2026/27

Graduate Student Handbook

SARAH LAWRENCE COLLEGE · est. 1926 ·

IMPORTANT PHONE NUMBERS & EMAIL ADDRESSES

Bookstore (sarahlawrence.ecampus.com) 859.209.6958
Campus Operations (operations@sarahlawrence.edu) 914.395.2385
Campus Safety (nonemergency phone number) (campussafety@sarahlawrence.edu) 914.395.2209
Career Services (careerservices@sarahlawrence.edu) 914.395.2566
College Events & Rentals (events@sarahlawrence.edu) 914.395.2412
Community Partnerships and Engagement (partnerships@sarahlawrence.edu) 914.395.2573
Dining and Food Services (avifresh@sarahlawrence.edu) 914.395.2387
Duplicating (duplicating@sarahlawrence.edu) 914.395.2318
Financial Aid (finaid@sarahlawrence.edu) 914.395.2570
Graduate and Professional Studies (gradstudies@sarahlawrence.edu) 914.395.2372
Health & Wellness Center (healthandwellness@sarahlawrence.edu) 914.395.2350
Help Desk (Student Computing) (hd@sarahlawrence.edu) 914.395.2460
Human Resources (hr1@sarahlawrence.edu) 914.395.2315
International Student Services (internationalstudentservices@ sarahlawrence.edu) 914.323.6318
Library (reference@sarahlawrence.edu) 914.395.2474
Office of Global Education (slcaway@sarahlawrence.edu) 914.395.2305
Office of the Dean of Studies and Student Life (deanofstudies@sarahlawrence.edu) 914.395.2249
Office of the Registrar (regoff@sarahlawrence.edu) 914.395.2301
Physical Education and Athletics (athletics@sarahlawrence.edu) 914.395.2560
Post Office (postoffice@sarahlawrence.edu) 914.395.2420
President's Office (president@sarahlawrence.edu) 914.395.2202
Provost and Dean of the Faculty (deanofcollege@sarahlawrence.edu) 914.395.2303
Residential Life (reslife@sarahlawrence.edu) 914.395.2575
Spiritual Life (flee@sarahlawrence.edu)
Student Accounts (studentaccounts@sarahlawrence.edu) 914.395.2550
Student Employment (finaid@sarahlawrence.edu) 914.395.2572
Student Involvement and Leadership (studentinvolvement@sarahlawrence.edu) 914.395.2550
Student Life (studentlife@sarahlawrence.edu) 914.395.2575
The HUB (hub@sarahlawrence.edu)
Title IX Coordinator (titleix@sarahlawrence.edu) 914.323.6138

THE STUDENT HANDBOOK

The 2026–27 Sarah Lawrence College Graduate 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 30, 2026**. 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.

- Graduate Academic Policies and Procedures (p. 12)
- Academic Resources and Support (p. 45)
- Community Resources and Support (p. 56)
- Campus Resources (p. 62)
- Campus Offices (p. 85)
- Community Standards (p. 104)
- Student Conduct Process (p. 211)
- Appendices (p. 221)

Revised 8.30.26

CONTENTS

About Sarah Lawrence College 7
Our Philosophy 8
The Mission Statement of Sarah Lawrence College 9
Principles for Mutual Respect 10
College Operations Under Extraordinary Circumstances 11
Graduate Academic Policies and Procedures 12
Degrees and Instructions 13
Course Registration 19
Other Student Policies 23
Academic Status and Expectations 29
Thesis/Capstone Requirements 32
Academic Integrity 35
Student Conduct 39
Graduate Student Association and Graduate Committees 42
The Learning Commons 46
The Learning Commons 46
Writing Center 47
Access and Disability Services 48
Library Services 49
Registrar's Office 51
Family Educational Rights and Privacy Act 53
Health & Wellness Center 57
Health & Wellness Center 57
Meal Plan Accommodations for Students With Medical Conditions 59
Resources Regarding Alcohol and other Drugs 60
Campus Safety 64
Campus Safety 64
Campus Safety Advisory Committee 66
Residential Life 67
Student Diversity, Equity, Inclusion, and Belonging 68
International Student Services 69

SLC Hudson River Research at CURB 70
Student Involvement and Leadership 71
Facilities and Operations 72
Identification Card (1card) 74
Student-Managed Spaces 78
Other Student Spaces 80
Preparation for Graduate Study 81
Physical Education and Athletics 87
Physical Education and Athletics 87
Student Focused Campus Offices 89
Career Services 91
Global Education 93
Special Events 94
Financial Aid 97
Food Services 98
Help Desk, Computer Support Services, MySLC 99
Student Employment 101
Off-Campus Housing 102
Experiential Learning Center 103
Conduct Code 105
Conduct Code 105
Residential Life and Housing Policies 118
General College Policies 125
Title IX & Gender-Based Misconduct Policy 156
Scope of Policy 158
Glossary of Terms 160
Definitions of Gender-Based Misconduct 164
Policy on Consensual Relationships 168
Preservation of Evidence 170
How Drugs and Alcohol Affect Consent 172
Amnesty for Alcohol and/or Drug Use 173
Reporting Options and Immediate Assistance 174
Orders of Protection 177
Initial Assessment for Procedural Options 178
Advisers 181
Supportive Measures and Accommodations 182
No Contact Orders 183
Emergency Removal of Respondents 184
Timeframe and Privacy of Complaint Resolution 185

Informal Resolution Processes 186
Formal Investigation and Hearing Process 189
Sanctions 197
Remedies 198
Finality 199
The Appeal Process 200
Title IX & Gender-Based Misconduct Transcript Notation 203
Prevention and Assessment 204
Students' Bill of Rights 205
Records Retention Policy 206
Reporting Crime Statistics and Aggregate Data 207
Additional Information 208
Appendix: Rules of Decorum for Title IX & Gender-Based Misconduct Hearings 209
Student Conduct Process 211
Student Conduct Process 212
Overview of the Conduct Process 213
Sanctions 217
Appeals 220
Appendices to the Student Handbook 221

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

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.

GRADUATE ACADEMIC POLICIES AND PROCEDURES

Degrees and Instructions (p. 13)

Sarah Lawrence offers distinctive master's degree programs and dual degrees in the arts, humanities, social sciences, and sciences.

Course Registration (p. 13)

During the registration period, students study the curriculum and discuss proposed programs with their program directors.

Other Student Policies (p. 13)

Academic Status and Expectations (p. 13)

Faculty are urged to submit a report to the dean of graduate and professional studies and the specific program director about any student whose attendance is irregular or whose work reflects academic difficulty.

Thesis/Capstone Requirements (p. 13)

In addition to coursework and fieldwork credits, each program has specific requirements for the student's culminating work.

Academic Integrity (p. 13)

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.

Student Conduct (p. 13)

Students are expected to observe College policies and local, state, and federal laws, including breach-of-peace offenses.

Graduate Student Association and Graduate Committees (p. 13)

The Graduate Student Association (GSA) consists of graduate student representatives (collectively agreed upon and determined by the graduate student body) that collaborate with faculty, staff, and administration from all different programs on behalf of the graduate student body in an effort to support and advocate for the interests of all graduate students.

DEGREES AND INSTRUCTIONS

Academic Degrees and Certificates

In 1951, Sarah Lawrence awarded its first master's degrees to four individual students. Since then, the College has trained thousands of genetic counselors, educators, artists, writers, and health care professionals.

Sarah Lawrence offers distinctive master's degree programs and dual degrees:

- Master of Science in Education (MSEd) in Art of Teaching—72 credits
- Master of Arts (MA) in Child Development—48 credits
- Master of Fine Arts (MFA) in Dance—48 credits
- Master of Science (MS) in Dance/Movement Therapy—60 credits
- Master of Arts (MA) in Health Advocacy (online)—48 credits
- Master of Science (MS) in Human Genetics—70 credits
- Master of Fine Arts (MFA) in Theatre—48 credits
- Master of Fine Arts (MFA) in Writing—48 credits
- Master of Science in Education (MSEd) in Art of Teaching and Master of Arts (MA) in Child Development (dual degree)—99 credits
- Master of Arts (MA) in Child Development and Master of Social Work (MSW) in cooperation with New York University (NYU) School of Social Work (dual degree)—38 Sarah Lawrence credits + 56 NYU credits

The College also offers five-year and six-year programs available to undergraduate students upon successful master's degree application:

- Bachelor of Arts (BA) in Liberal Arts and Master of Science in Education (MSEd) in the Art of Teaching
- Bachelor of Arts (BA) in Liberal Arts and Master of Arts (MA) in Child Development
- Bachelor of Arts (BA) in Liberal Arts and Master of Science (MS) in Dance/Movement Therapy
- Bachelor of Arts (BA) in Liberal Arts and Master of Arts (MA) in Health Advocacy
- Bachelor of Arts (BA) in Liberal Arts and Master of Science in Education (MSEd) in the Art of Teaching & Master of Arts (MA) in Child Development
- Bachelor of Arts (BA) in Liberal Arts and Master of Arts (MA) in Child Development & Master of Social Work (MSW) in cooperation with New York University (NYU) School of Social Work (dual degree)

In addition to the above master's degrees, several part-time advanced certificates are available.

In the area of education, Sarah Lawrence offers an advanced certificate in Early Childhood Special Education (17 credits).

The following 12-credit advanced certificates in Health Advocacy are offered as stackable toward the Master of Arts degree in Health Advocacy:

- Foundations of Health Advocacy: Theory and Practice
- Program Design and Evaluation
- Health Policy and Law
- Program Design and Implementation

Degree Requirements

Students are responsible for knowing and satisfying degree requirements. Each graduate program has specific requirements, as defined on the individual program websites as well as the graduate catalogue. Students are expected to maintain regular contact with their program director/adviser to plan their course of study and track progress toward degree completion.

Transfer Credits

Requests for previously completed transfer credit should be made by the student upon entry to the graduate program or in the semester following course completion. Students may request transfer credit for courses taken at other schools if those courses meet the following conditions:

1. They must have been taken at an accredited US college or university or at an international university of comparable accreditation.
2. The grade must be B or above (B- is not accepted).
3. If the course is graded pass/fail, transfer eligibility is reviewed by the program director and registrar.

Courses that meet the above conditions are evaluated, in terms of content, by the program director. It is up to the program director's discretion to evaluate whether the student may transfer graduate-level credit and whether the transferred credit could replace a course in the program. Transcripts to be evaluated must be official and sent directly to the registrar by the issuing institution. Student unofficial copies are not accepted.

A maximum of 10 transfer credits may be applied to the requirements of the degree.

Online Courses Transfer Criteria

1. Online courses must be offered by a regionally accredited college or university and must be applicable to a relevant graduate degree at that school. Massive open online courses and other noncredit or credit-optional courses are not eligible for transfer credit.
2. Online courses must be offered during a defined term/session, with clear beginning and end dates. In addition, for most graduate programs, the online courses may not be self-paced or entirely

asynchronous. Students may not simultaneously enroll at Sarah Lawrence and in online courses at another institution, unless they are enrolled in a dual or joint degree program between that institution and Sarah Lawrence.

3. Online courses must have structured progression through course material.
4. Online courses must include student-faculty and student-student interaction, as well as required assignments and teacher feedback.

Program Instruction

Following are the various types of instruction that exist across the various graduate programs. Refer to the graduate catalogue for information on each program's specific structure and course of study.

Seminar-Conference Courses – Small seminars are combined with regular individual conferences with the course instructor. In these conferences, the student and instructor identify the student's specific areas of interest and begin to explore them, often via a project or research paper. These independent enterprises help each student develop and refine skills of analysis, interpretation, and writing. Frequently, a conference project becomes the basis for a master's thesis.

Asynchronous Seminar Courses – Students complete assignments asynchronously and engage in robust collaborative online discussions with faculty and colleagues.

Seminar/Lecture Courses – Students meet weekly for one or more sessions with instructors and engage in seminar and/or lecture discussions.

Independent Study – Students who seek to develop an individual research project/creative work more fully, or to undertake an intensive course of reading, may embark on an independent study. Permission is obtained from the student's program director and from the dean of graduate and professional studies.

Component Courses – Component courses in dance and theatre are specifically structured to integrate theory and practice. Working with an adviser, students select a combination of several components that together constitute a full program for the Master of Fine Arts degree.

Fieldwork, Clinical and Teaching Placements, and Internships – Fieldwork, the integration of the theoretical with the practical, is a requirement for many graduate degrees and an option for all graduate degrees. Fieldwork is required for the programs in Art of Teaching, Art of Teaching/Child Development dual degree, Child Development, Child Development/MSW dual degree, Dance/Movement Therapy, and Human Genetics. The programs in Dance/Movement Therapy and Human Genetics also require students to successfully complete clinical placements in the second and/or third year. The programs in the Art of Teaching and in the Art of Teaching/Child Development dual degree require successful completion of teaching placements in the second year. Students in the Child Development/MSW dual degree also complete clinical placements while at NYU. Students are typically graded pass/fail in these courses. Successful completion of fieldwork, internships, clinical placements, and/or teaching placements is a requirement for

progress toward degree completion. Sites for fieldwork include hospitals, schools, community initiatives, nonprofit organizations, and government agencies. Failure to successfully engage in fieldwork and/or a clinical or teaching placement may result in dismissal from the field placement, which may also result in failure of the course. International students must speak with their DSO (designated school official) before participating in fieldwork and/or internships.

In addition to fieldwork courses, many students participate in internships throughout the New York City metropolitan area. Students wishing to engage in an internship for course credit should discuss this option with their program director. Students will typically engage in this work as part of an established course at the College, or they might request an independent study.

Master's Project/Thesis – Most programs require a master's project or thesis, but the format varies. See the Maximum Time to Completion and Master's Project/Thesis sections of this handbook for more information.

Enrollment Status

Graduate students are typically enrolled full time at 10 or more credits. Students considering part-time or half-time (Writing only) status should consult with their program director.

Advanced certificate students are typically enrolled part time, permitting a maximum of nine credits each semester.

Students are expected to enroll in successive fall/spring semesters. Programs in the Art of Teaching, the Art of Teaching/Child Development dual degree, Human Genetics, and five-year Bachelor of Arts (BA) in Liberal Arts and Master of Science (MS) in Dance/Movement Therapy also require coursework in at least one summer semester. If a student is not enrolled at the College, it must be for one of the following approved reasons:

- Taking a leave of absence for personal or medical reasons
- Actively enrolled at another institution as a dual degree student
- Taking a leave of absence for full-time study at another institution

Child Development/NYU dual-degree students are full time at Sarah Lawrence in the first year. In the second year, these students are full time at NYU and receive an enrollment status of dual degree at another institution. After completion of the second year at NYU, students return to Sarah Lawrence to complete the program on a part-time basis and are responsible for certain fees but no additional tuition.

Combined Child Development/NYU students (BA/MA/MSW) begin their graduate work in their senior year at the undergraduate tuition rate. Once a student has graduated with their bachelor's degree, their second and

third years of the program are full time at NYU, where tuition is paid (and financial aid received). In their third year of the program, students also complete their thesis (12 thesis credits and two seminar credits) at Sarah Lawrence at a per-course thesis tuition rate.

Students not enrolled either at Sarah Lawrence or at another institution for a dual degree are withdrawn for failure to return. Full-time enrollment requires students to be enrolled in at least 10 credits. International F-1 students must be enrolled full time in order to maintain visa status. Part-time status consists of up to nine registered credits each semester, and students considering part-time status should consult with their program director. Half-time status (Writing students only) consists of 5 or 6 registered credits each semester. Students considering half-time status should consult with their program director.

A Change of Status form, available on MySLC, must be submitted by the student for each semester that their enrollment status changes, including a change from part time to full time or from full time to part time, a leave of absence, or a return from leave of absence. Personal and medical leaves of absence are typically approved on a per-semester basis. Students should typically complete a new leave of absence request each semester, up to a maximum of four consecutive semesters of leave. Students who do not complete a request for an extension of a leave of absence are withdrawn for failure to return.

Semester enrollment of 10 or more credits is considered full-time tuition. Students enrolled in more than 18 credits in a given semester are typically billed at the per-credit tuition rate for the additional credits. If a student's program requirements warrant more than 18 credits of study in a given semester, they must request an exception to this tuition policy with approval from their program director and from the dean of graduate and professional studies. Part-time students are billed at the per-credit tuition rate each semester. Half-time (Writing only) students are billed at the half-time flat rate.

Maximum Time to Completion

Full-time students are expected to complete single degrees in two years and dual degrees in three years. Part-time and half-time students are expected to complete single degrees in four years and dual degrees in six years. Approved leaves of absence may permit up to four years for degree completion for full-time students or six years for part-time and half-time students. Exceptions may be made by the program director, who reviews requests for extensions as needed and ensures that an academic plan of completion has been developed, signed, and copied to the dean of graduate and professional studies. Extensions are not approved beyond three years for single-degree completion for full-time students and six years for single-degree completion for part-time and half-time students. Extensions are not approved beyond four years for dual-degree completion for full-time students and seven years for dual-degree completion for part-time students. If an extension is not requested and/or granted, the student is withdrawn from the College.

In certain cases, students may request one or two additional semesters to complete their thesis. Typically, students are not granted more than one additional semester for thesis completion. To request an additional thesis semester, students are expected to submit a Change of Status form on MySLC with an appropriate

explanation. This request is reviewed by their program director and the dean of graduate and professional studies. Extensions must also be approved by the thesis adviser. Typically, thesis extensions are granted on a per-semester basis. Each additional semester of thesis completion incurs a thesis completion fee. Students may not enroll in more than two additional semesters of thesis completion. Failure to complete the thesis after two additional thesis completion semesters likely results in failure of the thesis and withdrawal from the program.

COURSE REGISTRATION

General

Course registration generally occurs in three periods. Registration for programs with summer courses takes place in early to mid-May. Fall course registration occurs in mid-April. Spring course registration takes place in mid-November. Students submit a Registration Form, as directed by the Registrar's Office, and detailed information and instructions are emailed to students approximately two weeks before each registration period. Each individual program director approves student registration on a semester basis. **Students are responsible for registering for courses each semester, regularly reviewing their class schedule on MySLC, and reporting any discrepancies to the Registrar's Office, the Graduate Studies Office, and their program director.**

Students are expected to be registered for an appropriate course load prior to the beginning of the semester. A two-week Add/Drop period follows the Fall and Spring course registration periods for minor schedule changes only. A one-week Add/Drop period follows the Summer registration period. Students should not expect to register for an entire course load during the Add/Drop period. Students with active holds on their records, including a 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 with an active hold on their record also may not attend classes until they have cleared all holds.

Program Specifics

Rising senior undergraduate students beginning the five-year BA/MSEd degree register for some graduate-level courses in their fourth year, beginning in the summer following their junior year. Bachelor of Arts graduates continuing into the fifth year for a master's degree register for summer courses prior to their first fall semester as a graduate student. Dance and theatre students register for the program course during the registration period, followed by individual component course registration with the specific department/program director immediately before each semester: in August for the fall semester; in January for the spring semester

Child Development and Art of Teaching/Child Development dual-degree students are permitted elective courses and may therefore participate in the interview period that precedes the August (for fall) and January (for spring) elective-course registration periods. Students review the offered electives, interview faculty of such courses, and submit their preferences in priority order to their program director. The program director/adviser reviews the electives and course registration. Because class sizes are limited, students might not be placed in order of priority. Students who are not placed in their preferred classes may participate in second-round interviews and registration. The interview process allows students to learn more about course content and expectations and, if relevant, to discuss prior experience with the subject.

Child Development/NYU dual-degree students register for a part-time load at Sarah Lawrence to complete the program in their third year without incurring tuition costs. Students in their third year of this program pay only a program fee.

Add/Drop period

Students must be registered for classes by the beginning of the semester. The Fall and Spring two-week Add/Drop periods begin on the first day of classes and is intended for minor schedule changes.

To participate in Add/Drop, students must submit the appropriate form located on MySLC and receive necessary approvals. Students are expected to discuss schedule changes with their program director/adviser. In exceptional circumstances, students may contact the dean of graduate and professional studies for late-registration permission, subject to a $50 fee. Courses dropped during this period do not appear on the official transcript.

Summer or intersession courses dropped before the class begins do not appear on the official transcript. Students may withdraw from a summer or intersession course during the first week of class or before the second class meeting and receive a grade of WD on the official transcript.

Courses dropped after Add/Drop are considered a withdrawal; see the Course Withdrawal policy.

Auditing

Full-time students may audit one course each semester, with the permission of the instructor and their program director, for zero credits. Audits do not include conferences with the teacher nor have written work evaluated, but regular attendance throughout the course is required. Faculty may set additional requirements. 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 program director/adviser. 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, full-time Sarah Lawrence students. Students may not convert an audit into a course for credit, or vice versa, after the Add/Drop period has ended.

Course Withdrawal

The Course Withdrawal period begins once Add/Drop ends and continues through the 10th week of the semester. Students who experience a significant issue that impedes their ability to successfully complete a course may request to withdraw. First, students must discuss the withdrawal with their program director and the instructor and then seek approval from the dean of graduate and professional studies, who provides the Course Withdrawal Request form. Forms are not accepted by the Registrar's Office without required

approvals. **Ceasing to attend a course does not constitute an official withdrawal; failure to officially withdraw from a course results in a grade of F appearing on the official transcript.** Official course withdrawal results in a grade of WD on the official transcript.

Course withdrawal may impact a student's enrollment status, which may impact financial aid, as well as visa eligibility for international students. Students are advised to consult the Financial Aid Office and, if relevant, the international student adviser before withdrawing from a course.

There is no reduction of tuition charges for courses dropped once the Add/Drop period has ended and the Course Withdrawal period begins. Only one course withdrawal over a maximum of two semesters is permitted.

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

Credits More Than 18

Full-time students generally enroll in 10 to 18 credits in a given semester, depending on program requirements. Students on academic probation are not permitted to exceed the required program credits in a given semester. Students are encouraged to consult with their program director when considering extra coursework beyond program requirements in a given semester. Registration for credits beyond program requirements takes place only in the second week of Add/Drop. Students must consult with their program director and then submit the appropriate form available on MySLC. Credits more than 18 for the semester are typically charged at the regular per-credit tuition rate.

Five-year and six-year students enrolled in their senior year at the College are permitted to take up to 22 credits without additional charge if necessary to complete both their undergraduate degree requirements and first-year graduate program requirements.

Human Genetics students planning to enroll in between 18 and 22 required program credits in a given semester should request approval to enroll in this program without additional charge from their program director and from the dean of graduate and professional studies.

Yearlong Courses

In addition to fall and spring semester courses, the College has a number of yearlong offerings. Evaluations are submitted for both fall and spring, and students receive a grade for the entire course at the end of the spring semester.

Students enrolled in yearlong courses may elect to drop the course at the end of the fall semester after discussing it with their program director and instructor. If approved by the program director, students must

submit a Yearlong Course Drop form available on MySLC. If a student does not continue in the spring portion, the fall portion of the course receives a grade from the instructor. If students do not participate in the yearlong drop period during fall, drops may occur only during the Add/Drop period in the spring semester.

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

Exceptions to Academic Policies

In order to advance their curricular and academic interests, students may occasionally wish to seek an exception to a specific program policy. Students requesting exceptions to the College's academic policies must submit an academic exception request form. All exceptions must be reviewed and approved by the program director, the dean of graduate and professional studies, and the registrar.

OTHER STUDENT POLICIES

Accommodations

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

- Students with mobility impairments requiring accessible classrooms 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. Any student who has a disability and requires accommodations should contact the assistant dean of access and disability services, who determines the appropriate accommodations.

Attendance

Consistent attendance for and engagement in academic obligations is expected. Students are expected to notify faculty in advance when they must miss a class or conference appointment. Missed conferences may be rescheduled at the faculty member's discretion. Faculty members are not required to reschedule missed conferences. The instructor must notify the program director/student's adviser if a student has missed two classes or conferences in succession without prior notice or explanation. Illness does not excuse a student from academic work. Regardless of the reason for an absence, missed coursework must be made up.

Faculty are expected to notify the program director, the Graduate Studies Office, and the Registrar's Office regarding students who consecutively and regularly miss class. 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. The Registrar's Office is responsible for complying with various financial aid and regulatory requirements that require reporting of non-attendance. Where applicable, school certifying officials are required to report absences in accordance with educational-benefit regulations.

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.

Students may not leave early for or return late from College breaks. Academic requirements must be met, including attendance and engagement in class and conference meetings, as well as in fieldwork, internship, clinical, and teaching placements for the duration of the commitment.

Short-Term Absences

A student may need to take a short-term absence from campus in the case of serious illness or family emergency. The program director should be consulted and faculty contacted before the student leaves campus, if timing allows. Missed coursework should be made up either during the time away or immediately upon return. Students should also notify the associate dean of graduate students or the dean of graduate and professional studies, who are available for assistance as needed. When the absence is illness-related, students should work with the Health & Wellness Center to receive necessary support.

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 miss class are asked to inform their instructor(s) 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.

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. In some programs, students may be granted a two-semester Fall/Spring leave of absence at the recommendation of their program director. Ideally, students should request a leave of absence prior to the start of the semester. The student should first discuss the leave with their program director, then complete the Change of Status form available on MySLC. Students on a personal leave of absence are charged a semesterly matriculation fee. International students should consult with their DSO (designated school official) before requesting a leave of absence.

Each subsequent semester of leave of absence may be requested via the Change of Status form on MySLC after conferring with the program director. Students should typically complete an extension of leave of absence request each semester, during or before the registration period. 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 the policy as outlined in the Withdrawal from the College portion of this handbook.

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

Students who are ready to return to the College from a leave of absence must submit the Change of Status form on MySLC after conferring with the program director. Deadlines are November 1 for a spring-semester return and May 1 for a fall-semester return.

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 may engage in public events on campus; they may not attend programming intended for currently enrolled and attending students.

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. Student should first complete a Change of Status form available on MySLC. They should then meet with one of the Health & Wellness Center directors (healthservices@sarahlawrence.edu) to make an official request and receive approval for a medical leave of absence. Once this form is submitted from Health & Wellness to Graduate & Professional Studies, students will be advised to fill out a Change of Status form (MySLC login required). A medical leave may also be required by the Office of Graduate and Professional Studies if the student has a health condition that cannot be reasonably accommodated by the College. International students should consult with their DSO (designated school official) before requesting a leave of absence. Students on a medical leave of absence are not charged a semesterly matriculation fee.

It is recommended that students discuss potential leave requests with their program director, the associate dean of graduate students, and/or the dean of graduate and professional studies. It is important to stress that students are not required nor is there an expectation for students to discuss any health or mental health information with anyone outside of Sarah Lawrence's Health & Wellness Center.

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.

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

In circumstances due to health-related issues, F-1 international students may be permitted to be enrolled part time if approved by Health & Wellness and the Office of Graduate and Professional Studies. International students should consult with their DSO (designated school official) when considering any type of leave.

Each subsequent semester of leave of absence may be requested via the Change of Status form on MySLC after conferring with the program director. Students should typically complete an extension of leave of absence request each semester, during or before the registration period. 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 the Health & Wellness Center prior to their expected return; those who do not return from medical leave of absence for the expected semester are withdrawn from the College for failure to return and must follow the policy outlined in the Withdrawal from the College portion of this handbook.

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

Academic Probation

Sarah Lawrence graduate programs emphasize a combination of student evaluations and final grades as key indicators of a student's progress in their program. A grade of B or higher is expected in every academic course. A pass is expected in pass/fail courses and fieldwork practicums. A "Fail" in a pass/fail course or a grade lower than a B indicates that the quality of work is below graduate standards and thus academic difficulty. The student should discuss areas of weakness that need improvement with their program director. For a grade of B-, the student may be asked to repeat the course and must meet with the program director to discuss plans for improvement. For a grade of C+ or lower, the student is asked to repeat the course and must meet with the program director to discuss plans for improvement. Course repeats are billed at the same rate as initial course enrollment.

If a student receives another grade lower than a B in the course of their graduate studies, a second conversation with the program director and a conversation with the associate dean of graduate students or the dean of graduate and professional studies is indicated. The program director, in consultation with the faculty, discusses the student's ability to complete the course of study. Consequences of inadequate progress toward the completion of the degree, including one or more grades lower than a B, might include academic probation, suspension, or potential dismissal from the program.

Any student with at least one grade of C+ or lower or more than one grade lower than a B in a given semester is placed on academic probation for at least two semesters. Students who are required to repeat a graduate-level course are also placed on academic probation for at least two semesters. Those students are notified in writing and must meet with their program director and the associate dean of graduate students or the dean of graduate and professional studies to discuss plans for improvement. Students on academic probation must adhere to the following terms for a full academic year:

1. Timely submission of work that meets course expectations
2. Consistent attendance and engagement in class, conference meetings, and other academic obligations
3. On-time completion of courses (permission to request an incomplete must be approved by the dean of graduate and professional studies)

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

Probationary students are reviewed at the end of each semester and, if the terms are met, are permitted to return the next semester but remain on probation. If the terms are not met, the student is academically suspended and notified in writing.

Academic Suspension

The College reserves the right to suspend students who are not making satisfactory progress toward their degree. This includes successful completion of fieldwork, internship, clinical, and teaching placements, as well as consistent progress on the thesis project. Students who have been suspended are eligible to apply for reinstatement after two academic semesters and must apply to the Committee on Graduate and Professional Studies to be reinstated. Students are notified of the reinstatement procedures in the letter of suspension. Students who have been suspended for academic reasons may not receive their degree until they have been reinstated and have successfully completed degree requirements.

Students who do not request to return from suspension after four semesters are withdrawn from the college for failure to return.

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 f enrolled Sarah Lawrence College students. Suspended students may visit the campus only with permission, given in advance, by the Graduate Studies Office. 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 apply in writing and may be asked to meet with the Committee on Graduate and Professional Studies. To initiate an application for return, the student should first consult with and receive approval from their program director to submit an application. The student should then email the request to the dean of graduate and professional studies at gradstudies@sarahlawrence.edu by November 1 for spring return or April 1 for fall return. Applications should be accompanied by a letter from the student's program director. The request for reinstatement should address the following:

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

Students may choose to consult with their program director and/or with the associate dean of graduate students before submitting their application for return. The decision to reinstate a student relies on evidence that the student has identified and addressed the issues that impeded academic work in the past and has demonstrated a readiness to reengage with the academic demands of the College. As such, it is strongly recommended that, if possible, students engage in meaningful activity (e.g., working, volunteering, or successfully completing non-Sarah Lawrence classes) in preparation for a return to Sarah Lawrence College.

Students who are reinstated return to the College on academic probation. A student who is suspended after having been reinstated may request reinstatement after two academic years.

Withdrawal from the College

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

Withdrawn students lose access to their Sarah Lawrence email and MySLC portal within a semester of withdrawal. To ensure that their email records are transferred appropriately, students considering a withdrawal should contact the Help Desk prior to the withdrawal.

All students considering a withdrawal should initiate this process with a conversation with the Graduate Studies Office.

Students who have withdrawn from the College and seek to return must complete a readmission application available through the Office of Admission. Students seeking to return are asked to provide official transcripts for coursework completed during their time away from the College. Standard readmission procedures apply.

ACADEMIC STATUS AND EXPECTATIONS

Grade Scale

A traditional grade scale, consisting of letter grades from A+ through F, is used across the College. The grade symbols appear on the legend that accompanies official transcripts. Beginning with incoming fall 2024 students, official transcripts display final grades of WD (withdrawal) and F (failure) which were previously omitted. The College does not calculate grade point average nor class rank. Students must receive at least a grade of B in each course to be considered in good academic standing. A grade of B- in one or more courses may result in academic warning or probation and may require the course(s) to be repeated. Any earned grade of C+ or below requires the student to repeat the course and generally results in at least two semesters of academic probation.

Progress Reports

Faculty submit a report to the dean of graduate and professional studies and the specific program director about any student whose attendance is irregular or whose work reflects academic difficulty. This permits the Office of Graduate and Professional Studies to connect students with resources to support them. The office may request mid-semester progress reports on any student who is on probation or who seems to be experiencing academic difficulty.

Narrative Evaluations

Students receive written narrative evaluations in most classes from their instructors at the end of each semester, with the exception of the Human Genetics program. Thesis and fieldwork courses also do not generally include narrative evaluations. Evaluations are a detailed written assessment of student work in each course, which provide students with 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 dean of graduate and professional studies, the associate dean of graduate students, and the student's program director. Grades and evaluations are used to assess a student's academic progress.

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

Students in Academic Difficulty

Students who are having difficulty meeting their academic commitments are monitored by the associate dean of graduate students and the dean of graduate and professional studies in conjunction with the student's program director and, in the case of students in five-year programs, the undergraduate dean of studies and

the student's don. The College assists students in identifying the underlying reasons for their academic challenges and finding appropriate sources of assistance. These resources include the Writing Center, Health & Wellness Center, and Disability Services.

At the end of each semester, the associate dean of graduate students, the dean of graduate and professional studies, and individual program directors read student evaluations and review students' grades. Students who have a persistent pattern of poor evaluations, more than one grade lower than a B or at least one C+ grade in a given semester, may be placed on academic probation. Students who consistently receive poor evaluations and multiple grades lower than a B over the course of more than one semester may be suspended. See the relevant sections in this handbook.

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, whereas the instructor determines whether the student is eligible. An incomplete may be awarded only if the student has already done substantial passing work in the course and the reason for granting an incomplete is valid (e.g., illness, serious personal crisis, accident, extenuating academic circumstances). Faculty members are under no obligation to grant incompletes unless they feel the incomplete is warranted. Students on academic probation must receive approval from the dean of graduate and professional 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. Coursework for spring semester and yearlong incompletes is due by June 30. If exceptional circumstances warrant an extension of these deadlines, the instructor must gain approval from the dean of graduate and professional 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 January 30 and by August 1 for spring incompletes. If the faculty member does not submit a final grade, the grade listed on the Request for Incomplete form is posted on the student's official transcript.

Grade Changes

Students who wish to contest a final grade must notify the course instructor, the relevant graduate program director, and the dean of graduate and professional studies within the calendar year following the semester in which the grade was earned. The dean of graduate and professional studies will then follow up with all relevant parties, as needed. The student will be asked to provide an explanation for the grade reevaluation request. The faculty member will be asked to provide a response to the student's request once the faculty member has reevaluated the grade.

Additional or revised work may not be submitted after a course has ended in order to pass a course or improve the grade, but the teacher may be asked to reevaluate the work that was submitted during the semester if the student believes the work was undervalued or if there is a demonstrable discrepancy in the final grade calculation relative to the rubric stated on the course syllabus.

Only a faculty member can change a grade. If the faculty member decides to amend the grade, the faculty member must notify the Registrar's Office; the change must be approved by the dean of graduate and professional studies before it can be posted.

Evaluation Queries

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 dean of graduate and professional studies to be placed in the student's permanent file.

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 Sarah Lawrence. The appraisals are read by the program director and by the dean of graduate and professional studies. Faculty do not have access to read their appraisals until all grades and evaluations are submitted to the Registrar's Office.

THESIS/CAPSTONE REQUIREMENTS

In addition to coursework and fieldwork credits, each program has specific requirements for the student's culminating work.

The Art of Teaching master's thesis consists of a written and oral presentation. In the final spring semester, second-year students register for a five-credit thesis and graduate seminar course.

The Art of Teaching and Child Development dual degree has a master's project that consists of an original research-based thesis that integrates both theory and practice. In the third year, students complete the thesis over two six-credit courses at Sarah Lawrence as a fall-spring sequence. Students are also required to concurrently enroll in a five-credit thesis completion and graduate seminar course in the spring semester.

The Child Development program has a master's project that consists of an original research-based thesis. In the second year, students complete the thesis over two six-credit courses as a fall-spring sequence.

The Child Development/Master of Social Work dual degree has a master's project that consists of an original research-based thesis. In the third year, students complete the thesis over two six-credit courses at Sarah Lawrence as a fall-spring sequence.

The Joan H. Marks Graduate Program in Human Genetics requires a culminating, yearlong, 12-credit thesis project in the final year. Students complete the thesis over two six-credit courses as a fall-spring sequence.

The Dance/Movement Therapy program requires a culminating two-credit master's thesis in the final spring semester.

Students in the Health Advocacy program are required to complete a yearlong thesis project as part of the requirements for a two-semester Capstone Seminar course sequence. Additionally, students must engage in 300 hours of supervised fieldwork as part of the requirements for a two-semester practicum course sequence.

The Dance program requires second-year students to develop a 12-credit, yearlong master's project including choreography and performance, as well as an accompanying written thesis.

The Theatre program requires second-year students to complete a 12-credit, yearlong master's project, including both a performance project and a substantial piece of critical writing. Students must enroll in Embodied Thesis to develop and present their MFA performance project throughout the academic year. Students are also required to take Critical Writing, where they will produce a 5,000-word essay that includes an interview and citations in MLA format.

The Writing program requires a two-credit master's thesis that includes either a single manuscript or a collection of multiple pieces of written work and completed over the final two semesters.

Thesis Progress

Students must make consistent, adequate progress over the duration of the thesis period in order to continue with the thesis and with the program. This includes completing thesis milestones within the timeframe outlined for each program in the program handbook and/or in other provided thesis materials. Failure to successfully complete thesis requirements in a timely manner may result in failure of one or more thesis semesters. Each semester beyond the standard thesis duration incurs additional cost. Course repeats are billed at the same rate as initial course enrollment.

In the case of first thesis-semester failure, where applicable, students may be able to repeat the failed semester, which may delay the student's expected degree completion, as determined by the program director. Course repeats are billed at the same rate as initial course enrollment.

In the case of final thesis-semester failure, students must submit an appeal to the program director and dean of graduate and professional studies to repeat the thesis work. The student may be required to complete the entire thesis course sequence, which may delay the student's expected degree completion, as determined by the program director.

Submission Deadlines

Final theses must be approved by the thesis adviser, the second reader (if applicable), and the program director. Students should submit approved thesis work to the Office of Graduate and Professional Studies by May 1 for a spring degree completion; August 1 for an August degree completion (for students with approval for a summer thesis extension, see below); or December 1 for a fall degree completion.

Short-Term Extension

In exceptional circumstances, students may be granted an incomplete or an extension on their thesis work of no more than one month following the end of the semester at no additional tuition. An extension must be approved by the thesis adviser, the program director, and the dean of graduate and professional studies. Typically, such extensions are granted when the student encounters unpredicted academic or personal challenges within the last month of the semester. Final thesis work is due by June 1 for May graduates and by January 15 for December graduates. Expected May graduates who extend their thesis past the end of the spring semester are eligible for the subsequent August degree conferral. Expected December graduates who extend their thesis past the end of the fall semester are eligible for the subsequent May degree conferral.

Summer Extension

In certain cases, students may request to complete the thesis in the summer following a yearlong thesis project. The student must have completed all other degree requirements and must have made adequate thesis progress for the thesis adviser and program director to confirm that the thesis can be completed within two months. To request a summer thesis extension, students are expected to submit a Change of Status form

on MySLC with appropriate explanation, reviewed by the thesis adviser, the program director, and the dean of graduate and professional studies. If approved, the student must register for thesis completion during summer course registration. A complete final draft is due to the thesis adviser on July 1, and a final approved draft must be submitted to the Office of Graduate and Professional Studies by August 1 to be considered for an August degree conferral. Students granted a summer thesis extension will be billed a summer thesis extension fee.

Semester Extension

In certain cases, students may request one additional semester beyond the standard thesis duration with a thesis completion fee. The student must have completed all other degree requirements and must have made adequate progress on the thesis for the thesis adviser and program director to confirm that the thesis can be completed in a subsequent semester. To request an additional thesis semester, students are expected to submit a Change of Status form on MySLC with appropriate explanation, reviewed by the thesis adviser, the program director, and the dean of graduate and professional studies. If approved, the student must register for thesis completion during the course-registration period for the upcoming semester and incur a thesis completion fee. Typically, students are not granted more than one additional semester for thesis completion. If a second extension is necessary, however, this same procedure must again be followed.

ACADEMIC INTEGRITY

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

In addition to the accurate representation of an individual's work, academic integrity requires that students not abet others in any misrepresentation of their work. Academic integrity 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 dean of graduate and professional studies.

When a teacher identifies a suspected violation, the teacher must discuss their concern with the student (in person, whenever possible). This conversation gives the student an opportunity to offer context, clarify misunderstandings, and/or acknowledge responsibility. If, after this initial conversation, the faculty member feels that the concern is merited, the teacher may respond as described below. Teachers are encouraged to confer with the dean of graduate and professional studies, particularly if the suspected violation is discovered after the term ends.

Once the teacher has spoken with the student about the suspected violation of the policy of academic integrity, the faculty member may decide to resolve the matter directly with the student. Any violation likely to be mentioned in the student's final evaluation should be reported to the dean of graduate and professional studies by filing an Academic Integrity Report form located on 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 dean of graduate and professional studies, which includes resources for understanding academic integrity and guidance for avoiding further violations. This is not recorded on the student's permanent record, except in the situation described below.
2. If a student in question has accumulated multiple reports of minor violations, the dean of graduate and professional studies may decide to bring the case to a formal hearing committee made up of two faculty members of the Committee on Student Work and two faculty members of the Committee on Graduate and Professional Studies and chaired by the senior associate dean of studies.
3. In a case where the faculty has identified a major violation, a charge is brought and, depending on the resolution, the finding becomes a part of the student's permanent record. The case is brought to a formal hearing committee made up of two faculty members of the Committee on Student Work and two faculty members of the Committee on Graduate and Professional Studies and chaired by the senior associate dean of studies.

Reporting Process

Reporting Infractions

Faculty members submit a report of suspected academic-integrity violations using the Academic Integrity Violation Report form located on MySLC. 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 dean of graduate and professional 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 dean of graduate and professional studies that includes resources for understanding proper citation and guidance for avoiding further violations. Warnings do not become part of the student's permanent record, although repeated minor violations may escalate to a formal charge.

Major Violations

A faculty report of a major violation requires a more formal review process. If a hearing is required, a formal hearing committee made up of two faculty members of the Committee on Student Work and two faculty members of the Committee on Graduate and Professional Studies and chaired by the senior associate dean of studies is assembled. The student might choose to consult with the associate dean of graduate studies, their program director, or another adviser in preparing for this hearing.A faculty report of a major violation requires a more formal review process. If a hearing is required, a formal hearing committee made up of two faculty members of the Committee on Student Work and two faculty members of the Committee on Graduate and Professional Studies and chaired by the senior associate dean of studies is assembled. The student might choose to consult with the associate dean of graduate studies, their program director, or another adviser in preparing for this hearing.A faculty report of a major violation requires a more formal review process. If a hearing is required, a formal hearing committee made up of two faculty members of the Committee on Student Work and two faculty members of the Committee on Graduate and Professional Studies and chaired by the senior associate dean of studies is assembled. The student might choose to consult with the associate dean of graduate studies, their program director, or another adviser in preparing for this hearing.A faculty report of a major violation requires a more formal review process. If a hearing is required, a formal hearing committee made up of two faculty members of the Committee on Student Work and two faculty members of the Committee on Graduate and Professional Studies and chaired by the senior associate dean of studies is assembled. The student might choose to consult with the associate dean of graduate studies, their program director, or another adviser in preparing for this hearing.

- **Acceptance of Responsibility**
  If the student admits to the violation, no hearing is required and sanctions are determined based on the documentation provided by the reporting faculty. The student may initiate an appeal based only on the severity of the sanction. The appeals process is described below.
- **Dispute of Allegation**
  If the student disputes the charges, a hearing is conducted. The student may choose to attend the

hearing in person, via teleconference, or by written response. The hearing committee reviews and discusses submitted materials with the student and program director present and makes a determination based on the evidence presented.

- **Decision and Notification**
  The hearing committee deliberates and decides whether a violation occurred and, if so, determines the appropriate sanctions. Possible sanctions include a letter of warning; academic probation; suspension; expulsion; or, in cases involving graduates, a recommendation to revoke degrees. The student, the reporting faculty, and the student's program director are notified in writing of the committee's decision if the student is found responsible for the violation.
- **Record Keeping**
  If the hearing committee finds no violation or insufficient evidence, records of the inquiry are not retained in the student's file; however, if a student is found responsible or admits responsibility for a major violation, it is recorded in the student's permanent academic record and may be disclosed to external institutions upon request.
- **Appeals Process**
  A student who is found responsible for a major violation of the academic-integrity policy has the right to appeal the decision and/or the sanction to an independent, ad hoc Appeals Committee. Reasons to request a decision review would be to provide new evidence, to reveal a procedural error, or to contest the severity of the sanction. The Appeals Committee consists of the provost (or designee), a faculty member, and a senior member of the library staff. The student must present relevant materials, including the grounds for the appeal, in writing. Note that an appeal is not a rehearing of the case. The Appeals Committee may consult with the Hearing Committee regarding its response to the appeal, but the Hearing Committee plays no role in the Appeals Committee decision-making. The decision of the Appeals Committee is final.

STUDENT CONDUCT

Students are expected to observe College policies and local, state, and federal laws, including breach-of-peace offenses. Violation of College policies or local, state, or federal laws is subject to College conduct action, and offending students may be sanctioned to leave the College by the dean of graduate and professional studies. Students are expected to comply with requests of College officials, including campus public-safety officers. Failure to comply with requests results in conduct action.

Grievance Procedures

If a graduate student wishes to make a complaint against a faculty member, staff member, or administrator, the student should meet with the dean of graduate and professional studies. The student may also choose to first bring a complaint to their program director.

When the student seeks a formal resolution, they should formulate their complaint in writing either on their own or in collaboration with their program director and/or the dean of graduate and professional studies. The complaint may be referred to the Title IX officer, the director of human resources, and/or the provost. If the complaint is not an issue of Title IX and/or bias, the provost, the dean of graduate and professional studies, and/or the program director and/or their representatives will meet to discuss next steps. The likely first step is a conversation with the faculty member, staff member, or administrator in question. Depending on the outcome of that conversation:

1. The provost and dean of the faculty might dismiss the complaint, in which case both the student and the faculty member, staff member, or administrator will be informed of the decision.
2. The provost and dean of the faculty might uphold the complaint, in which case:
    i. They might decide that the conversation with the faculty member in question is sufficient sanction, in which case both student and faculty member are informed that the matter now rests.
    ii. They might take further steps, as appropriate. In order to best accommodate the student who filed the complaint, the provost consults with the dean of graduate and professional studies and the student's program director, as relevant.
3. A copy of the original written complaint is held in the Office of the Provost.

When the student seeks an informal resolution, a written complaint is not required. The dean of graduate and professional studies consults with the student's program director, the Title IX officer, the director of human resources, and/or the provost. The dean of graduate and professional studies then discusses possible options with the student. These options might include mediating a meeting with the student or students together with the faculty member in question and/or contacting the faculty member for a conversation. The

student's program director may be engaged in this conversation, as deemed relevant by the student and the dean of graduate and professional studies. If the student doesn't participate in this intervention, the student is informed that it has taken place.

If a student wishes to make a complaint against the dean of graduate and professional studies, the student should begin the resolution process with the provost.

If a student is not satisfied with either an informal or formal resolution of a complaint, the student may appeal to the Committee on Graduate and Professional Studies, absent the dean of graduate and professional studies and any other committee member who has already participated in resolving the complaint. The student should submit a complaint to the Committee on Graduate and Professional Studies by writing to the director of administration in graduate and professional studies. The student receives a written communication detailing the resolution of the committee. The committee's decision is final.

SARA Complaint Processes: Students Engaged in Distance Education

The New York State Education Department has approved Sarah Lawrence College's participation in SARA, the State Authorization Reciprocity Agreement setting protocols and standards for the delivery of distance education programs to students located in other SARA-member states. The National Council for State Authorization Reciprocity Agreements (NC-SARA) provides detailed information about student consumer protections under SARA on its website.

As a SARA-participating institution, Sarah Lawrence is committed to the principle that every student deserves a positive educational experience. Sometimes a student's pedagogical experience may not be what they anticipate and the student may have a concern or a complaint about the content or delivery of educational offerings. Students with such complaints or concerns should contact the dean of graduate and professional studies directly at 914.395.2373 or kferguson@sarahlawrence.edu. In keeping with federal law (34 CFR 602.16(a)(1)(ix) and 34 CFR 668.43(b)) and the standards set forth by the College's accreditor, a complaint made to Sarah Lawrence College should take the form of a formal, signed request specifying the nature and timeframe of the alleged infraction, identifying the person(s) and/or office(s) involved in the complaint and (iii) identifying a proposed form of redress.

If the matter is not resolved to a student's satisfaction, the student may appeal to the Committee on Graduate and Professional Studies. The committee will review the matter and render a decision. The committee's decision is final.

If a graduate student wishes to make a complaint against the dean of graduate and professional studies, the student may request a hearing with the Committee on Graduate and Professional Studies in writing to the director of administration. The director of administration can be contacted at 914.395.2373 or jmccann@sarahlawrence.edu. The committee reviews the matter and renders a decision. The committee's decision is final.

If a resolution to such matters cannot be found through Sarah Lawrence's procedures, a student may appeal the institution's decision to the SARA Portal Entity in New York State within two years of the incident. Before contacting NYSED (New York State Department of Education), please consult the guidance provided by the National Council for State Authorization Reciprocity Agreements. Information about NYSED's complaint procedure is available at NYSED.gov. Information about the specific SARA complaints process is available on nc-sara.org.

Please note: under SARA protocols, students must bring complaints first to Sarah Lawrence College. SARA's policies on consumer protection do not extend to assigning of course grades, student conduct, the violation of community standards, or faculty assessments of student academic performance. Students with complaints regarding such matters should follow the guidance set forth in the Student Handbook . It is the duty of every student to become familiar with the contents of the Student Handbook. Additional consumer/student-right-to-know guidance is available in the section immediately above this information (Student Right-to-Know/Consumer Information).

GRADUATE STUDENT ASSOCIATION AND GRADUATE COMMITTEES

The Graduate Student Association (GSA) consists of graduate student representatives (collectively agreed upon and determined by the graduate student body) that collaborate with faculty, staff, and administration from all different programs on behalf of the graduate student body in an effort to support and advocate for the interests of all graduate students. This group, in collaboration with the Office of Graduate and Professional Studies and graduate student colleagues, recommend, create, and assist in facilitation of educational, professional, and social events for graduate students on and off campus to support and strengthen the graduate community.

Additionally, as representatives of the graduate student body, these individuals serve on the following College committees:

General Committee (one student)

The General Committee shall consist of six members of the regular teaching faculty who have been at the College for at least four years and elected by the faculty for terms of three years, two members to be elected each year; two representatives of the administrative staff who have been at the College for at least four years, to be elected by the administrative staff for a term of two years; two undergraduate students, elected by the matriculated undergraduates for a term of one year, from those who will be matriculated members of the sophomore, junior, or senior class during their terms of office, with successive terms permitted; and one graduate student, elected by the graduate students for a term of one year, successive terms permitted. The president of the College, the dean of the College, the provost and dean of studies and student life, the dean of equity and inclusion, and the dean of graduate and professional studies shall be ex-officio members of the committee. The president of the College shall act as chair of the committee. The functions of the General Committee shall be as follows:

- The committee shall meet regularly with the president of the College, who shall preside at its meetings. In the absence of the president, the provost may preside. The committee shall make recommendations on general College policy to the president and to the faculty.
- The committee shall discuss matters of general concern, including questions of doubtful or overlapping committee jurisdiction. The General Committee shall review the coordination of efforts to achieve diversity in the College. The General Committee shall set the agenda for faculty meetings and approve the College calendar. If requested to do so by at least 15 faculty members, the General Committee shall call a special meeting of the faculty. The General Committee (or its elected members) shall meet with any faculty group or committee at its initiative or by request.
- Members of the General Committee shall elect one faculty member from among the committee's faculty membership to serve on the College's Budget Committee.

The graduate student representative to the General Committee also serves as the graduate student representative to the Board of Trustees.

Diversity, Equity & Inclusion Committee (one student)

The Diversity, Equity & Inclusion Committee shall consist of five faculty members, elected by the faculty for terms of three years, the appropriate number to be elected each year; two students, elected by all matriculated undergraduates for terms of one year; a graduate student, elected by all matriculated graduate students for a term of one year; one representative of the administrative staff who has been at the College for at least four years, to be elected by the administrative staff for a term of two years; the dean of equity and inclusion; the director of financial aid; the director of diversity; a representative designated by the dean of studies; a representative designated by the provost; a representative designated by the dean of graduate and professional studies; and the dean of enrollment. Voting members of the committee shall consist of the faculty representatives, the student representatives, the dean of equity and inclusion, the director of diversity, and the elected administrative staff representative. The dean of equity and inclusion shall serve as committee chair. The president of the College and the provost shall serve as ex-officio members of the committee and shall attend meetings of the committee at their own discretion.

The functions of the Diversity, Equity & Inclusion Committee shall be as follows:

- To serve as a forum for the discussion of diversity at the College
- To monitor and report to the General Committee and the faculty on the progress of diversity at the College
- To recommend to the General Committee, Curriculum Committee, Admissions Committee, and Committee on Student Life measures it determines are likely to enhance the diversity of the College

Committee on Undergraduate Student Life (one student)

The Committee on Undergraduate Student Life shall consist of three members of the faculty, elected by the faculty for terms of three years, one member to be elected each year; 15 undergraduate students, five elected in accordance with the Student Senate bylaws, nine residential area representatives, and a resident adviser; one graduate student, appointed by the Graduate Student Senate; and four members of the administration, representing the Dean of Studies Office, the Office of Student Affairs, the Office of Multicultural Affairs, and the Office of Campus Facilities. The dean of student affairs and the dean of studies and student life shall serve as nonvoting members. Other members of the student body and administration may be invited by the committee to serve as nonvoting members.

The committee shall elect a chair and vice chair from among the voting members. Until such an election takes place and/or in the absence of both the chair and the vice chair, the dean of student affairs shall serve as chair.

The functions of the committee shall be as follows:

- All meetings of the committee are open to the community, and students are invited to bring concerns or proposals relating to the quality of student life for review. Any change in the campus environment proposed by the administration will also be brought to the committee for discussion and recommendation.
- The committee shall advise and consult with the president on issues regarding policies and procedures relating to student behavior, space utilization, future planning, and student services. The standing subcommittees will be: housing, food services, health services, parking, security, Students for Students Scholarship Fund, bookstore, library, sexual assault and violence, programming, and diversity. Special ad hoc subcommittees may be formed in order to address specific issues or take specific action as directed by the committee.
- The committee shall oversee, through regular reports, the co-curricular programming of the College, including the events of the Students for Students Scholarship Fund.

Committee on Graduate and Professional Studies (one student)

The Committee on Graduate and Professional Studies shall consist of three members of the faculty (excluding graduate program directors) to be elected by the faculty for terms of three years, one member to be elected each year; the dean of graduate and professional studies; the assistant/associate dean of graduate students; a graduate student; and the provost or their designate, who shall serve as an ex-officio member. In addition, the graduate program directors shall appoint three program directors or associate/assistant directors, who will serve for two years. The dean of graduate and professional studies shall serve as chair of the committee.

The functions of the committee shall be as follows:

- To review new master's degree programs and academic credit-bearing initiatives at the level of graduate and professional programs; in conjunction with the graduate program directors, to make recommendations about new programming to the president of the College and the Educational Policies Committee of the Board of Trustees
- To review curriculum and academic integrity of existing programs in consultation with the graduate program directors
- To review policies and procedures proposed by the graduate program directors
- To hear final appeals of students contesting a dismissal decision
- To represent the entire faculty's interests in the activities of graduate and professional studies and to report on them to both teaching and administrative members of the faculty

ACADEMIC RESOURCES AND SUPPORT

Learning Commons (p. 46)

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. 47)

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. 48)

Access and Disability Services (ADS) provides reasonable accommodations to students with documented disabilities. ADS is available to support registered students with the transition to college, self advocacyassistance, and academic coaching.

Library Services (p. 49)

The Esther Raushenbush Library is essential to the academic life of Sarah Lawrence College. The library's diverse resources are directly tied to and support the school's academic mission.

Registrar's Office (p. 51)

The Registrar's Office maintains the permanent records of current and former students. Additionally, this office oversees various academic operations such as course registration, degree audits and graduation requirements, and transfer credit eligibility.

Family Educational Rights and Privacy Act (p. 53)

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 are tied to and directly support the school's academic mission, and its welcoming atmosphere and open floor plan allow for both independent and group study.

The library has over 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 205 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 accessing 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, 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 request an official transcript accordingly.

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. 57)

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 regardless of their health insurance plan.

Meal Plan Accommodations for Students With Medical Conditions (p. 59)

Food Services is committed to accommodating health-related dietary needs and works diligently to ensure strict food-preparation standards. Students seeking a meal plan accommodation for medical reasons can submit necessary documentation for review with the Access and Disability Services Office.

Resources Regarding Alcohol and Other Drugs (p. 60)

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.

HEALTH & WELLNESS CENTER

Hours: Monday–Friday, 9 a.m.–5 p.m., (closed daily 12–1 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 medical staff consists of nurse practitioners and registered nurses who deliver high-quality student-centered healthcare. We accomplish this through providing health education and awareness that will encourage students to advocate for their health and actively participate in their plan of care. Our nurse practitioners provide primary care services to diagnose and treat acute infections, acute illnesses, minor injuries, as well as concerns pertaining to sexual and reproductive health. Medical visits are of no charge. However, students can access laboratory services, medical supplies, and some prescribed medications on-site at time of visit for a nominal fee. Our nurse practitioners write prescriptions to treat diagnosed illnesses and can renew non-psychotropic medications when appropriate.

Psychological Services

The staff includes licensed mental-health professionals with training and experience working with undergraduate and graduate students. Brief solution-oriented individual therapy and ongoing group therapy and workshop 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; please see our MySLC page for the scope of practice in the center. Short-term medication management can be supported for some presenting mental health concerns through a telehealth vendor; the center does not have a prescriber on-site. 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. (closed 12–1 p.m. daily) 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 student's treating provider. Requests for meal plan accommodations require a current diagnosis and related prescribed diet, with supporting documentation; students must register for accommodations through the Office of Access and Disability Services. 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.

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. 64)

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. 66)

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. 67)

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. 68)

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. 69)

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. 71)

The Office of Student Involvement and Leadership (OSIL) works to orient new students into the College, cultivate diverse and engaging involvement experiences for Sarah Lawrence students, and develop student leaders.

Facilities and Operations (p. 72)

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

Identification Card (1Card) (p. 74)

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

Student Managed Spaces (p. 78)

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

Other Student Spaces (p. 80)

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

Preparation for Graduate Study (p. 81)

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

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 THRIVE Mentorship Program for Students of Color** is a yearlong mentorship program that connects incoming first-year and transfer students with upper-class students at Sarah Lawrence College. Through intentional engagement and a focus on community building, student participants and mentors will have a better understanding of Sarah Lawrence College's Principles for Mutual Respect and core values; connect with faculty, staff, and alumni; and develop skills related to success in both academic and professional spaces. The THRIVE program is open to all Sarah Lawrence students who feel such a mentorship opportunity would be beneficial during their first year at the 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 Brunches in The HUB** are an opportunity to connect and network over a cooked meal. The Office of Student DEIB hosts monthly brunches in The HUB in collaboration with various campus departments. Past partnerships include: Career Services, Residential Life, the 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.

SLC HUDSON RIVER RESEARCH AT CURB

The Center for the Urban River at Beczak (CURB) is SLC's off-campus academic research facility located on the banks of the Hudson River in downtown Yonkers. CURB is dedicated to advancing environmental literacy and stewardship of the Hudson River through education, research, and community engagement, prioritizing Yonkers youth development, environmental justice, and inclusivity. Signature programs include field trips for K-12 students, intensive high school internships, ecological research of the river's biodiversity, and water quality monitoring. SLC students can engage with CURB in many ways including volunteering, paid school-year and summer internships, independent study for credit, the SLC EmbeddEd course, and use of CURB's facility and lab for conference projects. Interested students are encouraged to visit their site at www.slccurb.org or email the CURB Director, Ryan Palmer, at rpalmer@sarahlawrence.edu.

STUDENT INVOLVEMENT AND LEADERSHIP

The Office of Student Involvement and Leadership (OSIL) welcomes and orients new students, works to cultivate diverse and engaging involvement experiences for Sarah Lawrence students, and develops student leaders. 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: Orientation (in conjunction with the First Year Experience team), Barbara Walters Campus Center, the Student Organization Space, Sarah Lawrence Activities Council (SLAC), registered and recognized undergraduate student organizations and publications, Undergraduate Student Senate, Student Activities Fee, the Committee on Student Life, two of our student-managed spaces (the Teahaus and WSLC Radio Station), supporting Family & Friends Weekend and Senior Week events including Commencement, leadership education, and student programming.

Undergraduate 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 (one serving as Treasurer), a total of five members, a mission statement, a set of bylaws, and participate in the annual Student Organization Training in person around mid-September. 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 (MySLC) 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). Additional 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.

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

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 and studentinvolvement@sarahlawrence.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 and studentinvolvement@sarahlawrence.edu.

OTHER STUDENT SPACES

Student Organization Space (Barbara Walters Campus Center)

The Student Organization Space is a resource room and collaborative workspace for registered and recognized 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). Community members and users are responsible for keeping the space clean and tidy after each visit. Violations of the usage policy may result in access to the space being revoked. For more information, please contact studentinvolvement@sarahlawrence.edu.

PRISM Community Space (Bates 320)

The PRISM Community Space offers an inviting, comfortable, and engaging space for pre-health, psychology, and STEM students to gather, grab a cup of coffee or snack, hold study groups, participate in programming, and more. PRISM, 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 Prehealth Program. 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

Mission Statement

The HUB is a center for cultural, spiritual, global and LGBTQIA student life, where various communities of students flourish through shared meals, gatherings and sacred observances. By fostering stewardship and resourcefulness, student life in The HUB equips students to become community builders, grounded in Sarah Lawrence's Principles of Mutual Respect and committed to contributing to a better campus and beyond.

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, programming, and our weekly newsletter, 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 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 enroll in required courses in biology, chemistry, and physics with additional courses offered by the science 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.

To view a list of prerequisite courses and gain more information about academic preparation, please visit our program website: https://my.slc.edu/ICS/Campus_Life/Departments/Dean_of_Studies/Pre-Health_Program/.

Programming

Each year, the Pre-Health Program offers a variety of events and workshops to 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, to support pre-health students' 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 to support their applications to health professional programs. All applicants to health professional schools are eligible to participate in the College's

Committee Process. This ten-month process involves development of the applicants' portfolio, an interview with our Pre-Health Advisory Committee, and a Comprehensive Portfolio Review session. For students applying to medical and dental programs, they will also receive a Committee Letter of Evaluation. This institutional letter composed by our College's Pre-Health Advisory Committee, comprised of our science faculty and administrative deans, 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.

All students and alumni are strongly encouraged to engage in our Committee Process to receive comprehensive guidance and support with their applications. Applicants wishing to participate in our Committee Process 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 2027 and matriculate in 2028 must inform the pre-health dean of their intent to apply in fall 2026). For more information, please visit our program's website or 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 Pre-Health Alliance, please contact prehealthcommunity@gm.slc.edu.

Contact Information:

Students and alumni can schedule an appointment with the pre-health adviser, Dean Melinda Perlo Cohen, via handshake or by contacting her at:

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

CAMPUS OFFICES

Physical Education and Athletics (p. 87)

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

Student-Focused Campus Offices (p. 89)

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. 91)

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.

Global Education (p. 93)

Sarah Lawrence offers international experiences as well as opportunities to spend a semester or year with select exchange partners. Students may also elect to study at other accredited four-year undergraduate institutions throughout the United States.

Special Events (p. 94)

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

Financial Aid (p. 97)

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

Food Services (p. 98)

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

Help Desk, Computer Support Services, MySLC (p. 99)

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

Student Employment (p. 101)

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. 102)

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

Experiential Learning Center (p. 103)

At Sarah Lawrence College, we believe learning extends beyond the classroom. A key component of the College's mission is ensuring students have the opportunity to develop the skills, experiences, and connections needed to navigate a complex and rapidly changing world.

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

The Experiential Learning Center 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 through 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.

GLOBAL EDUCATION

Studying away for either a semester or a year provides students an opportunity to experience being abroad or in another part of the US. The Office of Global Education will provide students with information on the various programs available both within the US through our exchange partners and the many opportunities for further study abroad. Join us for the many information sessions and individual advising sessions available throughout the year.

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.
    1. 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."
    1. 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."
    1. You will be able to filter by building, room capacity, and/or room features.
    2. 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.
        1. Please use the default room layout unless you absolutely need a special setup.

    3. Select "Add Request to Event."

7. Select your desired event visibility:
    1. Public: DO NOT MAKE EVENTS PUBLIC
    2. Students & Staff: All events open to the campus community
    3. Organization Members: Meetings and events for group members only
    4. 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:
    1. 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.
    1. 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

International Students

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

Graduate Procedures

The Office of Financial Aid awards scholarships to graduate students on the basis of need and merit at the time of admission. We process federal student loans for students who request them.

Students apply for need-based scholarships by signifying on the admission application that they are applying for financial aid. The Free Application for Federal Student Aid (FAFSA) is required for those scholarships with a need component and for federal student loans. International students need only send documentation of their income for the year requested. Admitted students with a completed application are automatically considered for all merit aid resources administered by Sarah Lawrence College. Scholarship decisions hold for the duration of the student's enrollment (although some awards are for one year only) as long as the student is making, as well as maintaining, satisfactory academic progress toward a degree. Continuing students must reapply for need-based aid and student loans each year.

Scholarships and student loans comprise the two elements of a Sarah Lawrence financial aid package. Every financial aid package includes a student loan award for eligible students. Students are not required to accept a student loan in order to receive a Sarah Lawrence College scholarship.

Please see our Graduate Guide to Understanding Financial Aid or visit the Graduate Financial Aid section of MySLC.

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 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.
- Follow MySLC on social media at My.SLC.edu for the latest updates

Accessing MySLC

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

Students who forget their password should enter their 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 Gryphon Mail. Those continuing to experience problems logging in to MySLC should contact MySLC Help at myslc@sarahlawrence.edu using their Gryphon Mail. 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.

EXPERIENTIAL LEARNING CENTER

Location: Performing Arts Center

At Sarah Lawrence College, we believe learning extends beyond the classroom. A key component of the College's mission is ensuring students have the opportunity to develop the skills, experiences, and connections needed to navigate a complex and rapidly changing world.

Sarah Lawrence has established a new Center that fosters and supports hands-on and integrative learning both on and off campus. The Experiential Learning Center connects students with information, resources, and opportunities in Career Services, Community Partnerships & Engagement, Global Education, SLC EmbeddEd, and Pre-Professional Advising.

By bringing these offices together into one shared space, we provide a centralized location for advising students on the many varied experiential learning experiences available to them. Students will also find collaborative coworking areas, a professional setting for remote internships, mentoring sessions, and meeting pods for virtual interviews.

The center provides one location for accessing the following services:

- Individual and group internship and career advising sessions
- Individual meetings and information sessions to prepare for study away
- Experiential learning opportunities
- Practicum credit options via SLC EmbeddEd
- Group workshops that support career readiness, community engagement, global education, and pre-professional development

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. 105)

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.

Residential Life and Housing Policies (p. 118)

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.

General College Policies (p. 125)

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

Title IX & Gender-Based Misconduct Policy (p. 156)

Sarah Lawrence College is committed to providing learning and working environments free of sexual and gender-based harassment and discrimination, sexual assault, sexual exploitation, stalking, intimate partner violence (inclusive of dating and domestic violence), and retaliation (hereafter collectively referred to as "gender-based misconduct").

CONDUCT CODE

1.0 Alcohol and Other Drugs (p. 105)
2.0 Respect for Persons (p. 108)
3.0 Respect for Property (p. 113)
4.0 Respect for the Community (p. 115)

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. 213). 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.

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. 0). 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. 0).

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. 0).

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 Title IX and Gender-Based Misconduct Policy (p. 156).

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 students' rights to express their views through peaceful protests, marches, sit-ins, and other forms of expression. Any form of on-campus protesting that violates College policies or federal, state, or local laws, or substantially disrupts or interferes with the College's educational activities, operations, programs, or events or the rights of others is prohibited. Prior to engaging in demonstration or protest of any type, students should read through the following guidelines carefully.

Forms of Expression
Depending on the circumstances and location, permissible forms of expression may include:

- Peaceful protests, rallies, marches, sit-ins, vigils, and counter-protests.
- Holding signs or banners.
- Distributing flyers or other literature and gathering signatures for petitions.
- Organizing teach-ins, discussions, counter-programming, or alternative speakers.
- Peacefully protesting outside an event without blocking access or disrupting the event.
- Engaging in silent or symbolic protest during an event, such as wearing clothing or symbols expressing a viewpoint, turning one's back to a speaker, or participating in a non-disruptive walkout.

These examples are illustrative rather than exhaustive. All forms of expression remain subject to applicable College policies.

Expectations for Protests and Demonstrations
Students must always, during any form of protest (including, but not limited to, sit-ins, strikes, and demonstrations), abide by all policies in the Student Handbook.

Actions taken during protests, sit-ins, strikes, demonstrations, or other forms of expression shall not:

1. Disrupt, impair, or interfere with functions of the College including, but not limited to, scheduled classes, administrative operations, college events, or students' ability to attend classes or complete coursework.
2. Deny the rights of students, faculty, staff, or guests of the College.
3. Prevent others from accessing any part of a building on the campus.
4. Block fire exits (e.g., doors to hallways, entrances, and any area that leads to an outside door) or prop open fire doors (i.e., those that help contain a fire).
5. Endanger the safety of any campus community members.

6. Destroy or damage property, including 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 windows, flagpoles, signs, doors, and lawns.
7. Occupy a campus building outside of business/operating hours (administrative and academic buildings are typically open Monday to Friday from 8.30a.m. to 5.30p.m.).
8. Disrupt or substantially interfere with a scheduled speaker, program, performance, meeting, or other College event. Students are free to express disagreement with speakers and events, including through peaceful protest and symbolic expression, but may not prevent or substantially interfere with a speaker's ability to speak or perform, or with attendees' ability to see, hear, participate in, enter, or leave an event.

   *Example*s: Conduct that may violate this policy include sustained shouting, chanting, amplified sound, or other noise that prevents a speaker from being heard; repeatedly interrupting a speaker after being asked to stop; obstructing attendees' views for a sustained period; blocking aisles, entrances, or exits; or otherwise preventing an event from proceeding.

Students may engage in planned or spontaneous counter-protests. Protesters and counter-protesters are subject to the same College policies and may not substantially interfere with one another's ability to engage in permissible expression.

Planning a Protest or Demonstration

Students planning a protest, demonstration, rally, or other organized event are expected to reserve campus spaces through the same processes applicable to other student events and activities. Advance planning and space reservations help the College avoid conflicts with scheduled activities and identify appropriate locations for gatherings.

When planning the location and timing of a protest or demonstration, students should be mindful of classes and other activities taking place nearby and may consult the Course Schedules on MySLC for details.

The College also recognizes that events may prompt spontaneous expression or protest for which advance planning is not practical. Spontaneous protests and demonstrations may take place without an advance reservation when they do not conflict with a previously scheduled use of the space, substantially disrupt College activities or operations, or otherwise violate College policies. When necessary, College staff may direct participants to an alternative location or make other reasonable adjustments to allow the expression to continue while protecting previously scheduled activities and the rights of others.

Examples: Students who plan a rally several days in advance should reserve the desired location through the normal process. Students who gather spontaneously in response to a developing campus or world event generally may do so without an advance reservation, provided the gathering does not interfere with a

previously scheduled activity or otherwise violate College policy. If the location is already reserved or the gathering substantially interferes with nearby classes or activities, College staff may ask participants to relocate.

Students who are unsure whether an activity requires a space reservation or have questions about planning a protest or demonstration are encouraged to contact the Office of Student Involvement and Leadership (OSIL) for guidance.

Use of Campus Spaces and Materials:

1. Encampments and tents are not permitted on campus at any time.
2. Students may distribute flyers and collect names for petitions. If students wish to post flyers or posters, or hang banners on campus, they must be stamped at the BWCC Information Desk or be approved by OSIL staff. Students should refer to the Student Handbook for more information on approved posting materials and locations. Chalking and stickers are not permitted.

Guests and Identification

All guests must adhere to College policies and regulations and may be required to leave campus if they do not comply. If guests are invited to an event on campus by a student, that student is responsible for the behavior of their invited guests, including those invited through social media. Guests must be accompanied by their SLC host and carry a photo ID at all times. A campus guest is defined as any person who is not affiliated with Sarah Lawrence College as a current student or employee.

A valid Sarah Lawrence College ID card is required for identification, and must be presented upon request, at any time, to any authorized College personnel. Guests to campus must also present their photo ID upon request of any authorized College personnel. Failure of a guest to present ID when asked will result in removal from the campus.

Student Affairs and Campus Safety Support

Student Affairs staff and Campus Safety personnel are typically present during scheduled protests to assist with any questions or concerns. Staff may also provide reminders about campus policies, such as keeping fire exits clear or maintaining a considerate volume near ongoing classes. In case of an emergency, students should immediately contact the nearest Campus Safety staff member or call 914-395-2222.

Student Conduct Process

Student Affairs staff may, at their discretion, give students verbal reminders whenever possible to help students avoid potential disciplinary action. Repeated violations or potentially serious violations (e.g., those causing or having the potential to cause health and safety concerns) may be referred to the conduct process with or without a prior warning.

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. All alleged violations will be investigated according to the College's Student Conduct Process (p. 211).

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 Operations during business hours, Monday-Friday at 914.395.2385. If it is outside of business hours, contact Campus Safety at 914.395.2209. Campus Operations will contact the pest-control company and schedule an inspection as soon as possible. Students must make an appointment with Health & Wellness. The Health & Wellness staff will examine any bites to confirm whether they are bed-bug bites. In the event the presence of bed bugs is confirmed, the affected room(s) will be treated as soon as possible to prevent spreading.

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, it is the student's responsibility to complete post extermination room preparation as per Operations instructions. Failure to follow the proposed protocols or seek necessary treatment may result in disciplinary actions, such as forfeiting housing for the remainder of the semester or academic year. Early and immediate intervention is the key to handling this pest problem, so never hesitate to call Campus Operations to 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.

To request to light one or a few real candles for religious, spiritual, or ritual reasons, permission must first be granted by the Director of Spiritual Life. After approval, candle(s) may only be lit in the Spiritual Space. Candles must be monitored at all times and extinguished after use. When not in use, candles must be stored in the labeled shelf area ("Student Candles") in the Spiritual Space storage cabinet (back left in the room). To submit a candle lighting request, visit the Spiritual Life MySLC page and submit the appropriate form. Please allow up to 48 hours for response and approval. In accordance with our fire safety code, candles are prohibited in any other college building.

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 damage to their rooms and/or common areas. Assessable damages include, but are not limited to, 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, ceilings doors, and floors 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/floor/door 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) 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 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 academic 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 sole 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 to Campus Operations. Students may not raise or lower loft beds without the assistance of Facilities staff. Waterbeds are not permitted in the residence halls.

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.

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

Kitchen and Bathroom Furnishings

Furnishings purchased by students, including, but not limited to, shower heads, faucets, bidets, or water-filtration systems are prohibited by the college. Students are not permitted to install such devices. Damage caused by students who install such devices may result in fines and disciplinary action.

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). With the exception of Garrison, Taylor, and Westlands 3rd floor large communal bathrooms, students are responsible for purchasing their own toilet paper. The use of bathroom wipes of any kind, including products marked as “flushable ” is prohibited. 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.

Failure to properly complete the key return process, including missing information or an unsealed envelope, will result in a $25 Improper Checkout Fee. Incomplete key return information increases administrative processing time and may delay checkout verification.

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 violation.

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, please adhere to the occupancy limit policy outlined in the Guest Policy.

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.

Note: Campus Dormitory Lockout – Campus Safety strongly encourages you be in possession of your college ID and room / entrance key at all times. Campus Safety will provide assistance during your first lockout if you forget your key or ID, treating the first incident as educational with a warning ticket. A second incident will result in a $10 fine, and a third incident will result in a $25 fine.

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 notify Campus Operations of the approved accommodations.

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. Information which lists summer storage options is sent Please note: these are the only allowed vendors. Do not contract with any other vendors.

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 personal items left in dormitories and/or student club spaces 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, entranceways, stairwells, or common areas. The only indoor storage available for bicycles is in a student's single room. 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.

Registered bicycles must be removed from campus at the end of the spring semester. Students must be approved to keep their bicycles on campus over summer break. Contact Campus Operations for approval and storage instructions. Unregistered bicycles or bicycles not approved for summer storage will be discarded or donated 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.

Personal Electric Vehicles (PEVs): E-Bikes, E-Scooters & E-skateboards

Personal electric vehicles (PEVs), including but not limited to e-bikes, e-scooters, hoverboards, e-skateboards, and other gas-powered or lithium-ion battery-powered devices, are not permitted inside campus buildings at any time

All PEVs must be registered with Campus Operations and parked in the designated PEV parking area located in the lower level of the Kober Garage. PEVs must be secured to the provided racks using a lock and must display a valid SLC permit in a clearly visible location.

Students who own or operate a PEV must register the vehicle online through Campus Operations. Upon completion, students will receive the appropriate permit sticker.

PEVs are subject to violations and fines. See the Violation Penalties section under the Parking Policy

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 requires proof of 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 to conduct 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 benign may 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 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 College's 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. All students have access to this important form of communication so they can be accessed 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 College policies, including, but not limited to, those governing acceptable use. 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 protect 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 of information communicated on campus networks
- The right to audit for the presence of commercial software packages other than those licensed to the College 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.

In general, 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. In addition, it is important to note that 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 Sarah Lawrence College students 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, a crisis on campus, or other emergencies, the College uses an external notification system (Rave Alert System) that sends an email, text message, and voicemail to community members. Students are automatically signed up with this system and are required to 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 has introduced a Safety App (SLCSAFE) for sharing safety information, Emergency Response Guide, and all-around campus-safety support services and partners, which also pushes out informational and emergency alerts.

Emergency Response Plan

The current emergency response plan is on the Campus Safety page on My SLC. All members of the community should familiarize themselves with the plan. Emergency response information is also found on the SLCSAFE app

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:

- 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.
- Students are asked to take normal security precautions, including locking room doors and refusing to admit strangers to their residence halls and/or rooms.
- Duplication of keys by a locksmith is prohibited. Unauthorized keys will be confiscated.
- Ground-floor windows must be locked whenever the room is unoccupied. Facilities will provide ground-floor residents, free of charge, a security window bar for use upon request.
- Please dial 914.395.2222 for any campus emergency — Fire/Medical/Environmental Health & Safety and Campus Safety assistance—or 914.395.2209 for assistance and advice concerning any service, shuttle, security, or safety matter.
- For a safety escort on campus, 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, you can utilize SLCSAFE which has a virtual escort feature monitored by Campus Safety or a person of your choosing.
- 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, 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.**

- Never give a student's housing location to a stranger.
- 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 first 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 3 business days prior.

Students are not permitted to film (video or audio) College faculty or staff unless permission is granted by the College employee. Students who fail to obtain permission prior to filming may be subject to the College's Conduct Process.

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 may result in Fire Safety Violation Fine and referral to the Conduct Process.

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 will be preliminarily investigated by responding Campus Safety personnel who will determine if a Fire Safety Violation occurred. If so, the matter will be referred for handling in accordance with the College's Student Conduct Process

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 (whether lit or unlit), incense burners, wax melters, and candle warmers

Prohibited items located in student rooms will be confiscated and disposed of by Campus Safety.

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 and safety hazards and are prohibited in student rooms:

- All air conditioners not installed or approved by the College. This includes portable or floor-standing air conditioners as well as window air conditioning units.
- Electric heaters and space heaters
- Portable washing machines and dryers
- Heavy-duty appliances (except for cube-sized refrigerators and small microwaves)

Possession and/or Use of Grills

The use of unregistered barbecue grills on campus is prohibited. Students wishing to BBQ or use Fire Pit must get approval from Residence Life and Associate Director of Fire Safety 3 business days in advance.

Burning of Any Item on Campus

State and local laws prohibit 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, covering, or removing 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 by the College 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 $500 fine for first offense, $1,000 for second offense, and a third offense will be referred to NYS Fire Marshal.

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), propping open fire doors (i.e., those that help contain a fire), and blocking egress windows are prohibited. For a first offense, a warning and education will be provided; for a second offense, a $50 fine will be issued; and for a third offense, a $100 fine will be issued.

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. For a first offense, a warning and education will be provided; for a second offense, a $50 fine will be issued; and for a third offense, a $100 fine will be issued.

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

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 may be subject to criminal charges, along with College disciplinary action.

Activating a False Fire Alarm

Students who activate a fire alarm due to their involvement in an activity prohibited by the College (e.g., smoking) will be subject to both the fire-alarm sanctions above and the conduct sanctions for the underlying violation.

Activating a Fire Alarm Due to Cooking

It is the responsibility of the person(s) using kitchens on campus 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. In addition fire alarm activation for burnt food for a first offense , a warning and education; for a second offense, a $25 fine; for a third offense, a $50 fine; and for a fourth offense, a $100 fine will be issued.

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, and 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 in attendance at the College. 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 local, off-campus providers.

Information 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 though a no-show fee of $15 is charged for missed appointments. In-house laboratory tests, medical supplies, vaccinations, and some prescription medications are provided for a small fee ranging from $2-$50 that will be charged to the student's account. Additional labwork may be sent to an outside lab and the student's health insurance will be billed by Labcorp for these tests. 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 may be required 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 by the off-campus provider to the student's health insurance.

Installations in Public Spaces

The following guidelines are in place to ensure a safe, accessible and clean community environment. These guidelines apply to art and other installations proposed for public locations outside of the Heimbold Visual Arts Center.

All art or other installations proposed for an interior or exterior public location (other than projects associated with visual arts courses and the Heimbold Visual Arts Center) must receive approval from Campus Operations and other building owners, as necessary.

- If the proposed location is within a residence hall, approval must also be obtained from the Residential Life Office and the residents of that residence hall.
- Installations may be approved for a maximum period of seven (7) days.
- Proposals must include:
    - A written description of the proposed installation, including:
        - The installation itself
        - The proposed location
        - The materials to be used
        - How the installation will be secured
        - The requested date(s) and time(s) for the installation, including 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

- Students must schedule an appointment with the Assistant Vice President of Facilities in Campus Operations (Purple Door/Andrews House) at least two weeks before the installation start date to review the proposed project for accessibility and safety concerns. This review period allows time to obtain any necessary approvals from other departments or community members.
- Depending on the project and materials involved, students may also be required to meet with the Associate Director of Fire Safety to assess potential fire hazards.
- Approved installations must include an artist's statement listing:
    - The name of the piece
    - Any associated class
    - A brief description of the work
    - The artist's name

- If an approved installation becomes a safety hazard for any reason, Facilities will attempt to contact the artist to address the issue. Facilities reserves the right to remove the installation, if necessary, for safety reasons.

- Failure to comply with these guidelines or with the installation's approved conditions—including, but not limited to, failure to remove the installation by the specified date and time or the 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 installation and may also 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

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 library.

The library's policy regarding food and drink is intended to preserve library materials, equipment, and furnishings and to provide 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 library.

Nondiscrimination

Sarah Lawrence College is committed to the ideal of a community founded in mutual respect. The College does not tolerate discrimination, harassment, or retaliation based on race, sex, color, sexual orientation, gender and/or gender identity or expression, disability, pregnancy, religion, age, marital status, veteran or military status, immigration or citizenship status, national origin or ethnicity, or any other applicable legally protected status. Such discrimination, harassment, and retaliation violate College policy and are prohibited in the administration of educational programs, admissions, employment, educational policies, scholarship or other financial aid programs, athletics, and other programs at the College.

At all times, Sarah Lawrence College complies with Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, New York Education Law Section 129-B, and any other New York State and local laws that prohibit discrimination, harassment, or retaliation.

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 of 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 residence 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 and Leadership
- 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 providing 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, including personal electric vehicles (PEVs), 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

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, located 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 efficient snow removal and salting during inclement weather. All vehicles must adhere to the parking guidelines outlined below:

- Effective dates: December 1 through March 31. This period may be extended or shortened depending on weather conditions.
- 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 lot assignments)

- The College clears snow from parking lots and main pathways. Community members are responsible for clearing a path from their parking space, removing snow and ice from their vehicles, and safely maneuvering their vehicles out of their parking spot. We encourage all drivers to keep a shovel and snow brush in their vehicle during the winter season.

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

**This excludes emergency vehicles*

Parking Permitted (Evenings/Weekends) Students
No Parking Anytime (BOTH Time Periods)

**This excludes emergency vehicles*

Parking Permitted (Evenings/Weekends

Violation Penalties

Registered Vehicles and Personal Electric Vehicles (PEVs)

- 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

Vehicles parked on campus roads, driveways, or non-designated areas will be ticketed, booted or towed.

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).

Long Term Parking Storage

Due to limited on-campus parking availability, long-term parking is offered only during winter and summer breaks. Long-term parking is not available during the fall and spring semesters.

The College may offer long-term vehicle parking storage, subject to space availability. A grace period of up to seven (7) consecutive days may be provided at no charge. Vehicles remaining in storage beyond the grace period will be subject to daily and/or weekly parking storage fees.

- Long-term parking storage is limited to a maximum of thirty (30) consecutive days unless otherwise approved by Campus Operations.
- Parking spaces are limited and will be assigned on a first-come, first-served basis. Submission of a request does not guarantee a parking space.
- Vehicles approved for extended parking must be parked only in designated long-term parking lots or sections.
- Vehicles must be operable, properly registered, and insured.
- Flat tires, expired registrations, excessive damage, or indications of abandonment may result in enforcement action.
- The College is not responsible for theft, vandalism, weather damage, or other losses occurring while vehicles are parked on campus.

Unregistered Extended Parking

- Vehicles left on campus for more than seven (7) consecutive days without approval or permit may be considered abandoned.
- Such vehicles may be ticketed, booted, or towed at the owner's expense after reasonable notice when feasible.

Parking storage rates, eligibility requirements, and program terms will be communicated to the campus community during the fall semester and are subject to change at any time at the College's discretion. The College reserves the right to modify, suspend, or discontinue the long-term parking storage program without prior notice.

Community Reminders

- SLC's campus speed limit is 15MPH.
- Be mindful of neighbors. Do not block driveways or park illegally off-campus.
- Be mindful of City of Yonkers parking regulations when parking off campus or on City street. Check posted signs carefully. Yonkers enforces regulations such as street cleaning, permit parking, no-standing/no-parking zones, hydrant clearance, etc. Towing, booting and ticketing are handled by the City of Yonkers Parking Enforcement Department, not by SLC.
- 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. Use of 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.

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 unless they meet one of the exceptions below. 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 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.

- 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 outdoors 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.
- 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 at approved posting locations to announce an event. All posters/flyers must be stamped at the BWCC Information Desk, first floor, main entrance. 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 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 protect 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 Office of Student Involvement and Leadership 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 Office of Student Involvement and Leadership 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 Office of Student Involvement and Leadership. 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 Office of Student Involvement and Leadership 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 Office of Student Involvement and Leadership before departure. Any changes must be reported to the Office of Student Involvement and Leadership 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 Office of Student Involvement and Leadership prior to departure.
- **Student Leader/Adviser Checklist for Student Group Travel.** One copy must be filed with the Office of Student Involvement and Leadership 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

- 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.
- All members of the College community are personally responsible for complying with FAA regulations, state and federal laws, and College policies.
- 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.
- 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.
- 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.
- 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.

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. 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 campus, including, but not limited to, classrooms, lecture halls, residences, residence halls, apartments, 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 campus, including, but not limited to, lawns, patios, terraces, fields, open land areas, parking lots, garages, athletic venues, outdoor paths, bridges, and wooded areas. Streets and sidewalks owned by the City of Yonkers 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 required 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.

TITLE IX & GENDER-BASED MISCONDUCT POLICY

I. Policy Statement

Sarah Lawrence College is committed to providing learning and working environments free of sexual and gender-based harassment and discrimination, sexual assault, sexual exploitation, stalking, intimate partner violence (inclusive of dating and domestic violence), and retaliation (hereafter collectively referred to as "gender-based misconduct").

Sarah Lawrence College is committed to preventing, responding to, and remedying occurrences of gender-based misconduct. To that end, the Title IX & Gender-Based Misconduct Policy (the "Policy") prohibits all forms of gender-based misconduct. This includes any discrimination on the basis of sex (including stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity) and sexual harassment (including sexual harassment and other harassment on the basis of sex). The College provides support and accommodations for individuals who have been impacted by gender-based misconduct, as well as accessible, prompt, thorough, and impartial methods of investigation and resolution of incidents of gender-based misconduct. The College provides educational and preventative programs that promote awareness of gender-based misconduct for employees and students upon entry and throughout the academic year.

This policy should be interpreted and applied in a manner consistent with the principles of free inquiry, free expression, and free speech to which Sarah Lawrence College is committed; it is not intended to stifle these freedoms. Prohibited sexual harassment, retaliation, and other forms of gender-based misconduct are neither legally protected expression nor the proper exercise of academic freedom.

Sarah Lawrence College's Title IX & Gender-Based Misconduct Policy is written in accordance with federal and state laws and regulations prohibiting discrimination and harassment, as well as provisions of response and services for victims of interpersonal violence. These laws include: Title IX of the Education Amendments Act of 1972, Americans with Disabilities Act ("ADA"), Section 504 of the Rehabilitation Act, Title VII of the Civil Rights Act of 1964, the New York State Human Rights Law, Section 304 of the Violence Against Women Reauthorization Act, the Clery Act, and New York State Education Law 129-B ("Enough is Enough"). These laws and the College prohibit discrimination and harassment, including gender-based misconduct.

This policy and accompanying procedures apply to gender-based misconduct as it is defined in this policy, including both Title IX violations and Sarah Lawrence College defined gender-based misconduct violations. To report a complaint of sex discrimination, refer to the Nondiscrimination section of the Student Handbook and/or the College's website.

Inquiries or complaints regarding sex discrimination or harassment may also be directed to:

Kristin N. Collado, Esq.
Title IX Coordinator
Bates, Suite 220
914-323-6138
kcollado@sarahlawrence.edu or titleix@sarahlawrence.edu

Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Washington DC (Metro)
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: 800-421-3481
Fax: 202-453-6021
TDD#: 800-877-8339
OCR.DC@ed.gov
http://www.ed.gov/ocr

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Inquiries or complaints involving employees may be directed to:

Equal Employment Opportunity Commission
33 Whitehall Street, 5th Floor
New York, NY 10004
Phone: 800-669-4000
TDD#: 800-669-6820
http://www.eeoc.gov/contact-eeoc

Scope of Policy

This policy applies to all Sarah Lawrence students, employees, and other individuals who engage with the College's education program and activity. It prohibits gender-based misconduct that occurs within the College's education program or activity, including conduct that occurs on campus and conduct that occurs off campus but has a reasonable connection to the College, including, but not limited to, conduct occurring online, in College-operated study abroad programs or by Sarah Lawrence students studying abroad through other programs, and that is otherwise subject to the College's disciplinary authority. Alleged misconduct subject to this policy ("prohibited conduct") includes both Title IX sexual harassment (which is defined by law and referred to as "Title IX Misconduct") and SLC defined gender-based misconduct (which includes allegations that do not meet the definitions under Title IX, but nonetheless violate Sarah Lawrence College's community standards, and is referred to as "SLC Gender-Based Misconduct"), as discussed further in this policy.

The Title IX Coordinator will evaluate all reports and complaints to assess whether they must be addressed under this policy. The Title IX Coordinator may also determine, in consultation with other College officials, that other alleged misconduct occurring alongside alleged gender-based misconduct may be investigated and adjudicated under this policy. The College always maintains the discretion to determine which policy or process should be applied.

The policies of the College are written and interpreted broadly to include conduct that takes place online. Although the College may not control websites, social media, and other venues in which harassing conduct occurs, the College will reasonably engage in a variety of means to address and mitigate the effects when such conduct is reported.

If the respondent is unknown or not a member of the College community, the Title IX Coordinator will still assist the complainant in identifying appropriate campus and local resources, supportive measures, remedies, and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to make a police report.

This policy sets forth behavioral expectations for everyone in the College community. However, the applicable formal disciplinary procedure that will be applied in a particular case depends on whether the accused is a student, employee, or a non-community member (e.g., family or friends of students, vendors, visiting athletes, etc.). Action taken and support provided regarding incidents of misconduct involving contract employees, visitors, and guests may be limited; however, the College will work to respond, sanction, and/or remedy to the extent possible, practical, and reasonable. The College may opt to ban a non-community member from College property or take other appropriate responsive measures.

Non-community members visiting campus, participating in a Sarah Lawrence College program or activity, or interacting with Sarah Lawrence College community members are expected to abide by the behavioral

expectations in this policy. All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers (or to the policies and procedures which their employer has agreed to be bound by their contracts).

When the respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the complainant in communicating with the appropriate employee at that institution. Similarly, the Title IX Coordinator may be able to assist and support a student or employee complainant who experiences gender-based misconduct in a location outside of the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may also give recourse to the complainant.

This policy protects employees, interns (whether paid or unpaid), and non-employees (including independent contractors) who are (or who are employed by) contractors, companies, or organizations contracting to provide services to the College. Employees of the College are required to cooperate with and participate in the College investigation and resolution processes set forth in this policy.

The process outlined in this policy will apply to all cases whether new or currently active. The definitions of prohibited conduct will be considered on a case-by-case basis to the extent they might be different now than at the time of the incident.

Glossary of Terms

Adviser: A single person chosen by a party to accompany the party to meetings related to the investigative and resolution processes, to advise the party on those processes, and to conduct cross-examination for the party at the hearing. An adviser may be any person, who may be, but is not required to be, an attorney.

For parties participating in a Formal Investigation and Hearing Process, the College will appoint an adviser if a student is unwilling or unable to procure an adviser on their own, or at the party's request. A party is required to have an adviser during a hearing to conduct cross-examination of the other party. If a party does not have an adviser prior to a hearing, the Title IX Coordinator will appoint an adviser for the party.

Affirmative Consent: Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

As used in this policy, the term "consent" always refers to "affirmative consent" (as defined above). The definition of consent does not vary based on relationship status. Previous consensual sexual activity or consent to one sexual act does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs, illegal substances, and/or alcohol. Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation may be caused by lack of consciousness, being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent to sexual activity. In New York State, minors under 17 years of age cannot consent to sexual activity. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Coercion: Coercion is verbal and/or physical conduct, including intimidation and explicit or implied threats of physical, emotional, or other harm, that would reasonably place a person in fear of immediate or future harm and that is used to compel that person to engage in sexual conduct against their will.

Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual conduct. When a person makes clear that they do not want to participate in a particular form of sexual conduct, that they want to stop, or that they do not want to go beyond a certain type of sexual conduct, continued pressure can be coercive if it would reasonably place that person in fear of immediate or future harm.

In evaluating whether coercion was used, the frequency, duration, and intensity of the respondent's verbal or physical conduct or threats are all relevant, as is the degree of any confinement or isolation to which the

person may have been subjected. Coercion may be evidenced by an interaction that can reasonably be interpreted as indicating that the complainant will be harmed or restrained if they do not engage in sexual conduct.

Complainant: An individual who is alleged to have experienced gender-based misconduct.

Day: A business day.

Education Program or Activity: Locations, events, or circumstances where Sarah Lawrence College exercised substantial control over both the respondent and the context in which the misconduct occurred. This includes all on-campus premises; any off-campus premises that the College has substantial control over; and any activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the College's programs and activities over which the College has substantial control.

Formal Complaint: A written document submitted by a complainant and filed with the Title IX Coordinator alleging gender-based misconduct and requesting that the College investigate and adjudicate the allegation or otherwise resolve the allegation through an informal resolution process. A formal complaint must contain the complainant's signature, or otherwise indicate that the complainant is the person filing the formal complaint. A formal complaint is necessary to initiate processes for both Title IX Misconduct and SLC Gender-Based Misconduct violations. In limited circumstances, the Title IX Coordinator may file a formal complaint as set forth in this policy. If the Title IX Coordinator files a formal complaint, the College does not become the complainant.

Gender-Based Misconduct: An umbrella term used in this policy to refer to any form of misconduct prohibited by this policy, both Title IX Misconduct and SLC Gender-Based Misconduct, including, but not limited to, sexual harassment, sex-based harassment, sexual assault, stalking, dating violence, domestic violence, sexual exploitation, and retaliation.

Incapacitation: A person is incapacitated when they lack the ability to make informed, rational judgments and therefore cannot knowingly choose to participate in sexual activity.

Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, age, temporary or permanent mental or physical incapacity, or if a person otherwise cannot consent.

Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. See Section VII below for additional information on how drugs and alcohol affect consent.

Whether sexual conduct with an incapacitated person (other than a person deemed legally incapacitated because of their age) constitutes prohibited conduct depends on whether the respondent knew or should have known of the complainant's incapacitation based on objective and reasonably apparent indications when viewed from the perspective of a reasonable, sober person in the respondent's position.

In New York State, the age of consent is 17 years old. This means that a person who is 16 years old or younger is deemed legally incapable of providing consent to sexual conduct regardless of whether they intend to give consent. When incapacity to consent is due to age, it is irrelevant whether the respondent knew the complainant was less than 17 years old or whether the respondent believed that the complainant was 17 years old or more at the time of the alleged misconduct.

Investigator: A person charged by the College with gathering facts about an alleged violation of this policy, assessing relevancy of evidence, synthesizing the evidence, and compiling this information into an investigative report.

Mandated Reporter: An employee of the College who is obligated by policy to share knowledge, notice, and/or reports of gender-based misconduct with the Title IX Coordinator. **All Sarah Lawrence College employees (faculty and staff, including visiting faculty), Residential Advisers, and Gryphon Guides who are not otherwise designated as Confidential Resources are mandated reporters and must notify the Title IX Coordinator of all known details made to them under this policy**.

Party: A complainant or respondent under this policy.

Relevant Evidence and Questions: Relevant evidence and questions refer to any questions and evidence that tends to make an allegation of gender-based misconduct more or less likely to be true.

Relevant evidence and questions do not include the following types of evidence and questions, which are deemed irrelevant at all stages of the Informal Resolution Process and Formal Investigation and Hearing Process:

Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:

- They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
- They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

Remedies: Measures provided, as appropriate, to a complainant or any other person at the College whose equal access to the College's education program of activity was limited or denied by gender-based misconduct.

Report or Preliminary Report: Information shared with the College about alleged gender-based misconduct which may not constitute a formal complaint.

Reporting Party: A person who makes a report of gender-based misconduct. This may or may not be the same individual as a complainant, a witness, or a bystander.

Respondent: An individual alleged to have engaged in conduct that could constitute gender-based misconduct or other conduct that could constitute a violation of this policy.

Student: An individual who has gained admission and maintains an ongoing relationship with the College.

Definitions of Gender-Based Misconduct

This policy applies to alleged conduct that meets the federal definition of Title IX sexual harassment ("Title IX Misconduct"), as well as to a broader range of conduct and behaviors inconsistent with the College's community standards ("SLC Gender-Based Misconduct"). The designation of conduct as either "Title IX Misconduct" or "SLC Gender-Based Misconduct" (also called "SLC GBM" within this Policy) is not a function of the seriousness of the alleged misconduct, but rather a function of the scope and coverage of federal Title IX regulations and the College's broader jurisdiction to prohibit and discipline inappropriate behavior.

A. Title IX Misconduct

Title IX Misconduct violations include conduct that meets the following definitions, when the alleged misconduct is (i) based on sex; (ii) occurred in the United States; (iii) occurred within the College's education program or activity; and (iv) the alleged misconduct would constitute a Title IX Misconduct violation.

In order to proceed with a resolution process to resolve an allegation of a Title IX Misconduct violation, the complainant must submit a signed formal complaint and be participating in or attempting to participate in the College's education program or activity at the time the formal complaint is filed.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

Quid Pro Quo Harassment: When an employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or implicitly conditions the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

Hostile Environment Harassment: Unwelcome sex-based conduct that is so severe, pervasive, and objectively offensive that it interferes with, limits, or effectively denies a person's ability to participate in the College's education program or activity (i.e., creates a hostile environment).

Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following: (i) The degree to which the conduct affected the complainant's ability to access the College's education program or activity; (ii) The type, frequency, and duration of the conduct; (iii) The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (iv) The location of the conduct and the context in which the conduct occurred; and (v) Other sexual harassment in the College's education program or activity.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This definition includes:

Rape: 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, or by a sex-related object, without the affirmative consent of that person,

including instances where the person is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. Both attempted Rape (which means to make an effort to do, accomplish, or effect a Rape) and completed Rape are prohibited by this Policy.

Fondling: Contact, for the purpose of sexual degradation, sexual gratification, or sexual humiliation, without the victim's affirmative consent, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity, that involves: (i) the intentional touching of the victim's clothed or unclothed body parts; or (ii) the non-consensual touching by the victim of the respondent's clothed or unclothed body parts (i.e., making the victim touch the respondent).

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by New York State law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

Dating Violence: Any violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Any felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to the spouse of the victim under New York's domestic or family violence laws; or any other person against an adult or youth victim who is protected from that person's acts under New York's domestic or family violence laws.

Stalking: A course of conduct directed at a specific person, on the basis of sex, that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. "Course of conduct" consists of two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Stalking behaviors may include pursuing or following, unwanted or nonconsensual communication or contact (including in-person contact, telephone or voice messages, electronic messages, social media messages, and text messages), unwanted gifts, trespassing, surveillance, and other types of observation.

B. SLC Gender-Based Misconduct

SLC Gender-Based Misconduct violations ("SLC GBM violations") include the following conduct. When a report or formal complaint does not constitute a potential Title IX Category violation because of the location or status of the complainant, the College retains discretion to respond to, investigate, and/or adjudicate the complaint as a potential SLC GBM violation.

Sex-Based Harassment: Unwelcome, offensive conduct on the basis of sex (including sex, gender, sexual orientation, gender identity, gender expression, transgender status, sex stereotypes, sex characteristics, and pregnancy or related conditions) that does not constitute sexual harassment as a Title IX Misconduct violation. This can be verbal, written, visual, electronic, or physical and includes conduct that does not rise to the level of creating a hostile environment.

The fact that a person is personally offended by a statement or incident does not alone constitute a violation. Instead, the determination is based on a "reasonable person" standard and considers the totality of the circumstances. The College considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning or working community.

Sexual Assault: A sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes the "sexual acts" defined in the Title IX Misconduct section above when they do not constitute sexual assault as a Title IX Misconduct violation because of the context in which they occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim but that does not constitute dating violence as defined in the Title IX Misconduct section because of the context in which it occurred. The existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Violence on the basis of sex committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the College is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New York, if the conduct does not constitute domestic violence as defined in the Title IX Misconduct section because of the context in which it occurred.

Sexual Exploitation: When an individual takes nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Causing the prostitution of another person;
- Nonconsensual observing or recording of private activity (such as undressing or showering) or sexual activity;
- Nonconsensual dissemination (including, but not limited to, posting, sharing, or publicizing) or explicitly threatening to disseminate images and/or videos of a sexual nature, including AI-generated images;
- Going beyond the boundaries of consent (such as letting a friend hide in the closet to watch otherwise consensual sexual activity);
- Causing or attempting to cause a person to become incapacitated in order to take sexual advantage;
- Exposing one's genitals or inducing another to expose their genitals in nonconsensual circumstances;
- Sexually-based hazing and/or bullying; and
- Engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of such infection.

Stalking: A course of conduct directed at a specific person, on the basis of sex, that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress, but that does not constitute stalking as defined in the Title IX Misconduct section. "Course of conduct" consists of two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A "reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Stalking behaviors may include pursuing or following, unwanted or nonconsensual communication or contact (including in-person contact, telephone or voice messages, electronic messages, social media messages, and text messages), unwanted gifts, trespassing, surveillance, and other types of observation.

Retaliation: Intimidation, threats, coercion, or discrimination by the College, a student, or an employee or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity, when done against any person for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy, including an Informal Resolution Process.

Policy on Consensual Relationships

A. 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 on Consensual Relationships 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.

B. Procedures on Romantic or Sexual Relationships Between Employees and Students

Reporting Violations of This Policy – 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, Provost's Office, and/or Human Resources Office will meet with the parties involved to discuss this report. The Title IX Office will confer with the vice president 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.

Reporting Violations of This Policy – For Concerns Regarding Staff
Students, faculty, and staff concerned about a sexual or romantic relationship involving a staff member or contractor/vendor employee with a student should contact the vice president 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 vice president 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 vice president 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.

C. 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 Title IX & Gender-Based Misconduct Policy. This Policy on Romantic or Sexual Relationships Between Employees and Students therefore applies to such relationships only to the extent that they are not covered by the Title IX & Gender-Based Misconduct Policy. In the event a question arises as to which policy is applicable to a given set of circumstances, the College, in its sole discretion, will choose the policy and the procedures that will control.

D. Adjudicating Violations of This Policy

Upon receipt of a notification involving a possible violation of this Policy, the vice president of human resources (or the vice president'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 vice president of human resources and/or the provost and dean of the faculty may deem necessary.

The vice president 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 vice president 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.

Preservation of Evidence

Regardless of whether an incident of gender-based misconduct is reported to law enforcement or to the College, Sarah Lawrence College strongly encourages individuals who have experienced gender-based misconduct 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 resolution process with the College. While the College does not conduct forensic tests for parties involved in a resolution process, 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 gender-based misconduct. 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 gender-based misconduct.

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 complainants 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. Individuals should consider seeking a Sexual Assault Forensic Exam ("SAFE Exam") at a local hospital. SAFE Exams include assessment and treatment of injury, addressing concerns of pregnancy and sexually transmitted diseases, and collection of evidence. In New York, individuals may undergo a SAFE Exam without

making a report to law enforcement. Even if individuals do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

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.

How Drugs and Alcohol Affect Consent

The use of alcohol or other drugs is never an excuse for misconduct and never diminishes anyone's responsibility to obtain affirmative consent. The use of alcohol or other drugs never makes someone at fault for experiencing gender-based misconduct.

The impact of alcohol or drugs varies from person to person and there is no specific amount of alcohol or drugs consumed that leads to incapacitation. The amount of alcohol and/or drugs a person consumes will not ordinarily be sufficient, without other evidence, to prove that they were incapacitated under this Policy. In evaluating whether a person is incapacitated due to alcohol, drugs, or any other intoxicant, the following factors will be considered:

- Whether the complainant understood the "who, what, when, where, why and/or how" of the sexual conduct; and
- How the complainant was physically affected by the consumption of alcohol or drugs, which may include, but is not limited to, slurred or incomprehensible speech, vomiting, unsteady gait, imbalance, bloodshot eyes, combativeness, emotional volatility, or notable change in personality.

Another effect of alcohol or drug consumption can be memory impairment or forgetting the entirety or portions of an event (sometimes referred to as "black-out" or "brown-out"). A person may experience this symptom while appearing to function "normally " including communicating through words or actions that seem to express an interest in engaging in sexual conduct. Whether sexual conduct with a complainant who is "blacked-out" constitutes gender-based misconduct depends on the presence or absence of the observable factors that would indicate to a reasonable, sober person that the complainant is incapacitated. Total or partial loss of memory, without more, is insufficient to demonstrate incapacitation.

The use of alcohol or drugs can create an atmosphere of confusion and can lower inhibitions. All students should be aware of and carefully consider the potential consequences of alcohol or drug use, and of the potential consequences for engaging in sexual activity when anyone involved may be affected by alcohol or drugs. Every individual is responsible for ensuring there is mutual affirmative consent prior to engaging in sexual conduct regardless of whether their judgment may be impaired by the use of alcohol or drugs.

Amnesty for Alcohol and/or Drug Use

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that gender-based misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Sarah Lawrence College strongly encourages students to report domestic violence, dating violence, stalking, sexual assault, or other types of gender-based misconduct to institution officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses an incident of gender-based misconduct to College officials or law enforcement, or a party or witness in a resolution process discussing an allegation of gender-based misconduct, will not be subject to discipline for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the gender-based misconduct. Amnesty is not available to those dealing drugs or to those who have used drugs or alcohol to facilitate gender-based misconduct.

Reporting Options and Immediate Assistance

Any Sarah Lawrence College community member, guest, or visitor who believes they have been subjected to gender-based misconduct is encouraged to seek support and assistance through the resources listed in this policy. Seeking assistance promptly may be important to ensure safety, to obtain medical care, and to preserve evidence. Conduct that does not violate this policy can also be reported, as the College may still be able to provide options for resolution, remedy, or support. The College's primary concern is the health, safety, and well-being of its community members, guests, and visitors. If you, or someone you know, have experienced gender-based misconduct, please seek assistance.

There is no time limitation on making a complaint to the Title IX Coordinator. However, if a respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. When a respondent is still subject to College jurisdiction but there is a significant delay between when an incident occurred and when it was reported, the College will respond using the policy definitions in place at the time of the incident and the current procedures.

A. Confidential Reporting

Confidential Resources listed in this section are not required by law or College policy to relay reports of gender-based misconduct to the Title IX Coordinator. Information shared with these resources will not be disclosed without stated permission or the existence of extreme circumstances, such as a health or safety emergency. Rules of civil and criminal procedure and law may result in records and information maintained by Confidential Resources, and persons serving as Confidential Resources, being subject to subpoena. Information shared with Confidential Resources may only be shielded or protected from disclosure, as a result of a subpoena, if shared with a medical, licensed counseling, or pastoral provider covered by a legal privilege or protection.

On-Campus Confidential Resources

Health & Wellness: Counseling & Psychological Services	914-395-2350
Health & Wellness: Medical Services	914-395-2350

Off-Campus Resources

WestCOP Victims Assistance Services (24/7)	855-827-2255 or 914-345-9111
SAAVE (Sexual Assault, Abuse and Victims Empowerment) (24/7) - located at Westchester Medical Center	833-220-2444
RAINN (Rape, Abuse, and Incest National Network)	800-656-4673

Off-Campus Resources

NYS Police Campus Sexual Assault Hotline	844-845-7269
NYS Domestic Violence Hotline	800-942-6906
NYC Anti-Violence Project	212-714-1184
National Domestic Violence Hotline	800-799-7233

Additional resources can be found at my.slc.edu/safe.

B. Reporting to the College (Private)

1. Making a Preliminary Report to the Title IX Office

Reports can be submitted by contacting the Title IX Office in any of the following manners:

- By using the Title IX & Gender-Based Misconduct Reporting Form;
- By phone (914-323-6138);
- By email (titleix@sarahlawrence.edu); or
- Through campus mail to the Title IX Office in Bates.

Anonymous reports may be made using the online reporting forms. However, the College's ability to investigate, respond to, and provide support for anonymous reports may be limited due to restricted identifying information.

Any member of the community who wishes to make a report of gender-based misconduct with the College may do so by following the procedures in this policy. Employees who cannot guarantee confidentiality will maintain privacy to the greatest extent possible. Information provided to a non-confidential resource at the College will be reported to the Title IX Coordinator and the Title IX Coordinator will follow up with the complainant regarding options on how to proceed.

Any employee (excluding Confidential Resources) with knowledge of gender-based misconduct involving members of the Sarah Lawrence community must notify the Title IX Coordinator. Climate surveys, classroom writing assignments, human-subjects research, and events such as Take Back the Night or similar speak-outs do not constitute notice to the College. Mandated Reporters are not required to report information learned in these contexts.

Mandated Reporters must inform a reporting individual of their own reporting responsibilities (i.e., that they can provide privacy, not confidentiality) and the option of seeking assistance from confidential resources and other support services. In addition, they must provide the following information to the reporting individual at the first instance of disclosure of sexual assault, intimate partner violence, and/or stalking:

- You have the right to make a report to Sarah Lawrence College security, local law enforcement, and/or state police, or choose not to report.
- You have the right to report the incident to your institution, Sarah Lawrence College.
- You have the right to be protected by the College from retaliation for reporting an incident.
- You have the right to receive assistance and resources from the College.

Individuals with questions regarding the reporting procedures for violations of this policy may speak with the Title IX Coordinator to discuss their rights, resolution process options, and available resources. They may also discuss options for No Contact Orders through the College and Orders of Protection through the court system. When information pertaining to specific incidents of reported gender-based misconduct is shared, the Title IX Coordinator will attempt to protect the privacy of all parties involved, but is required to initiate a preliminary inquiry and determine what, if any, further investigation is warranted.

2. False Reporting

An individual who is determined to knowingly have made a false report, or who provided false information during an investigation, may be subject to disciplinary action by the institution. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

C. Criminal Reporting

Individuals have the right to decide whether to file or decline to file a report with the Yonkers Police Department, New York State Police, or the local law enforcement agency where the misconduct occurred. The Title IX Coordinator and other campus authorities are available to assist individuals in reporting to law enforcement.

What constitutes a criminal act will be defined by the penal code of the jurisdiction in which the alleged misconduct occurred. The College system and legal system have investigation processes that work independently of each other and can happen concurrently. This policy uses the preponderance of evidence standard (whether it is more likely than not that a policy violation occurred) for resolution processes. The standard of proof in a criminal proceeding is beyond a reasonable doubt, which is higher than the standard of proof used for violations of this policy. To file a criminal report, individuals may contact the following, and/or any other appropriate law enforcement agency:

New York State Police Campus Sexual Assault Hotline 844-845-7269

Yonkers Police Department 914-377-6000 (non-emergency)

Orders of Protection

The Title IX Coordinator and Campus Safety can provide information and to the extent possible, answer questions regarding Orders of Protection or restraining orders, which are issued by courts, not the College. The Title IX Coordinator and Campus Safety can provide information and connection to resources to assist in obtaining an Order of Protection or, if outside New York, an equivalent protective or restraining order.

Any person who obtains an Order of Protection or any other protective or restraining order should provide a copy to Campus Safety and the Title IX Coordinator. In the event of a violation of an Order of Protection or similar court order, reporting individuals may receive assistance from the College in contacting law enforcement and affecting an arrest.

Initial Assessment for Procedural Options

When a preliminary report is made, the Title IX Coordinator will reach out to the complainant to offer supportive measures and seek to determine if the person impacted wishes to make a formal complaint, and will assist them in doing so, if desired. The Title IX Coordinator will ensure the complainant is aware of the right to have an adviser. A complainant may request confidentiality, that their name or other identifying information not be disclosed to the respondent, that their report not be considered a formal complaint, and/or that an investigation not be undertaken. Supportive measures will be available even if the complainant does not wish to make a formal complaint or pursue a resolution option.

Filing of a Formal Complaint

The Title IX Coordinator will evaluate all preliminary reports of misconduct that may violate this policy within 5 days of receipt. When the alleged behavior, if true, would constitute prohibited conduct under this policy, the Title IX Coordinator will make a preliminary evaluation as to whether the prohibited conduct would potentially constitute Title IX Misconduct or SLC Gender-Based Misconduct. The Title IX Coordinator will then evaluate whether the report constitutes a formal complaint and the College will initiate a resolution process. If the preliminary report does not constitute a formal complaint and the complainant chooses to file one, the Title IX Coordinator will assist the complainant with how to do so. When the alleged misconduct in a preliminary report, if true, would not constitute prohibited conduct under this policy but may violate a different College policy, the Title IX Coordinator will refer the report to the appropriate office or official within the College for response and resolution.

To file a formal complaint, a complainant must provide the Title IX Coordinator with a written, signed complaint describing the facts alleged. A formal complaint is required for both Title IX Misconduct allegations and SLC Gender-Based Misconduct allegations. If a complainant chooses to file a formal complaint electronically, the Title IX Coordinator will provide the complainant with an online form to complete and digitally sign.

Consolidation

The Title IX Coordinator may determine that allegations arising out of the same set of facts should be consolidated for the purposes of the investigation and/or adjudication. Instances where consolidation of formal complaints may occur include, but are not limited to: cross-complaint made by the parties against each other, multiple complaints made by a single complainant against a respondent, or multiple complaints by a single complainant against multiple respondents. Separate determinations of responsibility will be made for each respondent with respect to each alleged policy violation.

Dismissal

The Title IX Coordinator must “dismiss” a Title IX Misconduct formal complaint if it is apparent that the allegations are not within the scope of Title IX, including that the conduct alleged: even if proven, would not constitute sexual harassment as defined as a Title IX violation (i.e., Title IX Misconduct); did not occur in the

College's education program or activity; or did not occur against a person in the United States. If Title IX Misconduct violations are dismissed, the College may continue to process the allegations as SLC GBM violations, as appropriate.

At any point in the process, the Title IX Coordinator may determine that facts have emerged that require the dismissal of a formal complaint of either Title IX Misconduct or SLC GBM violations. The Title IX Coordinator may dismiss a formal complaint in the following circumstances:

- The complainant notifies the Title IX Coordinator in writing that they want to withdraw their formal complaint or any allegations raised in the formal complaint;
- The respondent is no longer enrolled or employed by Sarah Lawrence College;
- The College is unable to identify the respondent after taking reasonable steps to do so; or
- Circumstances exist that prevent the College from gathering evidence sufficient to reach a determination as to the Title IX Misconduct or SLC GBM violation allegations therein.

If a formal complaint is dismissed, the College will promptly send notice of the dismissal and the reason(s) for such dismissal to the complainant and respondent and the parties will be notified about their opportunity to appeal, as detailed below.

When A Complainant Does Not Wish To Proceed

If a complainant's identity is unknown or a complainant declines to participate in the formal complaint and resolution process, the Title IX Coordinator will consider whether the alleged conduct presents an imminent and serious threat to the health and safety of the complainant or another person, or whether the alleged conduct prevents the College from ensuring equal access on the basis of sex to its education program or activity.

The Title IX Coordinator will make a fact-specific determination and will consider the following factors:

- The complainant's request not to proceed with initiation of a resolution process;
- The complainant's reasonable safety concerns regarding initiation of a resolution process;
- The risk that additional acts of prohibited conduct would occur if a resolution process is not initiated;
- The severity of the alleged prohibited conduct, including whether the discrimination or misconduct, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the prohibited conduct and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee and/or the extent of the respondent's participation in the College's education program or activity;
- The scope of the alleged prohibited conduct, including information suggesting a pattern, ongoing prohibited conduct, or prohibited conduct alleged to have impacted multiple individuals;
- The availability of evidence to allow a hearing chair to determine whether prohibited conduct occurred; and

- Whether the College could end the alleged prohibited conduct and prevent its recurrence without initiating a resolution process.

If the Title IX Coordinator determines there is sufficient cause to move forward with the complaint, the Title IX Coordinator may initiate a Formal Investigation and Hearing Process and file a formal complaint. In such cases, the Title IX Coordinator is not considered to be a complainant or other party under this policy. The complainant may have as much or as little involvement in the process as they wish. The complainant retains all rights of a complainant under the policy irrespective of their level of participation and will be notified throughout the process as though they were participating.

Advisers

The complainant and respondent are entitled to an adviser of their choice to accompany, support, and advise them throughout the reporting, intake, investigation, adjudication, and resolution process, including all meetings and interviews. An adviser may be a friend, family member, mentor, attorney, union representative, or any other person that a party chooses so long as the adviser is available, except for a member of the campus community who has other adjudicatory responsibilities under this policy or otherwise has a conflict of interest. For matters resolved through the Formal Investigation and Hearing Process, at the request of the party, the College will appoint an adviser who is an attorney at no cost to the party. Once the College assigns an adviser, the party may not request a different adviser be appointed by the College, but the party may independently select another adviser or retain counsel at the party's own expense. If that occurs, the adviser appointed by the College will withdraw from that role. If a party does not have an adviser who will be present for a hearing, the College will appoint an adviser for that party for the purposes of cross-examination at the hearing. Advisers must sign an agreement provided by the Title IX Office prior to participating in any resolution process.

During interviews and meetings, the adviser may talk quietly with and ask clarifying questions of their advisee, but are not permitted to answer questions or speak on behalf of their advisee. Advisers are not permitted to disrupt meetings, interviews, or the process, and are expected to refrain from interference with the Informal Resolution Process or Formal Investigation and Hearing Process. An adviser who disrupts or otherwise fails to respect the limits of the adviser role will be warned once. If the adviser continues to disrupt or otherwise fail to abide by the signed agreement, the adviser will be asked to leave the meeting or interview, and the party will be permitted to select another adviser or continue without an adviser present (except during a hearing when an adviser is required, as discussed below).

A party may consent in writing to authorize the College to share any documentation and evidence related to the allegation(s) with their advisers. Advisers are expected to maintain the privacy of records shared with them in accordance with the signed agreement provided by the Title IX Office. If a party wishes to change advisers during the course of this process, they are required to notify the Title IX Coordinator in writing with timely notice.

The College will not unreasonably delay the scheduling of meetings or interviews to accommodate an adviser's schedule. The College will make reasonable accommodations to have an adviser attend a meeting or interview via telephone or video chat if the adviser is unable to attend in person meetings, interviews, or other parts of a resolution process.

Supportive Measures and Accommodations

Following a preliminary report or formal complaint of gender-based misconduct, the College will offer and implement appropriate and reasonable supportive measures to the parties to help ensure safety and well-being, prevent retaliation, avoid an ongoing hostile environment, and to restore or preserve access to the College's programs and activities. Supportive measures are offered free of charge and are intended to restore or preserve, to the extent practicable, equal access to the College's educational programs. Supportive measures are non-disciplinary, non-punitive individualized services that are implemented in a way that does not unreasonably burden the other party.

Supportive measures and accommodations include, but are not limited to:

- Change in campus housing and academic schedules if these requests are made by a party and are reasonably available;
- Academic accommodations (extensions, excusing absences, opportunities to complete missed coursework, access to academic support, etc.);
- Access to counseling, the Employee Assistance Program (EAP), or support services;
- Changes to work schedules, job assignments, or other work accommodations;
- Access to safety escorts or assisting in transportation changes;
- Mutual No Contact Orders;
- Persona Non Grata (PNG) orders; and
- Any other actions deemed appropriate by the Title IX Coordinator.

The Title IX Coordinator will provide information regarding supportive measures and accommodations, and will implement and/or coordinate their issuance. Supportive measures and accommodations are offered regardless of whether a formal complaint is filed or the Formal Investigation and Hearing Process is initiated. The issuance of supportive measures and/or an accommodation is not a conclusion as to whether there has been a violation of College policy. The Title IX Coordinator has the discretion to issue, modify, or remove any supportive measure or accommodation due to new information or change in circumstances.

Parties may request a review of the need for and terms of any supportive measure or accommodation that directly affects them, including for requests that are denied or for supportive measures that are modified or removed. Requests for review may be based on questions including, but not limited to, whether a supportive measure is reasonably burdensome, is reasonably available, is imposed for punitive or disciplinary reasons, is being imposed free of charge, and/or is effective in meeting the purposes for which it is intended. Parties may submit evidence in support of their request for review. Requests for review will be considered by the Vice President and Dean of Students, or their designee, and should be submitted using this form.

No Contact Orders

In order to promote safety and civility on campus, and following a preliminary report or the filing of a formal complaint, the Title IX Coordinator is authorized to issue No Contact Orders ("NCOs") prohibiting contact between or among students, faculty, and/or staff, when there exists a reasonable concern that physical or psychological harm may result from such contact.

The College will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence or gender-based misconduct by one individual against another;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one individual of another;
- When there is a substantial risk of emotional harm from continued contact between individuals;
- When continued contact between individuals may have a material impact on campus disciplinary proceedings; and
- When an NCO is requested or agreed to in good faith by all individuals involved.

Individuals receiving NCOs are to have no contact, direct or indirect, with each other. Contact includes all forms of written communication (texting, social media, email, etc.) as well as personal contact (face-to-face, telephonic, etc.), both on and off campus. This includes indirect contact through other persons or through asynchronous modes of electronic communication. Any additional terms specific to the safety, well-being, or other needs of either or both individuals shall be expressly stated in the NCO.

If the individuals observe each other in a public place, the parties shall act to minimize contact with each other. Pursuant to New York State Education Law Article 129-b, also referred to as "Enough is Enough" legislation, the obligation to leave the area immediately and without contacting the other party falls upon the respondent. NCOs do not guarantee that parties will not see each other. Violations of an NCO should be reported to the Title IX Coordinator. If safety is a concern while on campus, call Campus Safety at 914-395-2209/2222. If safety is a concern while off campus, call 911. The College is not able to provide immediate or direct assistance off campus.

Violations of No Contact Orders are subject to discipline under provisions of the Student Handbook or the retaliation provisions of the Gender-Based Misconduct Policy, as appropriate, and could result in additional conduct charges or other disciplinary actions.

Emergency Removal of Respondents

The College can act to remove a student respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. The Title IX Coordinator performs the safety and risk analysis in conjunction with Campus Safety and other College officials as appropriate, using standard objective violence risk assessment procedures. If the individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student, including the respondent, or other individual justifies removal, then the respondent will be removed. Emergency removal is not a substitute for reaching a determination as to a respondent's responsibility for the allegations.

If a respondent is determined to be an immediate threat to the physical health or safety of an individual, the Title IX Coordinator will provide written notice of the emergency removal to the respondent. This notice will contain: (1) the date the removal is set to begin; (2) the reason for the emergency removal; (3) the consequences of non-compliance; and (4) how to appeal the decision. If the respondent disagrees with the decision to be removed from campus, the respondent may appeal the decision.

The respondent may challenge the decision by submitting an appeal to the Vice President and Dean of Students or their designee. The appeal must be in writing and may be no longer than five (5) single-spaced typed pages using size 12-point Times New Roman font and one-inch margins. The Vice President and Dean of Students or their designee will issue a determination in writing to the respondent generally within seven (7) business days. The imposition of an emergency removal does not indicate that the College has made a determination regarding the allegations.

This section does not apply to respondents who are employees. Where the respondent is an employee, they may be placed on administrative leave pursuant to the College's policies and/or collective bargaining agreements while a Formal Investigation and Hearing Process is pending.

Timeframe and Privacy of Complaint Resolution

The College promptly acts upon all reports and formal complaints of gender-based misconduct. The College will work to resolve all formal complaints of gender-based misconduct within 90 days (exclusive of any appeal), and such timeframe begins with the filing of a formal complaint. Extenuating circumstances may cause a resolution to take longer, including, but not limited to: witness unavailability, academic breaks, the complexity of the allegations, and/or other unforeseen circumstances. The College will act to avoid all undue delays within its control. Any time the general timeframes for resolution outlined in this policy will be delayed, the College will provide written notice of the delay to the parties.

Resolution proceedings are private. All persons present at any time during the resolution process are required to maintain the privacy of the proceedings in accordance with College policy. Although there is an expectation of privacy around what investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution. Disclosure of information to unauthorized individuals may result in a referral to the Conduct Office or an additional allegation of retaliation to be investigated and adjudicated in an ongoing investigation, at the discretion of the Title IX Coordinator.

Informal Resolution Processes

The Title IX Coordinator will offer the Informal Resolution Process to the parties after a complainant makes a report or formal complaint. Any party who wishes to initiate an Informal Resolution should contact the Title IX Coordinator. The Title IX Coordinator will evaluate the appropriateness of each matter for the Informal Resolution Process, and initiate this process, when appropriate. An Informal Resolution Process is not available in matters with a student complainant and employee respondent. The Title IX Coordinator, in their sole discretion, may determine that an Informal Resolution Process is not appropriate and the matter may only be resolved through the Formal Investigation and Hearing Process. This determination is not appealable.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Investigation and Hearing Process. Any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Investigation and Hearing Process. Each party will be permitted to bring an adviser of their choice to any meetings who may be, but is not required to be, an attorney. The College does not appoint advisers for parties to an Informal Resolution, unless the matter initially was being resolved through the Formal Investigation and Hearing Process, as described below.

An Informal Resolution can include different approaches:

- When the parties agree to resolve the matter through an Administrative Resolution; see discussion in Section A.
- When the parties agree to resolve the matter through Mediation; see discussion in Section B.

Prior to implementing an Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process. The College will not pressure the parties to participate in Informal Resolution and will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding. If the parties choose to pursue Informal Resolution, the timeframes governing the Formal Investigation and Hearing Process temporarily cease, and only recommence upon reentry into the Formal Investigation and Hearing Process if the Informal Resolution does not result in a resolution. Results of complaints resolved by Informal Resolution are not appealable.

In entering the Informal Resolution Process, the parties agree that any testimony and evidence (including admissions of responsibility) they share or receive during the Informal Resolution Process concerning the allegations of the formal complaint is confidential. No evidence concerning the allegations obtained within the Informal Resolution Process may be disseminated to any person, provided that any party to the Informal Resolution Process may generally discuss the allegations under investigation with a parent, friend, adviser, or other source of emotional support, or with an advocacy organization. As a condition of entering the Informal Resolution Process, any evidence shared or received during the Informal Resolution Process may not be

used in any subsequent Formal Investigation and Hearing Process or institutional appeal. Should statements made during Informal Resolution highlight aspects of the reported conduct not previously known to the College or detail additional violations of the Policy, the College reserves the right to stop the Informal Resolution Process and reevaluate the available resolution processes; however, statements made by a party during the Informal Resolution Process will not be included as evidence in an ensuing Formal Investigation and Hearing Process.

A. Administrative Resolution

This form of a non-punitive resolution can include a no contact order, no contact terms mutually agreed upon by the parties, the implementation of safety measures, referrals to counseling, and targeted education and training. Administrative Resolution may be appropriate when a complainant does not want to engage in other resolution processes and the Title IX Coordinator, in their discretion and based on the available information, determines that an Administrative Resolution is sufficient for community members to access the College's education program and activities free from gender-based misconduct.

An administrative resolution will typically be implemented upon receipt of the parties' written consent to a mutually agreed-upon resolution that has been approved by the Title IX Coordinator. If the terms of the mutually agreed-upon resolution is not approved by the Title IX Coordinator, the parties may consider alternative terms, the matter may proceed to a different Informal Resolution process upon written and voluntary consent of the parties, or the matter may be resolved by the Formal Investigation and Hearing Process.

B. Mediation

At any point prior to a hearing under the Formal Investigation and Hearing Process, either party may request to seek resolution through Mediation. This is an informal process by which the parties reach a mutually agreed upon resolution of an allegation(s) of gender-based misconduct. All parties must consent in writing to the use of and participation in Mediation.

The Title IX Coordinator has the discretion to appoint an appropriate alternate resolution facilitator. This person can be from an external agency or internal to the College. The facilitator should be free from conflicts of interest and bias. During Mediation, a facilitator will guide a discussion between the parties. In circumstances where the parties do not wish to meet face to face, either party can request "caucus" mediation, and the facilitator will conduct separate meetings.

Should either party terminate the Mediation before a resolution is reached, the facilitator will not be available as a witness in any future investigation or hearing. This is in keeping with the concept that the facilitator is impartial and is only facilitating the interaction between the two parties and is not listening or taking notes for any purpose other than assisting the parties.

If a resolution is reached, the facilitator will draft an Informal Resolution Agreement. This written and signed Agreement will indicate that the formal complaint has been resolved under this policy without the need for further investigation or to pursue the Formal Investigation and Hearing Process, and it becomes final once it is signed by both parties. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by an Informal Resolution Agreement may result in appropriate responsive/disciplinary actions.

If there is no agreement on a resolution, the complaint will be returned to the Formal Investigation and Hearing Process.

Formal Investigation and Hearing Process

When a formal complaint is made, and an Informal Resolution process is not chosen, the Formal Investigation and Hearing Process is initiated. This includes an investigation and hearing.

The College and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the College and does not indicate responsibility.

A. Notice of Investigation and Allegations

The Title IX Coordinator will draft and provide the Notice of Investigation and Allegations (NOIA) to both parties. Such notice will occur as soon as practicable, after the institution receives a formal complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither. Notice will be presumptively delivered once emailed.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

1. Contents of NOIA

The NOIA will include the following:

- Notice of the institution's Title IX and Gender-Based Misconduct Policy and a hyperlink to a copy of the applicable process.
- Notice of the allegations potentially constituting gender-based misconduct, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting gender-based misconduct; and the date and location of the alleged incident, if known.
- Notice of the name of the investigator(s) assigned to conduct the investigation and how to raise a conflict of interest or bias, or that an investigator will be assigned;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Formal Investigation and Hearing Process.
- A statement that the parties may have an adviser of their choice, who may be, but is not required to be, an attorney;
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal

complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source;
- A list of possible sanctions for each alleged conduct;
- A statement that knowingly submitting false statements and/or manipulated, altered, or falsified evidence is prohibited;
- A statement that retaliation is prohibited.

2. Ongoing Notice

The Title IX Coordinator may update an NOIA as the investigation progresses and more information becomes available regarding the addition or dismissal of various alleged policy violations.

The parties will be provided with sufficient time to review the additional alleged policy violations to prepare a response before any initial interview regarding those additional alleged violations.

B. Investigation

When a Formal Investigation and Hearing is initiated, the Title IX Coordinator will appoint an investigator or investigators to conduct a thorough, impartial, reliable, and prompt investigation of the alleged misconduct. The College may appoint any qualified investigator, either internal or external to the College. To the extent possible, the investigator will interview each party and all relevant witnesses, conduct follow-up interviews as necessary, and gather all available relevant evidence. Employees are required to participate in an investigation. Students may decide to not participate in the investigation or the hearing. The investigator will determine the order and method of investigation, including which questions are asked of parties and witnesses and whether to conduct any follow-up interviews.

The investigator will provide the parties and witnesses with an opportunity to review summary notes or a written transcript from their interview. The party or witness has three days to review the summary notes or transcript of their own interview and to raise any concerns regarding accuracy of the notes or transcript in writing. If the party or witness does not respond to the notes or transcript, the notes or transcript will be presumed to be accurate. The investigator will only ask relevant questions; questions are relevant when they seek evidence that may aid in showing whether or not the alleged misconduct occurred.

All parties will be given an equal opportunity to present information. This includes the opportunity to present witnesses and other evidence that the party believes tends to prove or disprove the allegations. However, the burden of gathering evidence to determine whether or not a policy violation has occurred always remains with the College. The investigator may decline to interview any witness or to gather information they do not believe is relevant.

As is required by federal Title IX regulations, parties are allowed to submit character and expert witnesses and submit polygraph tests ("lie detector tests"). While these witnesses and this information is allowed to be submitted, it is at the discretion of the hearing chair and/or hearing panelists to determine how much weight to give such testimony and information.

Evidence about the complainant's sexual predisposition or prior sexual behavior is not allowed, unless it is being offered to prove that someone other than the respondent committed the alleged conduct, or it concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Evidence about a party's mental health diagnosis and/or treatment (including medical, psychological, and similar records) may not be introduced unless that party has provided their voluntary and written consent for such material to be made part of the investigation.

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the investigator elects to audio and/or video record interviews, all involved parties will be made aware of such recording. Parties, advisers, and witnesses are not permitted to record any part of the investigation meetings.

An investigation may be extended for good cause, such as witness unavailability or breaks in the academic schedule, or other similar circumstances. The College will work to complete each investigation following the filing of a formal complaint within 90 days.

C. Opportunity for Inspection and Review of Evidence

The complainant and respondent will be provided an equal opportunity to inspect and review any evidence obtained in the investigation directly related to the allegations, regardless of whether the information will be relied on in reaching a determination. All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins, unless such additional submissions are in response to the inspection and review of previously submitted evidence. Prior to obtaining access to the directly related evidence, parties must sign an agreement regarding the privacy of evidence in a Formal Investigation and Hearing Process. Prior to the completion of the investigative report, the complainant and respondent, and each party's adviser, if any, will be provided a copy (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) of the evidence, subject to redaction permitted and/or required by law. The complainant and respondent will be provided with 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator will determine if additional investigation is necessary and, if so, will complete any additional investigative steps.

D. Investigative Report

At the conclusion of the investigation, the investigator will complete a written investigative report that fairly summarizes all relevant evidence. The investigator need not include information in the investigative report that

the investigator determines not relevant or otherwise excludable. The investigator will submit the investigative report to the Title IX Coordinator. The Title IX Coordinator will determine if the investigative report is thorough and complete and will refer it back to the investigator if additional investigation is necessary or required. The Title IX Coordinator, or the investigator at the direction of the Title IX Coordinator, will share a copy of the investigative report with the complainant, respondent, and any advisers at least 10 days prior to a hearing. Parties will be given an opportunity to access the evidence file upon request and respond to the investigative report and evidence in writing prior to the hearing.

E. Referral for a Hearing

Provided that parties do not wish for the complaint to be resolved through an Informal Resolution Process, the Title IX Coordinator will refer the matter for a hearing. Hearings will be held using virtual conferencing technology, and the Title IX Coordinator will provide an access link prior to the hearing.

The Title IX Coordinator will designate a hearing chair, who may be either internal or external to the College. The hearing chair will be responsible for conducting a hearing and serving as decision-maker. The Title IX Coordinator has discretion to appoint additional hearing panel members. If there are additional hearing panel members, there shall be an odd number of hearing panel members (i.e., three or five panel members including the hearing chair). The Title IX Coordinator may act as a hearing facilitator. The hearing facilitator will not serve as a decision-maker and will be present only to assist with logistics and to help address any procedural concerns that arise during the hearing.

F. Notice of Hearing

The Title IX Coordinator will send a notice of hearing to the parties at least 10 days prior to the hearing. The notice will contain:

- The time and date of the hearing;
- The policy violation(s) that the respondent is charged with violating and the range of sanctions, should they be found responsible;
- An overview of the format of the hearing;
- A list of all those who will attend the hearing, including the name of the hearing chair. The notice will inform the parties that they may challenge the selected hearing chair on the basis of conflict or bias, provided such challenge is submitted to the Title IX Coordinator in writing, detailing the rationale for the objection, at least 2 days prior to the hearing. Bias or conflict of interest will be judged by an objective standard (whether a reasonable person would conclude the hearing chair is biased).
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence.
- Notification that the parties may have the assistance of an adviser at the hearing. If the party has not had an adviser during the investigation, the party must notify the Title IX Coordinator at least 2 days prior to

the hearing of the name of their adviser or if they do not have an adviser that will attend the hearing and they will need an adviser appointed to them, free of charge, by the College for the purpose of cross-examination at a hearing.
- An invitation to each party to submit to the Title IX Coordinator an impact statement prior to the hearing that will be submitted to the hearing chair for review during any sanction determination. The hearing chair will only review the impact statements after a determination of responsibility has been made and only if there is a finding of responsibility on at least one allegation.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations that have been approved through the standard process with the Office of Access and Disability Services, language assistance, and/or interpretation services that may be needed at the hearing. The party must notify the Title IX Coordinator at least 2 days prior to the hearing if they have a need for accommodations.

The Title IX Coordinator may postpone a hearing for good cause, as determined by the Title IX Coordinator. Good cause may include, without limitation, unavailability of one or more participants due to unanticipated events or circumstances, the timing of academic breaks or holidays, or other extenuating circumstances.

Hearings that are unable to be resolved prior to the end of an academic term will typically be held immediately after the end of the term, as needed, to meet the resolution timeline followed by the College. In these cases, if the respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal).

G. Pre-Hearing Preparation

Prior to the hearing, parties may submit questions they would like to ask of the other party and any witnesses during the hearing. Identifying witnesses that a party wishes to call and submitting questions in advance will allow the hearing chair to evaluate the relevance of proposed questions in advance, and therefore help the hearing run more efficiently. This does not preclude parties from conducting cross examination through their advisers directly, orally, and in real time at the hearing, including asking questions in addition to those submitted in advance. The hearing chair will share any rulings on the relevance of proposed questions at the hearing. The hearing chair may consult with legal counsel and/or the Title IX Coordinator regarding these decisions.

If all parties agree, the hearing chair may decide prior to the hearing that certain witnesses do not need to be present at the hearing.

H. Hearing Participants

Hearing participants will typically include the hearing chair and any hearing panel members, if applicable, the complainant and the respondent, their respective advisers, and witnesses (solely during their own testimony). The investigator may also participate in the hearing as a witness, and solely during their own testimony.

Hearings are private. Observers or additional support personnel, other than the parties' advisers, are not allowed unless deemed necessary by the Title IX Coordinator for purposes such as accommodation of a disability.

I. Advisers

The complainant and the respondent must each have an adviser present with them during the hearing. If a party has not identified an adviser prior to the hearing, the College will provide, without fee or charge to that party, an adviser of the College's choice. Advisers must sign an agreement provided by the Title IX Office prior to participating in any resolution process.

Except with respect to questioning as described below, an adviser's role in a hearing is limited to supporting and consulting with their advisee. An adviser may not present evidence, address the hearing chair during the hearing, object to any aspect of the proceeding, or disrupt the hearing in any way. Any consultation with the advisee while the hearing is in progress must be done in a quiet, nondisruptive manner or in writing.

If a party's adviser refuses to comply with the College's established rules of decorum during the hearing, the College may require the adviser to leave the hearing. If an adviser refuses to comply with the rules of decorum, the College may provide that party with a different adviser to complete the hearing.

J. Evidentiary Consideration & Procedural Issues During Hearings

Only relevant and not otherwise impermissible questions will be asked of a party or a witness. The hearing chair will determine whether each individual question is relevant. Impermissible questions and evidence include questions and evidence about the complainant's sexual predisposition or prior sexual behavior (unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent) and questions and evidence about a party's mental health diagnosis and/or treatment, including medical, psychological, and similar records, (unless that party has provided their voluntary and written consent for such material to be made part of the investigation).

The hearing chair may consult with the hearing facilitator to address any procedural issues that arise during the hearing. The parties are offered the opportunity to raise issues of bias or conflict of interest of an investigator or hearing chair at the time the parties are provided their names, and all such issues of bias or conflict of interest shall be made at that time. However, if new or previously unknown issues of bias or conflict of interest of an investigator or hearing chair are raised at the hearing, the hearing chair may elect to address those issues, consult with legal counsel and/or the Title IX Coordinator, and/or preserve the issues for appeal.

K. Hearings

Hearings will begin with an opportunity for an opening statement by the complainant, followed by an opportunity for an opening statement by the respondent. The complainant, respondent, and witnesses may

then be questioned by the hearing chair and, if desired, by advisers on behalf of the parties. The hearing chair may also ask their own follow-up questions. An adviser's questioning of the other party and any witnesses must be conducted in a respectful, non-intimidating, and non-abusive manner.

The hearing chair will permit each party's adviser to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Questioning must be conducted by the party's adviser in a respectful, non-intimidating and non-abusive manner, and never by a party directly. Advisers must submit each proposed question in writing to the chair for review before posing that question to a party or witness. Only relevant questions may be asked by a party's adviser to a party or witness. The chair will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. If a question is not permitted, the chair will acknowledge that decision on the record, and the adviser will not ask the question. The chair has final say on all questions and determinations of relevance, and these decisions are not subject to objection or reconsideration during the hearing. The chair may consult with legal counsel on any questions of relevance or admissibility.

If a party or witness chooses to not answer questions at the hearing or to not attend the hearing, the hearing chair may still rely on prior statements made by that party or witness. The chair may not draw any inference as to responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination questions, but may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible.

After questioning is completed, each party will have an opportunity to make a closing statement, beginning with the respondent. The chair will then close the hearing and proceed to deliberation.

Hearings (but not deliberations) will be recorded by the College. The parties may not record the proceedings, and no unauthorized recordings are permitted. Parties and their advisers may not use cell phones or recording devices during the hearing. The hearing recording will be made available to the parties, upon request, for inspection and review. Prior to obtaining access to the recording, parties must sign an agreement regarding the hearing recording. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

L. Hearing Determinations

The hearing chair will determine if the respondent is "not responsible" or "responsible" as to each individual allegation and use the "preponderance of the evidence" standard of proof, which requires a determination as to whether it is more likely than not that a policy violation occurred. If there are additional hearing panel members, the determination as to responsibility shall be a majority decision by all hearing panel members, but need not be unanimous. The hearing facilitator will remain available to answer any procedural questions by the hearing chair and any hearing panel members.

When there is a finding of responsibility on one or more of the allegations, the hearing chair will also determine sanctions. Where a hearing was conducted with additional hearing panel members, sanctions will be determined by the hearing panel based on a majority decision, but need not be unanimous. The hearing chair and/or hearing panel members will consider previously submitted impact statements in determining appropriate sanctions. The hearing chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party. In addition to any impact statements, factors considered when determining sanctions may include:

- The nature and severity of, and circumstances surrounding, the violation(s);
- The respondent's state of mind at the time of the violation(s) (intentional, knowing, bias-motivated, reckless, negligent, etc.);
- The respondent's previous disciplinary history;
- The need to remedy the effects of the conduct on the complainant and/or the community;
- The impact of potential sanctions on the respondent;
- Sanction guidelines contained within this Policy;
- Sanctions imposed by the College in other matters involving comparable conduct; and
- Any other lawful factors deemed relevant by the hearing chair and/or hearing panel members.

M. Notice of Outcome

The hearing chair will issue a written Notice of Outcome sent simultaneously to the parties within 10 days of the hearing. This notice will include:

- A description of the allegations that were adjudicated;
- Information about the policies and procedures that the College used to evaluate the allegations;
- A description of the procedural steps taken from the submission of the complaint through the determination, including notifications to the parties, interviews with parties and witnesses, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- Any disciplinary sanctions to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the College's educational programs or activities will be provided to the complainant;
- When there is a determination that prohibited conduct occurred, a statement that remedies other than the imposition of disciplinary sanctions will be provided by the College to the complainant, and, to the extent appropriate, other students identified by the College to be experiencing the effects of the sex-based harassment; and
- The procedures and permissible bases for the complainant and respondent to appeal.

Sanctions

Sanctions may be impacted by information deemed relevant by the hearing chair, including, but not limited to: severity of the violation; motivation of the behavior; disciplinary record; the impact on the parties; the need to remedy the effects of the discrimination and/or harassment on the complainant and the community; and the impact of safety concerns to the greater campus community.

A student, organization, or employee found to have violated the Title IX & Gender-Based Misconduct Policy may be subject to sanctions and/or directives as deemed appropriate by the hearing chair/panel, including: written reprimand/warning; disciplinary probation; change in academic or employment schedule; change in residence; removal from on-campus or College housing; a permanent No Contact Order; educational programming; reflective writing; counseling; community restitution; prohibition from certain College facilities and/or activities; prohibition from campus; suspension; expulsion; admission revocation; revocation of awards, honors, or leadership positions; withholding of degree; degree revocation; demotion; termination; or a combination of these.

If a student is found responsible for Title IX Misconduct: Sexual Assault or SLC Gender-Based Misconduct: Sexual Assault, the minimum sanction shall be suspension from the College for a minimum of two semesters, unless mitigating circumstances warrant a lesser sanction. If a lesser sanction than two semesters of suspension is imposed, the hearing chair/panel shall explain the mitigating circumstances and describe their rationale for a lesser sanction in the Notice of Outcome.

Previous disciplinary action of any kind involving the respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanctioning stage of the process, and is not shared with the hearing chair and/or hearing panel members until then.

All respondents are expected to comply with the assigned sanctions within the timeframe specified by the hearing chair and/or appeal panel. Sanctions including a suspension may require a respondent to verify compliance with all assigned sanctions prior to returning to the College. Failure to abide by or complete the sanctions may result in additional sanctions, and may be noted on a student's official transcript.

Remedies

If there is a determination that gender-based misconduct occurred, the Title IX Coordinator will, as appropriate, coordinate the provision and implementation of remedies to the complainant and any other people the College identifies as having had equal access to the College's education program or activity limited or denied by prohibited conduct.

The Title IX Coordinator will also take other appropriate, prompt, and effective steps so prohibited conduct does not continue or recur within the College's education program or activity. Such efforts may include additional training and awareness programs for individuals or the College community.

Finality

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

The Appeal Process

A respondent or complainant may appeal: (1) a determination regarding responsibility; and/or (2) the College's dismissal of a complaint or any allegations therein. Any party may submit an appeal in writing to the Title IX Coordinator within 5 days from the delivery of the Notice of Outcome or, in the case of an appeal of a dismissal, the written notification of the dismissal notice. If a party's appeal does not meet the grounds in this policy, the appeal chair will deny the request and send the parties and their advisers a written notice of the denial and the rationale, but an appellate panel will not be convened.

The Title IX Coordinator will designate a three-member appellate panel that will consist of the provost/dean of the faculty (or the dean's designee), serving as chair, and two additional members who may be staff or faculty at the College or external to the College, at the discretion of the Title IX Coordinator. The appeal panelists will not include any of the same individuals who served as hearing chair/panelist, the investigator(s), or the Title IX Coordinator. The eligible grounds on which an appeal may be based are:

Procedural irregularity that affected the outcome of the matter. An appeal based on procedural irregularity must identify with specificity each alleged irregularity within the dismissal, investigative, and/or hearing process and the ways in which the specified irregularity or irregularities substantially affected the Dismissal, Investigation, and/or decision of the hearing chair/panel to the detriment of the appealing party. Disagreement with the finding or sanction is not, by itself, a ground for appeal;

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. If a party declined to participate or withdrew from the process, the appellate panelists will not consider information that the party could have provided if they had fully participated in the process; and/or

The Title IX Coordinator, investigator, or hearing chair/panelist(s) had a conflict of interest or bias for or against complainants or respondents generally or the specific complainant or respondent in the matter that affected the outcome of the matter. An appeal based on conflict of interest or bias must explain how the Title IX Coordinator, investigator(s), or hearing chair/panelist(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter. The parties are afforded multiple opportunities throughout the process to appeal based on potential conflicts of interest or alleged bias and must indicate any potential conflict of interest or alleged bias through these opportunities (such as upon receiving notice of the investigators or hearing chair/panelists assigned to the matter) so that they are immediately addressed before the process moves forward. As such, only newly known or newly apparent conflicts of interest or bias will be considered at this stage.

Excessiveness or insufficiency of the sanction. An appeal based on the imposed sanction must explain why the sanction is inappropriate based on the weight of the information provided during the investigation, hearing, and/or sanction phases of the process.

Dissatisfaction with the outcome does not constitute grounds for appeal.

As their appeal, a party may provide a written submission sent to the Title IX Coordinator for consideration by the appellate panel. The written statement must be prepared by the student and be no longer than five (5) single-spaced typed pages using size 12-point Times New Roman font and one-inch margins. No attachments or exhibits will be accepted; references to evidence should be made to cited portions of the hearing chair/panel's decision, the Investigative Report, materials included with the Investigative Report, or, in the case of a dismissal of a complaint or allegation, to the dismissal notice.

If either the complainant or the respondent submits an appeal, the Title IX Coordinator will notify the other party. The non-appealing party will then have an opportunity to review the appeal and submit a written response to the Title IX Coordinator for consideration by the appellate panel. This response must be submitted within five (5) days after receiving the appealing party's appeal and it must be written by the party and be no more than five (5) single-spaced typed pages using size 12-point Times New Roman font and one-inch margins. If both the complainant and the respondent appeal, the appeals will be considered concurrently by the same appellate panel and each party will have the opportunity to review and respond to the other party's appeal.

The purpose of an appeal is not to initiate a review of substantive issues of fact or for a new determination of whether a violation of the Policy has occurred. The appellate panel is strictly limited to determining if an appeal should be granted based on the above four grounds for appeal. In making a determination, the appellate panel will have access to and the ability to review all applicable documents, including the complete Investigative Report, all exhibits, impact statements, a recording and/or transcript of the hearing (if applicable), and any other case-related materials that may aid the appellate panel in its determination. The appellate panel may also request additional information from the investigator(s), the Title IX Coordinator, and/or hearing chair/panel regarding issues of procedural irregularity or new evidence. Additionally, in the event that inaccurate facts or information outside the scope of the Policy or the investigative record is submitted to the appellate panel, those portions of the information may be redacted and/or the Title IX Coordinator may provide clarification. The appellate panel may take the following actions:

- Affirm the decision and/or sanction;
- Revise the sanction;
- Vacate the decision and/or sanction and send the matter back to the hearing chair/panel or investigator(s), or a different hearing chair/panel or investigator(s) for further consideration; and/or
- Take other action as deemed appropriate by the appellate panel.

If the matter is returned to a hearing for further investigation, the appellate panel will provide instructions regarding the nature and extent of the reconsideration. Following reconsideration by the hearing chair/panel or investigator(s), further proceedings will be conducted as appropriate.

The appellate panel will notify the complainant and the respondent of their decision in writing. Appeal decisions will be rendered generally within fifteen (15) business days after the appellate panel meets to consider the appeal, depending on the availability of the appellate panel. The Title IX Coordinator will notify the parties if there is a delay. There is no further recourse beyond the decision of the appellate panel.

Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated or continue, subject to the same supportive measure procedures above.

Title IX & Gender-Based Misconduct Transcript Notation

The College shall make a notation on the transcript of a student found responsible for violating the College's Title IX & Gender-Based Misconduct Policy and sanctioned with suspension or expulsion that they were "suspended after a finding of responsibility for a code of conduct violation" or "dismissed after a finding of responsibility for a code of conduct violation." If a student respondent withdraws from the College after the respondent has been put on notice of the investigation, while such conduct charges are pending, and declines to complete the disciplinary process, the College shall make a notation on the student's transcript that they "withdrew with conduct charges pending."

Students who are suspended after a finding of responsibility for a gender-based misconduct violation may submit a written appeal to the Title IX Coordinator requesting that the notation be removed from their transcript. Such a notation shall not be removed prior to one year after the conclusion of the suspension and requests will not be considered before such time. Requests will be reviewed by the Title IX Coordinator and either the Vice President and Dean of Students for undergraduate students or the Dean of Graduate Students for graduate students. Such requests should include a personal statement and be no more than ten single-spaced pages with size 12-point Times New Roman font and one-inch margins. Notations for dismissal will not be considered or removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

Prevention and Assessment

A. Prevention Education

Sarah Lawrence College conducts a comprehensive student and employee onboarding and ongoing education campaign to educate members of its community about discrimination, harassment, domestic violence, dating violence, stalking, and sexual assault. The College trains all new employees and students (whether first-year or transfer, undergraduate, or graduate) regarding its policy, resources, institutional assistance, and consequences and sanctions for individuals who commit these violations. Additionally, the College offers all students access to such training programs and educational activities.

The College requires that each student leader and officer of student organizations recognized by the College complete training on domestic violence, dating violence, stalking, and sexual assault prior to receiving recognition or registration, and requires that each student-athlete complete training prior to participating in intercollegiate athletic competition.

The College regularly assesses its programs and policies to determine effectiveness and relevance.

B. Campus Climate Assessments

Consistent with New York State law, the College will conduct campus climate assessments which will be administered no less than every other year to ascertain general awareness including student experiences with and knowledge of reporting and College adjudicatory processes. Climate assessments will be developed using standard and commonly recognized research methods.

Students' Bill of Rights

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 taken seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- 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 when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected against retaliation by the College, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the College;
- Access to at least one level of appeal of a determination;
- Be accompanied by an adviser of choice who may assist and advise a reporting individual, accused, or respondent 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.

Records Retention Policy

The College will maintain disciplinary files and files in connection with proceedings under this policy for 7 years. After 7 years, the files will no longer be available, except in cases resulting in expulsion or suspension. All records maintained by the College are subject to the Family Educational Rights and Privacy Act (FERPA) and are in accordance with New York State law and any other applicable federal law.

For more information regarding FERPA, please refer to the College's FERPA policies found within the Student Handbook.

Reporting Crime Statistics and Aggregate Data

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires Sarah Lawrence College to annually publish the number of reported incidents of certain crimes on or near campus, some of which constitute gender-based misconduct under this policy. Information available to the public in the College's Annual Security Report does not include details of any reported incident or identifying information. The College's Annual Security Report can be found at the Campus Safety website.

Additionally, Sarah Lawrence College is required by New York State Education Law Article 129-B to annually submit to the State Education Department aggregate data concerning reports of sexual assault, dating violence, domestic violence, and stalking made to the College. Information provided to the State Education Department does not include details of any reported incident or identifying information.

Additional Information

Additional information and resources can be found at my.slc.edu/safe.

Appendix: Rules of Decorum for Title IX & Gender-Based Misconduct Hearings

The College's resolution processes are designed to be educational. Hearing participants are expected to act in accordance with their role as it is described in the Policy and in accordance with the Rules of Decorum set out here.

The hearing chair is responsible for conducting the hearing and maintaining decorum so that the hearing takes place fairly and effectively. If the hearing chair determines that decorum is broken and the hearing has become disorderly, the hearing chair may recess or pause proceedings to address the behavior. Misconduct during the hearing can take many forms, both minor and egregious. It is within the hearing chair's discretion to discourage or penalize parties, witnesses, or advisers who demonstrate a lack of decorum.

The following rules apply equally to all hearing participants, including parties, witnesses and advisers regardless of sex, gender or other protected class, and regardless of whether they are in the role of complainant, respondent, or witness.

Rules of Decorum

If an adviser, party, or witness is referencing another person, including the hearing participants, as much as possible the person's name or role (i.e., complainant, respondent) should be used.

Anyone referring to another person should refer to that person by their gender as they identify it. No participant may intentionally mis-gender another person.

During cross-examination, the hearing chair must approve all questions before the party or witness responds. As much as possible, the hearing chair and any panelists and advisers are expected to restrict the use of irrelevant questions (e.g., questions that are redundant, compound, or do not seek relevant information).

Hearing participants are prohibited from:

- Interrupting other participants.
- Using profanity directed toward another participant.
- Using objectively offensive or aggressive gestures.
- Harassing another participant.
- Yelling, screaming, badgering.
- Physically "leaning in" to the personal space of another participant.
- Approaching a participant without the express permission of the hearing chair.
- Taking any action that a reasonable person would see as intended to intimidate a participant or to meaningfully modify someone's participation in the process.
- Engaging in any other behavior to deliberately disrupt the hearing.

The hearing chair has sole discretion to pause or interject during the process and all hearing participants are expected to comply with any direction provided. If a hearing participant violates the Rules of Decorum or otherwise becomes disorderly, the hearing chair may recess or pause proceedings to address the behavior.

If a hearing participant violates the Rules of Decorum, the hearing chair may issue a penalty to that hearing participant. Specifically, the hearing chair may give a verbal warning, pause the hearing process, or remove a hearing participant. If an adviser is removed for egregious or repeated violations of the Rules of Decorum, the respective party may have the opportunity to immediately replace the adviser or the Title IX Coordinator will assign an adviser to the party for the purpose of completing cross-examination. Reasonable delays, including the temporary adjournment of the hearing, may be anticipated should an adviser be removed. A party cannot pose cross-examination questions themselves in such a circumstance.

If the hearing chair determines that an adviser violated the Rules of Decorum in the course of asking a relevant question, the violation will not affect the question's relevancy. The hearing chair will notify the adviser of the violation and permit the question to be re-asked (or permit a replacement adviser to ask the question in cases where the adviser has been removed for the violation of the Rules of Decorum).

B. Notification of Rules of Decorum Violation and Removal Process

If the hearing chair determines that a participant has violated the Rules of Decorum, the hearing chair will first notify the offending person of the violation. Upon a second or further violation, the hearing chair has the discretion to remove the offending participant. The hearing chair will document any decision to remove a participant as part of the written determination regarding responsibility.

STUDENT CONDUCT PROCESS

Statement of General Community Standards (p. 212)

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. 213)

This conduct process will be used for all violations of nonacademic College policies, with the exception of the Title IX and Gender-Based Misconduct Policy.

Sanctions (p. 217)

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. 220)

A student wishing to appeal the outcome of a conduct hearing should submit the conduct appeal form on Maxient within five (5) business days of the issuance of the outcome letter.

STUDENT CONDUCT PROCESS

All members of the Sarah Lawrence community have an obligation to adhere to 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.

Jurisdiction

Students are expected to observe all College policies as well as federal, state, and local laws. A student's failure to do so may result in referral to the College's Student Conduct Process. 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 determine responsibility for alleged violations. The goal of the investigation is to determine 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 the Title IX & Gender-Based Misconduct Policy. Cases involving alleged violations of the Title IX & Gender-Based Misconduct Policy are addressed by the conduct process found in that policy.

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 may include the dean of students, the dean of student life, Residential Life professional staff, and other designated College officials. Cases may be heard by individual hearing officers or by a Student Conduct Panel. In all cases, 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. 125).

Questions regarding a student's conduct case should be directed to studentconduct@sarahlawrence.edu.

Non-Legal or Legal Adviser

Any student(s) charged or involved in a case under the Code of Conduct may have a non-legal or legal adviser 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 or legal adviser, 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 or legal adviser accompanying the student(s) is not permitted 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 or legal adviser to hear protected student information pertaining to the case. A non-legal or legal adviser 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 Title IX & Gender-Based Misconduct Policy) or Title VI Coordinator (for incidents under the Nondiscrimination Policy and Procedures), 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/designee to investigate the reported incident. Finally, students may also report, confidentially or anonymously, via the applicable 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. Generally, 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. The College also reserves the right to retain the services of an outside legal agency or firm to assist with investigations or conduct adjudication when appropriate. Students are expected to cooperate with any conduct investigation and comply with requests of College officials, including but not limited to, 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.

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 so approved accommodations can be implemented in a timely fashion. Students requesting such accommodations should fully review information outlined under Access & Disability Services in MySLC.

Conduct Procedures

Sarah Lawrence policies and procedures operate independently from federal, state, and local laws governing one's conduct. As such, Sarah Lawrence may pursue enforcement of its own policies whether or not legal proceedings are initiated against one of its community members. The College's Code of Conduct and Student Conduct Process seeks 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 College's conduct process must keep community responsibility in context and strive for the common good.

The conduct process will vary 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 it is determined that a student has potentially violated the Code of Conduct, 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).

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. If applicable, 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 determined to be appropriate, the dean of students/designee may invite both parties to join the dean of students, or their designee(s), in a joint conversation about the allegations and resolution of the same.

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.

If the respondent(s) does 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 goal 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 Measures

At its sole discretion, the College may employ interim administrative measures when it determines that doing so is advisable to protect the physical, social, or emotional well-being of the College community from a student's behavior. Such measures include, but are not limited to, immediate suspension from the College, class changes, meeting room changes, immediate residence hall relocation or removal, loss of privileges, and other similar measures pending the outcome of the student conduct process. Interim administrative measures are separate from sanctions and are 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 immediate 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 designated College officials. 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 separate from sanctions and are intended to mandate civil conduct between the involved parties. Moreover, both parties can request modification or removal of an NCO under a review process detailed in the NCO issuance letter.

SANCTIONS

Sanctions are determined 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 assigned 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 designated College official, a sanction not listed here, but otherwise appropriate for the violation, may be assigned. Failure to comply with a sanction may result in more severe sanctions. Sanctions resulting from failure to comply with a sanction are final and may not be appealed.

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 their behavior include, but are not limited to, participation in an educational program or project 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 the time frame provided by College officials. 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 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 case 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