violated;
- The presumption that the Respondent is not responsible unless and until the Adjudicator determines there is a preponderance of the evidence that the Policy violation(s) occurred; and
- All possible sanctions.

The Hearing Notice will specify the date and time of the hearing, which in most circumstances will be no less than ten (10) nor more than twenty (20) calendar days after the date of the Notice. After the Hearing Notice is sent, the hearing will be completed within twenty (20) days unless there is a need for an extension, which may be granted in the Hearing Coordinator's sole discretion for good cause shown. Notification of any extension will be given in writing to both Parties.

If a supplemental statement or additional evidence is offered at or after the hearing, the presumption will be that good cause for such submissions at this point in the proceedings does not exist. The burden shall be on the submitting Party to overcome this presumption and to establish the relevance of the information, any reasonable excuse for the delay in submission, and the fairness of the submission at this point in the proceedings. If the additional evidence is deemed relevant and appropriate for consideration, the Hearing Coordinator also will consider whether additional investigation is appropriate, whether rescheduling of the hearing is warranted, whether the hearing should be continued or reopened, whether any adverse Party shall be granted an opportunity to respond in writing, or whether any other remedial measures are warranted.

A. **Before the Hearing**

- The Hearing Coordinator will arrange separate meetings with the Complainant and the Respondent to review the Hearing Notice and the Final Investigatory Report (FIR), and all addenda, and to answer questions regarding those documents and the hearing process. Both parties must have their adviser present at this review.

    - Review of the FIR at these meetings does not authorize submission of additional proposed revisions or comments, beyond those referenced in Section B of the Investigation Procedure above. The pre-hearing review instead allows for transparency, permitting each party to see the FIR in its entirety and allowing them the opportunity to prepare for the hearing accordingly.
    - The parties may not keep or make copies and/or download the FIR or its attachments unless explicitly allowed to do so by the Hearing Coordinator.
    - If, at any time, a Party changes their adviser, the Title IX coordinator and Hearing Coordinator must be notified immediately. Should a Party change or lose an adviser, the Party has three (3) calendar days to notify the College of their new adviser or be appointed an adviser by the College. The adviser must then review the FIR within five (5) days of their appointment.
- The Complainant and Respondent will be informed at these meetings that they may submit an impact statement to the Hearing Coordinator. Submission of this statement shall be no later than one (1) calendar day prior to the day the hearing commences. The impact statement(s) shall be provided to the Hearing Adjudicator, henceforth known as the Adjudicator, or the assistant vice president of human resources only if there has been a finding of responsibility. The impact statements shall be read during the sanctioning phase and may be considered in assessing any sanction.
- Prior to the hearing, the Hearing Coordinator also will provide the Adjudicator access to the FIR and other related materials.

B. **Rules of the Hearing**

- The hearing is closed to the public. Attendees at the hearing shall include the Hearing Coordinator, the Hearing Adjudicator, the Complainant, the Respondent, their advisers, and witnesses. Witnesses shall only be present in the hearing during their respective participation in the process.
- For in-person hearings: The Hearing Coordinator will make reasonable efforts to secure a space for the hearing that is appropriate and private. The hearing room will be set up with a screen or wall between the two Parties. The Parties in all events will be able to hear one another but generally not see one another.
- For virtual hearings: Zoom or other electronic means may be used to conduct a virtual hearing. At the direction of the Hearing Coordinator or Adjudicator, participants may turn their camera on or off at designated times.

- If the Complainant, the Respondent, or witnesses fail to appear, the hearing will continue as scheduled, unless the Hearing Adjudicator determines otherwise for good cause.
- All speakers must be recognized by the Hearing Adjudicator prior to speaking. No interruptions will be tolerated.
- The Parties will not directly question or address each other or the witnesses. Advisers of the Parties have the opportunity to engage in cross-examination (henceforth known as "questioning") of the other Party and of witnesses. Advisers will be allowed to have a view of the individual they are questioning. An adviser is not allowed to question their advisee.
    - If a Party does not select an adviser, the College will select and supply an adviser for that Party, solely for the purpose of questioning. This adviser shall be furnished without cost to the Party. For further information, please see "Adviser" under Definition of Roles Under This Policy (p. 164) in Policy on Sexual Violence.
    - Questioning: Advisers may pose relevant questions about any information shared or any issue raised during the hearing. The Adjudicator may determine whether a proposed question is relevant and appropriate. Should the question be deemed irrelevant, the Adjudicator will provide the rationale for that conclusion. Should the question be approved as relevant, the Party or witness in question may provide their answer. The Adjudicator's decision on such matters is final.
    - If any Party involved or their adviser fails to follow the instructions of the Hearing Coordinator, they may be removed. If an adviser is removed, a Party will choose a new adviser.
    - Brief breaks during the hearing will be taken at the request of either Party or the Adjudicator. The Parties and their adviser may consult in private during the hearing, but any break in the hearing for purposes of consultation may not occur while a question is pending. The Hearing Coordinator will determine the reasonableness of requests for breaks.

C. **Order of Business for the Hearing**

Generally, hearings will follow the order of business listed below; however, variations may occur, depending on the circumstances of an individual case, and are in the sole discretion of the Hearing Adjudicator.

1. The Hearing Coordinator makes introductions of the Hearing Adjudicator, the Parties, and their advisers; no witnesses will be in the hearing room until the time they are called to present information to the Adjudicator.
2. The Hearing Coordinator and Hearing Adjudicator explain the hearing process and answer any questions related to the process.
3. Both the Complainant and Respondent may, but are not obliged to, attend or participate at the hearing.
4. The Complainant may make an opening statement in addition to any written statement in the FIR.

5. The Respondent may make an opening statement in addition to any written statement in the FIR.
6. The Complainant testifies, answers questions from the Hearing Adjudicator and any questions posed by the Respondent's adviser in accordance with the rules of the hearing stated above.
7. The Respondent testifies, answers questions from the Hearing Adjudicator and any questions posed by the Complainant's adviser in accordance with the rules of the hearing stated above.
8. The witnesses answer questions from the Hearing Adjudicator and any questions posed by the advisers of both the Complainant and the Respondent in accordance with the rules of the hearing stated above.
9. The Complainant may, but is not obliged to, make a final statement.
10. The Respondent may, but is not obliged to, make a final statement.
11. The Hearing Adjudicator dismisses all participants.

Opening statements and final statements made by the Parties must follow the following guidelines:

- The statements will refer only to probative and relevant information.
- The statements will be professional and not overly combative or disparaging in tone.
- The statements will not reference evidence not presented at the hearing or introduce new information that was not provided during the investigation or hearing, including evidence or information excluded from consideration by the Adjudicator.

III. Adjudication

A. Deliberations

Upon completion of the hearing, the Adjudicator will deliberate to determine if the Respondent is responsible for the violation(s) alleged in the Hearing Notice. If it is not possible for the Adjudicator to make a decision the same day as the hearing concludes, the Complainant and the Respondent shall be notified by the Title IX coordinator of an anticipated date for release of a decision.

The Adjudicator will make one of the following determinations for each alleged Policy violation:

- Not Responsible: The Respondent will be found not responsible when the Adjudicator determines that it is more likely than not that the alleged behavior did not occur, there was insufficient evidence to determine that it was more likely than not that the behavior occurred, and/or the behavior that occurred was not in violation of the Policy Against Sexual Violence or other applicable policies under Sarah Lawrence College's Code of Conduct.
- Responsible: The Respondent will be found responsible when the Adjudicator determines that it is more likely than not that the alleged behavior did occur and that the behavior was in violation of the Policy Against Sexual Violence or other applicable violations of Sarah Lawrence College's Code of Conduct.

B. Notification & Decision

If the Respondent is found not responsible for all allegations:

- The Adjudicator will prepare the Decision Letter, including the Adjudicator's stated rationale for that determination.
- The Adjudicator will send the letter to the Hearing Coordinator, who shall provide copies of the Decision Letter, simultaneously or in a reasonably contemporaneous fashion, to both the Respondent and the Complainant.

If the Respondent is found responsible for one or more allegations:

The Adjudicator will notify the Hearing Coordinator of the decision before deliberating on sanctions. The Hearing Coordinator then will inform the Adjudicator of the Respondent's prior conduct history at the College, if any, including any past findings of domestic violence, dating violence, stalking, sexual assault, or sexual exploitation. The Hearing Coordinator also shall share with the Adjudicator any impact statements received from the Complainant and/or the Respondent. No Party is compelled to address or comment upon their own mental-health diagnosis and/or treatment in their impact statements, and the Adjudicator shall draw no conclusion or make no inference from the absence of such information from any impact statement. The Adjudicator will consider the question of sanctions.

Typically, the Decision Letter will be sent to the parties within three (3) calendar days of the conclusion of the Adjudicator's deliberations. The Decision Letter will include the following information:

- Written determination regarding responsibility:
  - Specifying the findings of fact made,
  - Providing conclusions about whether the charged conduct occurred, and
  - Providing the reasoning for each such conclusion.
- Disciplinary sanctions to be imposed on the Respondent (if applicable); and
- Restorative remedies for the Complainant (if applicable).

Both Parties have the right to choose whether to disclose or discuss the outcome of the conduct process. They are also guaranteed the right to have all information obtained during the course of the conduct process protected from public release by the College until the appeals panel makes a final determination, unless otherwise required by law.

C. **Sanctions for Violations of Sexual Violence**

a. Procedure for Sanctioning for Student Respondents:
   If the Respondent is found responsible for violating the Policy Against Sexual Violence, the Adjudicator may impose one or more of the following sanctions, as indicated for the specific

violation. If more than one violation of the Policy is found to have occurred, the Respondent may face enhanced sanctions. Additional, different, or enhanced sanctions for other conduct violations or College Policy violations may be possible as well.

For a finding of sexual exploitation, sexual harassment, relationship violence, and/or stalking, the sanction may include:

- Social probation, which may include restriction from particular College buildings, areas of campus, and/or College activities
- Loss of College housing, either permanently or for a defined period of time
- Suspension from the College for a minimum of one full semester
- Expulsion

For a finding of sexual assault:

- Suspension from the College for a minimum of two full semesters. (In the event that a finding of responsibility for sexual assault is made during the course of a semester, a Respondent is suspended immediately, and the two full semesters during which the Respondent shall be suspended are subsequent to the current term.)
- Expulsion

In addition to the above sanctions, the Adjudicator may require a Respondent to participate in mandatory educational programs, an evaluation by Counseling and Psychological Services, or other remedial or restorative measures, as deemed appropriate by the Adjudicator.

b. Sanctioning for Staff and Faculty:
For cases involving a staff or faculty member, the Adjudicator will provide any finding of responsibility, or lack thereof, and the rationale for such decision to the Title IX coordinator. Then, the Title IX coordinator will supply this decision and rationale to the assistant vice president of human resources, who will then determine any penalties to be imposed as provided below:

- Written warning (available only for a finding of harassment)
- Formal reprimand (available only for a finding of harassment)
- Suspension without pay (In the case of a faculty member, the assistant vice president of human resources will make this recommendation to the Advisory Committee on Appointments.)
- Termination of employment (The assistant vice president of human resources will make this recommendation to the president for staff members or to the provost for faculty members. If applicable, the provost may begin the process for revocation of tenure.)

IV. **Appeal Process**

A. **Basis for Appeal**

Either the Complainant or the Respondent may appeal the Adjudicator's decision. An appeal may address only the following four grounds:

- A material procedural error occurred, and that error was significantly prejudicial to the outcome of the hearing as it affects the student appealing.
- Previously unavailable relevant evidence, which was either not available or not known to the student appealing at the time of the hearing, is identified and which, when considered, may materially alter the outcome. Information that the appealing student chose not to pursue with due diligence or present at the time of the hearing is not considered new information.
- College personnel involved in the case presented a conflict of interest or bias that was significantly prejudicial to the outcome of the findings.
- The sanction imposed was inappropriate (either excessive or insufficient), based on the weight of the information provided during the investigation and/or hearing.

B. **Submitting an Appeal**

An appeal must be submitted to the Hearing Coordinator within five (5) calendar days of the Appealing Party's receipt of the Adjudicator's Decision Letter, which time may be extended, for good cause shown, by the Title IX coordinator or the coordinator's designee. Extension requests shall be determined in the sole discretion of the Title IX coordinator or the coordinator's designee. The Nonappealing Party will promptly be notified if an appeal is submitted and be provided with a copy of the appeal documents. Nonappealing Parties may themselves submit a written response to the appeal for the Appeals Panel to consider within five (5) days of being provided with the Appealing Party's appeal documents, which time may be extended, for good cause shown, by the Title IX coordinator or the coordinator's designee. Extension requests shall be determined in the sole discretion of the Title IX coordinator or the coordinator's designee. No further submissions shall be permitted absent permission of the Title IX coordinator.

All appeal statements, responses, and/or replies must be sent by the student requesting the appeal (not on behalf of the student by an adviser or parent). Each appeal statement shall be no longer than five pages and consist of one-inch margins and Times New Roman 12-point font. No attachments or exhibits will be accepted; however, any references to the Final Investigatory Report and other materials may be made in the appeal statements or response.

C. **Appeal Deliberations**

Upon receipt of an appeal, the Hearing Coordinator will call together an Appeals Panel to review the appeal. An appeal is not a new hearing but, rather, a reviewing body that will evaluate the grounds for appeal of the Adjudicator's determination in light of the hearing record as a whole. The Appeals Panel will meet alone (without the presence of the parties, witnesses, Adjudicator, or Hearing Coordinator).

The three-member Appeals Panel will consist of the provost/dean of the faculty (or the dean's designee), serving as chair, and two members of the trained pool of faculty and staff members, selected by the Hearing Coordinator, who were not involved in the investigation or adjudication of the underlying matter. The Appeals Panel members shall not include individuals with a conflict of interest or who had prior nonpublic information about the conduct charged.

The Appeals Panel will in most instances make its decision within ten (10) calendar days of the receipt of the final appeal-related submission(s); however, extenuating circumstances may result in an extension, which shall be considered in the sole discretion of the Appeals Panel chair. If there is an extension, both parties will be informed of the delay, in writing, and will be given an estimate of when the appeal will be determined.

The Appeals Panel will make its decision using only the following:

- Consideration of the merits of the appeal, based on the written appeal request and/or any responses or replies submitted subsequent to the appeal request;
- The Final Investigatory Report and any addenda or supplements to that Report;
- Other information provided to the Adjudicator at the hearing, such as documents or statements; and, if applicable,
- The recording of the hearing.

Based on these materials, the Appeals Panel may:

- Affirm the Adjudicator's determination and/or sanctions;
- Alter the sanctions rendered, if sanctions have been imposed and the appropriateness of the sanction is raised as a reason for appeal; however, the Appeals Panel's sanction must stay within the sanctioning guidelines as outlined above;
- Alter the determination or remand the matter for further investigation or deliberation, if the Appeals Panel concludes that a significant material procedural error was made; or
- Send the case back to the original Adjudicator for a new hearing, if new information, as defined above, has arisen that, in the Appeals Panel's judgment, may have altered the outcome. If potential bias or conflict of interest is identified, or if, in the Hearing Coordinator's discretion, the appointment of an alternate Adjudicator would be appropriate, the Hearing Coordinator will select a new member from the Adjudicator pool.

D. **Revisiting Cases Based on New Information**

If the case is returned by the Appeals Panel on the basis of new information, this new information may require that an additional investigation occur prior to any new hearing proceedings. The Appeals Panel, in collaboration with the Title IX Office, will determine whether the new information requires another investigation.

- If the new information requires supplemental investigation, the case will follow the timeline of investigation and hearing procedure in which the original investigator of the case shall be responsible for conducting this investigation within thirty-five (35) days, and the hearing shall take place within twenty-five (25) days after the investigation, absent good cause shown for an extension.
- If the new information does not require any supplemental investigation, the case shall be heard within twenty (20) days, or as soon as practicable in the event the academic calendar does not allow the hearing to be scheduled, or in the absence of good cause shown for an extension.
- In the event that both Parties do not wish to proceed with a second hearing, they may consider other options for resolution suggested and facilitated by the Hearing Coordinator; however, any alternate process must be agreed upon by both Parties and by the Hearing Coordinator.

Although new information may be presented or identified during any supplemental investigation, there shall be no changes made to the original Final Investigatory Report. New information, including any information gathered in a supplemental investigation, will be added as an addendum to the original FIR. Both parties will have the opportunity to view the new information before it is sent back to the Adjudicator.

The decision of the Appeals Panel will be final. No further appeals are permitted by either Party, except in the case where the Committee sends the case back to the Adjudicator to conduct a new hearing.

Record of Process

- Outside recording devices may not be used by any Party or by any other individual at any stage of the Formal Complaint Process (including meetings, interviews, or hearings).
- An audio recording of all conducted interviews will be made by the Investigator. The Party or witness with whom the Investigator conducts the interview has a right to access their own audio recording or transcript of the interview. The Parties will be granted access to interview notes and/or interview transcripts of all persons interviewed (including the other Party and witnesses) during the evidence review process, but this material will not be made available to witnesses.
- An audio recording will be made of the hearing for the use of the Adjudicator and, in the event of an appeal, by the Appeals Committee.
- The Parties have a right to access the record of the hearing, including the audio recording, prior to preparation of any appeal, assuming a prompt request is made by said Party.
- Copies of all statements, evidence, audio recordings, and letters associated with the Formal Complaint Process will be maintained by the Title IX Office in a case file for at least seven (7) years, in accordance with the College's record-retention policy.
- The Adjudicator's decision letter and the Appeal Committee's decision letter, if any, will be kept in the Respondent's discipline file in accordance with the College's record-retention policy.

Transcript Notations

For incidents of violence, including, but not limited to, sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act (which include murder; manslaughter; rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson), the College shall make a notation on the transcript of students found responsible, after a conduct process and after being issued a sanction of either a suspension or an expulsion.

1. **Current Students**
   For Respondents enrolled as current students who are found responsible for violating the Policy on Sexual Violence, the College shall make a notation on the transcript reflective of the student's sanction, such that the student was either:

   - "Suspended after a finding of responsibility for a Code of Conduct violation," or
   - "Expelled after a finding of responsibility for a Code of Conduct violation."

2. **Withdrawn Students**
   If a subject of a Formal Complaint or a Respondent withdraws from the College while conduct charges are being investigated or are pending and declines to participate in or complete the conduct process, the College shall make the transcript notation: "Withdrew with conduct charges pending." The College may continue with the investigation even if a Respondent withdraws and declines to participate. A withdrawn Respondent who agrees to participate in and complete the conduct process shall not be subject to the aforementioned notation; however, if that individual who agrees to complete the conduct process is then found responsible for violating the Policy on Sexual Violence, the College will make the transcript notation: "Found responsible for a Code of Conduct violation."

3. **Graduated Students**
   If a Respondent graduates from the College while conduct charges are pending and declines to complete the conduct process, the College shall make the transcript notation: "Graduated with conduct charges pending." The College may continue the investigation even if a Respondent graduates and declines to participate. For a graduate who agrees to participate in and complete the conduct process, no such notation will be made until its conclusion; however, if a graduate is then found responsible for violating the Policy on Sexual Violence, the College will make the transcript notation: "Found responsible for a Code of Conduct violation."

4. **Appeal of Transcript Notation**
   A student may seek removal of a transcript notation for a suspension imposed upon a finding of a violation of this Policy, provided that such notation shall not be removed prior to one year after conclusion of the suspension, and may only be removed for good cause shown. The determination of good cause shall be in the sole discretion of the College. Transcript notations for expulsion shall not be removed. A graduated or withdrawn student may seek removal of a transcript notation, provided that such notation

shall not be removed prior to one year after being issued, and may only be granted for good cause shown. To file an appeal to have the transcript notation removed from an academic transcript, a student must submit the basis for removal, in writing, to the vice president and dean of students, or their designee.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed as soon as practicable.

STUDENT CONDUCT PROCESS

Statement Of General Community Standards (p. 225)

The rules that govern life at Sarah Lawrence College are designed to protect each individual's physical, intellectual, psychological, social, and emotional well-being and to enable people to live and work together with minimal conflict and maximum personal freedom.

Overview Of the Conduct Process (p. 227)

This conduct process will be used for all violations of nonacademic College policies, with the exception of the Sexual and Gender-Based Misconduct Policy.

Sanctions (p. 231)

Sanctions are assessed in response to the specific violation(s) and prior conduct history of the student and in keeping with the policies and procedures noted in this handbook.

Appeals (p. 234)

A student wishing to appeal the outcome of a conduct hearing should submit the conduct appeal form on Maxient within two business days of the issuance of the outcome letter.

STUDENT CONDUCT PROCESS

All members of the Sarah Lawrence community have an obligation to support and obey College policies and all federal, state, and local laws. All members of the campus community have an obligation to uphold the values and principles articulated in the Student Handbook and accompanying policies and procedures. Those who do not comply will be subject to disciplinary action by the College and, where applicable, may face action by federal, state, and/or local authorities.

Statement of General Community Standards

The rules that govern life at Sarah Lawrence are designed to protect each individual's physical, intellectual, psychological, social, and emotional well-being and to enable people to live and work together with minimal conflict and maximum personal freedom. Every member of the Sarah Lawrence community is required to abide by the standards outlined in this handbook. Additional information is listed in the appendices.

Jurisdiction

Students are expected to observe all College policies and all federal, state, and local laws. Students who violate federal, state, or local laws are subject to College conduct action and may be asked to leave the College by the dean of students or the dean of graduate and professional studies. The dean of graduate and professional studies may refer the complaint to the dean of students or may work in consultation with the dean of students to resolve the conduct issue. Students are expected to cooperate with any conduct investigation and comply with requests of College officials, including campus safety officers and resident advisers. The College reserves the right to search a student residence if there is reason to believe a violation of College policy has occurred. Failure to cooperate with an investigation or comply with requests will result in further conduct action.

The student conduct process applies to all Sarah Lawrence College students and student organizations. A student is defined as a person enrolled or registered for study at Sarah Lawrence College for any academic period, irrespective of the student's presence on campus. Persons who are not officially enrolled but have been enrolled and plan to continue as students at the College may also be considered students. This includes, but is not limited to, students on a personal, medical, or academic leave of absence and students suspended from the College. The student conduct process applies to Sarah Lawrence College students while they are on campus, off campus, online, or abroad. Students residing in Sarah Lawrence College residence halls are also bound by the policies and procedures of the Housing License Agreement—which, along with other residential policies, can be viewed on the Office of Residential Life's MySLC page.

Standard of Proof

The purpose of the Student Conduct Process is to investigate the facts of the matter and to determine responsibility for alleged violations. The focus of inquiry is whether the student is "responsible" or "not

responsible" for violating College policy/ies. The standard of proof for a finding of responsibility is a "preponderance of evidence," meaning that the evidence indicates that it was more likely than not that the conduct violation occurred. Formal rules of evidence are not applicable, and deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to a student or to the College results. There may be instances where a student is found responsible for a related violation rather than the one listed in their notice letter. This may occur if the allegations giving rise to the related violation stem from the same facts and circumstances as described in the notice letter.

OVERVIEW OF THE CONDUCT PROCESS

The Student Conduct Process will be used for all violations of nonacademic College policies, with the exception of violations of Policy on Sexual Violence. Cases involving alleged violations of Policy on Sexual Violence are addressed by the conduct process found in the Policy on Sexual Violence (p. 100).

In cases where a violation of community responsibilities or College policies and/or regulations has occurred, discipline may occur in the manner that the College determines appropriate. For graduate students, the dean of graduate and professional studies or the dean of students will handle the matter. For undergraduates, hearing officers include the dean of students, the dean of student life, assistant director of Campus Community Standards, Residential Life professional staff, and other designated College officials. Hearing officers will consider the matter and apply sanctions, as appropriate. If one of the hearing officers had direct involvement in the matter, the case may be referred to another hearing officer.

Records of a student's conduct history are retained in the student's conduct file for seven years. Written records of cases, including suspension or expulsion, will be maintained in the student's permanent record. Parents may be notified if there is, or may be, a change in the student's enrollment or housing status due to a conduct matter or, in some cases, due to violations of the Alcohol and Other Drugs Policy. For details, see General College Policies (p. 130).

Questions regarding a student's conduct case should be directed to the hearing officer for the incident.

Non-Legal Adviser/Legal Counsel

Any student(s) charged or involved in a case involving the Code of Conduct may have a non-legal adviser or legal counsel present at any meeting or hearing with the dean of students/designee or the Student Conduct Panel. Students must provide advance written notice to the dean of students/designee of the presence of a non-legal adviser or legal counsel, and their affiliation with the student(s), within three (3) business days prior to the scheduled meeting or hearing. Failure to present timely notice will not result in a rescheduling of the meeting or hearing. Such non-legal adviser or legal counsel accompanying the student(s) is not allowed to participate in the disciplinary process, including responding to questions on the students' behalf, offering arguments on the students' behalf, or otherwise participating in disciplinary proceedings other than to speak with the student before, after, or on breaks from the meeting or hearing. Students will be required to sign a FERPA release, allowing the non-legal adviser or legal counsel to hear protected student information pertaining to the case. A non-legal adviser or legal counsel who violates any of the above terms will be required to leave the meeting or hearing.

Reporting

As soon as possible after learning of a violation of the Code of Conduct or other College policy or law, students, employees, or anyone else in the Sarah Lawrence community should submit an incident report or, in

an emergency, notify Campus Safety. Students also have the option to report incidents to other College personnel, such as Residential Life staff, Student Life staff, Title IX Coordinator (for incidents under the Policy on Sexual Violence) or the Nondiscrimination and Anti-Harassment policy), Campus Safety, and other faculty or staff. Please know that reports submitted anonymously may make it more difficult for the dean of students/ dean of Student Life office to investigate the reported incident. Finally, students may also report, confidentially or anonymously, via the incident reporting form in MySLC.

Investigation

Every reasonable effort will be made to complete investigations within a reasonable time frame following the report of the alleged violation. Investigations will be led by designated Student Affairs staff and may include participation by the offices of Campus Safety, General Counsel, Information Technology, Operations, or other departments at Sarah Lawrence when appropriate.

Protective Measures

The College may employ interim protective measures including, but not limited to, suspension, class changes, meeting-room changes, residential-room changes, and restriction of interaction. The College reserves the right to take interim measures, as appropriate.

Request for Disability Accommodations in the Conduct Process

Students with disabilities may be eligible for accommodations during the student conduct process. A student seeking accommodations due to disability must make a request through Access & Disability Services and provide the required documentation per their guidelines. Students may make a request at any point during the student conduct process; however, accommodations cannot be provided retroactively. Students are encouraged to make their requests as early as possible during the process to ensure approved accommodations are implemented in a timely fashion. Students requesting such accommodations should fully review information outlined under Access & Disability Services in MySLC.

Conduct Procedures

Although Sarah Lawrence has an obligation to uphold federal, state, and local laws, Sarah Lawrence policies and procedures operate independently from them. As such, Sarah Lawrence may pursue enforcement of its own policies whether or not legal proceedings are initiated. The Code of Conduct is inspired by the principles of restorative practice, which seek to: (a) support and care for individuals and communities that have been harmed and compassionately respond to their needs; and (b) respect the rights of all individuals in this process and encourage harmed individuals to have a voice in the process, as well as to create space for students who have caused harm to express remorse, make amends, and take steps to repair the harm caused. It is important to recognize that, while individual accountability and acceptance of responsibility is

primary, there are often other mitigating social factors at play that promote or reinforce negative behavior. Ultimately, the conduct process must keep community responsibility in context and strive for the common good.

The conduct process will vary in order to optimize individual and community repair and well-being. Whenever possible, the complainant(s) shall submit allegations in writing, via an incident report form, to the dean of students/designee.

Upon receiving notice of a potential violation of the Code of Conduct, the dean of students/designee shall initiate a disciplinary review process. The dean of students/designee will begin the investigatory process by gathering preliminary information from available sources.

The dean of students/designee reserves the right to dismiss a complaint at any stage of the process. If applicable, the dean of students/designee will provide written notice of the allegations—including the time, place, and nature of the alleged violation—to the respondent(s) and the complainant, as appropriate.

This notice of allegations will also state the date, time, and location for a meeting, at which the respondent(s) will discuss the allegations with the dean of students/designee. The complainant will also have the opportunity to meet individually with the dean of students/designee. At these meetings, the respondent(s) and the complainant will have the opportunity to provide and respond to information, witness statements, and evidence related to allegations. If a restorative approach is appropriate, the dean of students/designee may invite both parties to join the dean of students, or their designee(s), in a joint conversation.

A respondent's unexcused absence from any meeting with the dean of students/designee does not prevent the dean of students/designee from further investigation of the allegations and may result in a finding of responsibility against the student. Notice of whether a non-legal adviser will attend or legal counsel will be present must be submitted in writing to the dean of students/designee three (3) business days before the scheduled meeting

Respondent(s) are expected to respond within two (2) business days of the initial outreach. If the respondent(s) do not respond and/or do not meet with the dean of students/designee, the incident will be reviewed without the benefit of the involvement of the respondent(s), and sanctions will be enacted as appropriate to the behavior. It is to the individual's advantage to schedule and participate in a conduct meeting. A lack of response will also be considered in applying a sanction. Communication in matters related to the conduct process will primarily be sent to the students' college-issued email address. Failure to check campus email will not be considered a mitigating factor.

Standard of Proof

The purpose of the conduct process is to investigate the facts of the matter and to determine responsibility for alleged violations regardless of intention. The focus of inquiry is whether the student is "responsible" or "not responsible" for violating College policy/ies. The standard of proof for a finding of responsibility is a

"preponderance of evidence," meaning that the evidence indicates that it was "more likely than not" that the conduct violation occurred. Formal rules of evidence are not applicable, and deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to a student or the College results. There may be instances where a student is found responsible for a related violation rather than the one listed in their notice letter. This may occur if the allegations giving rise to the related violation stem from the same facts and circumstances as described in the notice letter.

Administrative Actions

Interim Administrative Actions

The dean of student life/designee may take interim administrative action when a student is deemed to threaten the health, safety, or well-being of the College community. Interim actions may include suspension from the College, removal from College housing, loss of privileges, or other similar measures.

Interim administrative action is not a disciplinary sanction. It is intended to help protect members of the College community until a matter can be investigated and adjudicated. The action remains in effect until the matter has been investigated, adjudicated, or otherwise resolved at the discretion of the dean of student life/designee.

Examples of behavior that may lead to interim suspension from the College include, but are not limited to, physical violence, sexual misconduct, and possession and distribution of controlled substances.

No Contact Orders (NCOs)

A No Contact Order (NCO) may be issued at any time by the assistant director of community standards or the Office of Residential Life. Under an NCO, two (or more) student parties are ordered to avoid intentional contact with one another. This order does not guarantee that involved parties will never see each other or be in the same space, but it stipulates that intentional and direct contact must be avoided.

NCOs are not a disciplinary sanction but, rather, an administrative action to mandate civil conduct between the involved parties. Moreover, both parties are able to request modification or removal of an NCO under a review process detailed in the NCO issuance letter.

SANCTIONS

Sanctions are assessed in response to the specific violation(s) and prior conduct history of the student and in keeping with the policies and procedures noted in this handbook. Any one or more of the following sanctions may be assessed to a student found responsible for violating College policy. Policy violations in various categories are additive, and sanctions will be assigned accordingly. In addition, with the concurrence of the dean of students, dean of student life, or assistant director of community standards, a sanction not listed here, but appropriate for the violation, may be assessed. Failure to comply with a sanction may result in more severe sanctions. Sanctions resulting from failure to comply with a sanction may not be appealed.

Conversational Resolution

A conversational resolution is a sanction generally utilized for first-time, low-level violations. Conversational resolutions are meant to provide an opportunity for students to discuss behavioral expectations of Sarah Lawrence College, as well as to strategize ways to prevent further misconduct through student decision-making. Students are generally afforded the conversational resolution only once during their tenure.

Documented Warning

A documented warning is written notice that the student's conduct is in violation of College policy and that future violations may result in more severe sanctions.

Disciplinary Probation

Disciplinary probation serves as a final warning that a student's behavior is not in line with College policies. Should a student be found responsible for violating any other policies while on disciplinary probation, sanctioning would likely result in suspension. Disciplinary probation may be issued for any duration of time, including the remainder of the student's time at Sarah Lawrence.

Educational Program/Project

Programs and activities designed to help the student become more aware of College policies and understand the inappropriateness of the behavior include, but are not limited to, participation in a campus educational program or completion of an online program.

Referral to Health & Wellness

A referral to Health & Wellness is a referral for an assessment and follow-up recommendations. This is a two-part process:

1. The student must make an appointment with Health & Wellness within 24 hours of the conduct hearing with the hearing officer.

2. The student must show up on time for the Health & Wellness appointment. Tardiness may count as a missed appointment. Should an emergency arise that prevents a student from keeping an appointment with Health & Wellness, it is the student's responsibility to notify Health & Wellness to reschedule the appointment in a timely manner.

Fines

As appropriate to the violation, a fine may be imposed. Students may also receive a $50 community-impact fine when appropriate.

Loss of Privileges

A specific privilege may be denied for a defined period of time.

Restricted Access

Conditions that specifically dictate and limit future presence on campus and/or participation in College-sponsored activities will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on campus, housing relocation, or a No-Contact Order forbidding the student from contact with another identified member of the community.

Parental Notification

A student's parent(s)/legal guardian(s) will be notified via email if the student receives a sanction that impacts or has the potential to impact the student's status at the College. Such sanctions include housing probation, loss of housing, suspension, and expulsion.

Housing Probation

Housing probation means that an additional violation may result in loss of housing. Housing probation may be issued for any duration of time, including the remainder of the student's time at Sarah Lawrence.

Loss of Housing

Loss of housing means that the student is removed from College housing for a defined period of time. Students who lose their housing must move out all of their belongings and return their keys within 48 hours. Anything left behind will be removed and discarded, and the student will be billed accordingly.

Suspension

Suspension means that the student must leave the College for a defined period of time. During the suspension period, the student is not permitted on campus and is not permitted to participate in any off-campus, College-sponsored/affiliated activity.

Expulsion

Expulsion means that the student's relationship with the College is permanently terminated. A student who is expelled from the College is not permitted on campus and is not permitted to participate in any off-campus, College-sponsored/affiliated activity.

APPEALS

A student wishing to challenge the outcome of a hearing should submit an appeal within five (5) business days of the determination in accordance with instructions provided in the outcome letter. The student will receive confirmation of receipt of the appeal from an appeals officer at their Sarah Lawrence email address, typically within two (2) business days of submission. The appeals officer is a hearing officer who is not the original hearing officer and who serves in a professional capacity at the College above the level of the hearing officer.

Either the complainant (if applicable) or the respondent may appeal the hearing officer's decision. The only grounds for appeals are:

- Material procedural error: A significant procedural error occurred that was prejudicial to the outcome of the hearing and affecting the appealing party.
- Previously unavailable relevant information: New, relevant information has been identified that was not available or known to the appealing party at the time of the hearing, and this information may materially alter the outcome.
- Inappropriate sanction: The sanction imposed was inappropriate based on the weight of the information provided during the investigation and/or hearing.

An appeal is not a new hearing, and the student is not present for the appeal. The appeals officer will consider the written appeal statement and the case record only in determining the outcome of an appeal. The appeals officer will communicate the decision to the student in writing once a decision has been reached, generally within five (5) business days of receipt of the appeal. Unavoidable delays in the processing of an appeal, however, including the complexity of the case, may require additional time for review.

During the consideration of an appeal, sanctions assessed by the hearing officer will remain in effect. The appeal period/process begins when the appeals officer confirms receipt of the appeal. If a student has an additional violation of community standards or College policy while an appeal is being reviewed, the student's prior conduct sanctions and record, including those being appealed, may be considered in responding to the new violation(s).

Only one appeal per incident is permitted, and the decision of the appeals officer is final. No further appeals are permitted. Questions about an appeal should be directed to the appropriate appeals officer.

Record Retention

In accordance with the College's record-retention policy, written records of conduct cases will be maintained for seven (7) years. Written records of cases including suspension or expulsion will be maintained in the student's permanent record.

APPENDICES TO THE STUDENT HANDBOOK

APPENDIX 1: NEW YORK STATE PENAL CODE

- NYS Open Legislation | NYSenate.gov
- NYS Penal Law Definition of Stalking (sections 120.45, 120.50, 120.55, 120.60)
- NYS Penal Law Article 130: Sex Offenses

APPENDIX 2: ORDERS OF PROTECTION

Frequently Asked Questions - Obtaining An Order of Protection (nycourts.gov)

APPENDIX 3: DEFINITIONS UNDER THE VIOLENCE AGAINST WOMEN ACT (VAWA)

Awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence.

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Proceeding means all activities related to a noncriminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution—notwithstanding section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA). The result must also include the rationale for the result and the sanctions.

The Uniform Crime Reporting (UCR) Program and VAWA Definition of Sexual Assault

1. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim.
2. Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

APPENDIX 4: ALCOHOL AND OTHER DRUGS PENAL LAW

Summary of State and Federal Laws Regarding Possession and Distribution of Illegal Drugs

1. New York Law Narcotic and Marijuana Offenses
    a. Simple Possession: Depending upon the drug and the quantity possessed, this offense may be a misdemeanor (Class A or B) or a felony (Class A-I, A-II, B, C, D, or E). Private possession of less than 25g of a substance, compound, or mixture containing marijuana is a violation.
    b. Possession Plus Intent to Sell: A Class B, C, or D felony, depending upon the drug, the quantity of the drug involved, and whether the accused has any prior convictions for drug-related offenses; does not apply to marijuana.
    c. Sale of Narcotics or Marijuana: Generally, a felony of varying degree, depending upon the drug and the quantity sold. It is a Class B misdemeanor to transfer (for no money) one marijuana cigarette or less than 2g of marijuana to an adult (18 years of age or older) and a Class A misdemeanor to sell up to 25g of marijuana to an adult. All other offenses involving the sale of marijuana are felonies.
    d. Potential Penalties for Conviction
        - **Marijuana Violation:** First offense, fine up to $100; second offense, fine up to $200; third offense, fine up to $250 and/or imprisonment for up to 15 days. Conditional discharge (similar to probation) plus fine also possible. Surcharges and victim assistance fees of $45.

- **Class B Misdemeanor:** Imprisonment for up to 3 months, conditional discharge, fine to $500, restitution/reparation, or a combination of the above. Surcharges and victim assistance fees of $90.
- **Class A Misdemeanor:** Imprisonment for up to one year, conditional discharge, fine to $1,000, restitution/reparation, or a combination of the above. Surcharges and victim assistance fees of $90.
- **Felonies:** Depending upon the offense and whether the accused has prior felony convictions, penalties may include imprisonment (mandatory for Class A, B, and C felonies) for terms ranging from less than one year up to life, fines ranging from $5,000 or less up to $100,000, property forfeiture, probation, or conditional discharge and restitution/reparation. Also possible: lifetime probation in return for material assistance to law enforcement (not available for Class A-I felonies). Surcharges and victim assistance fees of $155.

2. Federal Law Controlled Substances (Including Marijuana)
   a. **Simple Possession:** Punishable by imprisonment of up to one year, a fine of at least $1,000, or both. If accused has one or more prior convictions for drug-related offenses, imprisonment becomes mandatory for 15 to 90 days and fines increase to a minimum of $2,500 to $5,000. Penalties for possession of at least 5g of crack cocaine include a mandatory jail term of 5 to 20 years and a minimum fine of $1,000; the quantity of the drug required for penalty decreases if the accused has prior drug-related convictions. A person convicted of possession is also subject to a fine for the costs of investigation and prosecution of the offense. Possession of a personal use amount of certain controlled substances (including but not limited to LSD, heroin, cocaine, and marijuana) is punishable by a civil penalty of up to $10,000 for each offense.
   b. **Manufacture, Distribution, Dispensation, and Possession with the Intent to Manufacture, Distribute, or Dispense:** Depending upon the substance involved and the quantity, penalties may include imprisonment for prescribed terms from less than one year to life, supervised release (probation), criminal fines ranging from $1,000 to more than $1,000,000, and forfeiture of property that constitutes or is derived of proceeds obtained as a result of the offense or that was used or intended to be used in committing or facilitating commission of the offense. Penalties are subject to doubling or tripling for distribution to persons under the age of 21, distribution or manufacture in or near a school or college, and if the accused has prior drug-related convictions.
   c. **Attempt and Conspiracy:** Attempts to commit drug offenses and conspiracy to commit such offenses are subject to the same penalties as those prescribed for the offense itself.

Summary of State and City Alcohol Laws

1. **Age of Majority—Unlawful Consumption Under 21:** It is illegal for anyone under the age of 21 to consume alcoholic beverages or to possess alcohol with the intention of consuming it. Any person who unlawfully possesses an alcoholic beverage with intent to consume may be summoned before and examined by a court having jurisdiction. Such persons are not subject to arrest; however, persons found

in violation of this law may have a fine imposed by the court not exceeding $50 and/or completion of an alcohol-awareness program and/or an appropriate amount of community service not to exceed 30 hours.

2. **Age of Majority—Prohibited Deliveries and Sales:** No person shall sell, deliver, give away, cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any person, actually or apparently, under the legal age of 21. Violations of this section are deemed misdemeanors.
3. **Age of Majority—Prohibited Deliveries and Sales:** No person shall sell, deliver, give away, cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any visibly intoxicated person. Violations of this section are deemed misdemeanors.
4. **Age of Majority—Fraudulent Means:** No person under the age of 21 may present or offer false or fraudulent written identification of age, or the identification of another, for the purpose of purchasing or attempting to purchase any alcoholic beverages. If one is found to have done so, he or she is guilty of a violation punishable by a fine of not more than $100 and/or an appropriate amount of community service not to exceed 30 hours and/or completion of an alcohol-awareness program. Further, upon determination of a violation of this section, a court may suspend the violator's New York driver's license for 90 days.
5. **Liability for Promoting or Causing A Minor's Intoxication**
    a. **Furnishing or Assisting:** Any person injured in person, property, means of support, or otherwise by reason of the intoxication or impairment of ability of any person under 21 shall have the right of action to recover actual damages against any person who knowingly causes such intoxication or impairment of ability by unlawfully furnishing to or unlawfully assisting in procuring alcoholic beverages for such person with knowledge or reasonable cause to believe that such person was under 21 years old.
    b. **Selling or Assisting:** Any person injured in person, property, means of support, or otherwise by reason of the intoxication of any person shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action, such person has a right to recover actual and exemplary damages.

6. City of Yonkers ordinances prohibit the possession of open containers containing alcoholic beverages in any area to which the public is invited and which is not fully enclosed, including private streets open to public vehicular traffic. Violations are deemed Class III offenses, punishable by criminal fines of not more than $250 and civil penalties of not more than $500. Repeat offenders may face fines and penalties of up to $2,500 and $10,000, respectively, and/or imprisonment of up to one year.

APPENDIX 5: HATE CRIMES

- NYS Penal Law Article 485
- Section 485.00 Legislative findings
- Section 485.05 Hate Crimes

- Section 485.10 Sentencing

Additional Information on SLC Hate Crime Policy and Annual Security & Fire Report:
https://www.sarahlawrence.edu/campus-safety/slc_hatecrimepolicy.pdf
https://www.sarahlawrence.edu/media/security/pdf/slc-annualsecurityreport.pdf