

Please be advised that this is a living document and is constantly being updated to reflect changes in policy or procedures. Some information may be under review, or under a slightly different page number as we work to move this document to an accessible online format by December 2016.

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## ABOUT SCRIPPS COLLEGE

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### The Mission Statement

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

### About the College

Scripps emphasizes a challenging core curriculum based on interdisciplinary studies in the humanities, combined with rigorous training in the disciplines as the best possible foundation for any goals a student may pursue. The interdisciplinary emphasis of the curriculum is a hallmark of a Scripps education. Because Scripps students learn to see the connections not only among academic subjects, but also among the major areas of their own lives, alumnae often remark that Scripps “prepared me for life.”

From its founding in 1926 as one of the few institutions in the West dedicated to educating women for professional careers as well as personal growth, Scripps College has championed the qualities of mind and spirit described by its founder, newspaper entrepreneur and philanthropist Ellen Browning Scripps. Scripps College believes that having women at the core of its concerns provides the best environments for intellectually ambitious students to learn from a distinguished teaching faculty and from each other.

### The Founder

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

—Ellen Browning Scripps

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

She celebrated her success with philanthropy, giving to improve the quality of life in her community and in support of education. Already in her nineties when Scripps and The Claremont Colleges were being planned, her financial generosity laid the bricks and mortar for the first buildings of Scripps College and secured the land on which the three newest Claremont Colleges would be built – Claremont McKenna, Harvey Mudd, and Pitzer.

### The College Seal – La Semeuse

The seal of Scripps College, designed by sculptor Lee Lawrie, depicts *La Semeuse* – she who sows. The image of the sower of “the good seed of thought, of action, of life” was chosen by the faculty in the 1927–1928 academic year. They also selected the College motto, *Incipit Vita Nova*—“new life begins here.” The esteemed Professor Hartley Burr Alexander was largely responsible for the seal’s image and the motto. Before he arrived on campus, he suggested *Incipit Vita Nova*, the first words of Dante’s *New Life*.



### **The Principles of Community**

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

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

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

Recognizing that such expressions may offend, provoke, and disturb, Scripps affirms its dedication to encourage rather than limit expression. At the same time, Scripps encourages community members to show mutual respect and understanding and to employ reasoned civil discourse. Scripps seeks, through its academic and community policies and practices, through its actions and the services it provides to students, faculty, and staff, to secure the widest appreciation for all groups and individuals, to combat discrimination and misunderstanding, and to forge a better and more just society. Each member of the Scripps community affirms, by her or his continuing participation in College life, acceptance of her or his personal responsibility and obligation to the community in assuring that these principles are upheld in all aspects of our lives together.

### **The Principles of Diversity**

An understanding and appreciation of diverse peoples, cultures, and perspectives informs the intellectual framework on which our institutional mission is based and is critical to Scripps' ability to maintain its position as a premier liberal arts college. The College is committed to demonstrating that respect of differences among people is a prerequisite to achieving institutional excellence.

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

### **Vision Statement of Scripps College as an Inclusive Community**

Ellen Browning Scripps' vision for the College she founded was a stirring one: "to develop in its students the ability to think clearly and independently and the ability to live confidently, courageously, and hopefully."

For Scripps College students in the 21st century, the education that fulfills this mission must include establishing their own sense of values and guiding principles, as well as the capacity to work with and learn from the variety of people, cultures, and viewpoints they will encounter in the United States and in an emerging global society. The interaction of each student's own beliefs and values with those of fellow students, faculty, staff, and others encountered here at Scripps forms the crucible in which the student's education will be tested. Offering a truly interactive and multifaceted community of teachers and learners is

the only way in which the College can meet its goal of offering the best liberal arts education in America.

What will be different about a Scripps that is more diverse, more challenging, more embracing? We know that it is not merely “adding” people of different backgrounds to the College community. It will mean that virtually every conversation, every decision will include multi-perspective thinking; it will mean that the underlying assumptions of every question will be probed; it will mean that we will address topics such as identity, power, indirect versus direct communication, empathy, and equity. Each of us at Scripps will understand that there are a variety of “markers” of identity for all students, faculty, and staff. There should be fewer occasions when students feel they are the “only” representative of a group on campus, or in their class, or in a social club, or on a sports team. By making sure there is a growing diversity not only drawn from different groups, but including those representing differences within groups, we will begin to break down the idea that one’s viewpoint is synonymous with one’s race, ethnicity, gender, neighborhood, religion, etc. We must have more of many different kinds of students, faculty, and staff, so that all of us concentrate more on what emerges from a truly vigorous debate, one that includes points of view not heard before.

## ACADEMIC INFORMATION

The Scripps College *Catalog* is the best source of information regarding courses of study, academic programs, academic advising, pre-professional advising, requirements for the Bachelor of Arts degree, academic policies and procedures, admission, financial aid, honor societies, recognition of academic achievement, costs and expenses, and so forth. The Scripps College *Catalog* is an annual publication and can be accessed at the following Web address:  
[www.scrippscollege.edu/academics/catalog/index.php](http://www.scrippscollege.edu/academics/catalog/index.php).

The *Guide to Student Life* and all registration materials will assist students with questions they may have. Students who have additional questions, comments, or concerns are encouraged to contact their faculty adviser, the Registrar’s Office, or the Dean of Faculty or Dean of Students offices.

### Faculty and Department Chairs

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

If a student has a question regarding a specific department, major, or course offering, the student should contact the department chair. Department chairs are noted below.

### ARTS

Art  
 Dance  
 Music

T. Kim-Trantran  
 Ronalee Brosterman  
 Hao Huang

### LETTERS

Art History

Bruce Coats

Classics  
English  
French  
German  
Hispanic Studies  
Italian  
Philosophy  
Religious Studies

David Roselli  
John Peavoy/Aaron Matz  
Eric Haskell  
Marc Katz  
Rita Alcala  
Sabrina Ovan  
Rivra Weinberg  
Andrew Jacobs

## **SOCIAL SCIENCES**

Anthropology  
Economics  
History  
Politics & International Relations  
Psychology

Lara Deeb  
Roberto Pedace  
Cindy Forster  
Thomas Kim  
Michael Spezio

## **NATURAL SCIENCES**

Mathematics

Winston Ou

## **WRITING**

Kimberly Drake

## **HUMANITIES INSTITUTE**

Juliet Koss/Yuval Avnur

## **W.M. KECK SCIENCE CENTER**

Interim Dean Marion Preest (SCR/CMC/PIT)

## **INTERDISCIPLINARY DEPARTMENTS/PROGRAMS**

Feminist, Gender, and Sexuality Studies  
Humanities/Core  
Humanities Program

Piya Chatterjee  
David Roselli  
Andrew Aisenberg

## **INTERCOLLEGIATE PROGRAMS**

American Studies	(SCR)
Intercollegiate Dept. of Asian American Studies	Kathleen Yep (PIT)
Intercollegiate Dept. of Africana Studies	Sheila Walker (SCR)
Intercollegiate Dept. of Chicano Studies	Miguel Tinker Salas (PO)
Intercollegiate Dept. of Media Studies	Elizabeth Affuso (PIT)
Intercollegiate Dept. of Neurosciences	Thomas Borowski (PIT)
Intercollegiate Women's Studies	Susan Castagnetto (SCR)
Joint Athletics Program	Michael Sutton (CMC)

## **Academic Adviser Information**

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

A faculty adviser is assigned to each entering student for the first and sophomore years. Students are free to change advisers at any time and are encouraged to do so once a major has been decided upon. (A change of adviser form is available in the Registrar's Office.) Faculty advisers are not always assigned to new students on the basis of expressed academic interests. Because no one

person can provide all the information about courses and curriculum that a new student is likely to need, students are encouraged to ask questions of other faculty members and resource persons. (Students interested in medical school and those interested in a major in music or engineering are especially encouraged to see the faculty in these areas, because early planning is particularly important.) A student, in consultation with the student's adviser, should compile information from many sources in planning a program.

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

Specifically, a student accepts the following advising responsibilities:

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

## LIBRARIES

### Scripps College

#### **Ella Strong Denison Library, ext. 73941**

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

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

Several of Denison's special collections have been digitized. To access these digital resources, to search Blais for print collections, and to explore the online resources available through the library, visit Denison's website: <http://scrippscollege.edu/offices/denison/>

Denison Library\*

Monday through Thursday 10 a.m. –midnight

Friday 10 a.m. – 5 p.m.

Saturday noon – 5 p.m.

Sunday noon – midnight

\* Subject to slight changes that will be posted in the fall.

**The Claremont Colleges Library  
Honnold/Mudd Library, ext. 18150**

Honnold/Mudd is nestled in the middle of The Claremont Colleges. It is bounded by Dartmouth, Columbia, Eighth, and 10th. One can enter Honnold/Mudd at the north and south entrances to the Honnold building or at the plaza level between Honnold and Mudd.

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

Honnold/Mudd Library\*  
Monday through Thursday 8 a.m. – 1 a.m.  
Friday 8 a.m. – 10 p.m.  
Saturday 9 a.m. – 10 p.m.  
Sunday 11 a.m. – 1 a.m.  
\* *Hours subject to change.*

**Affiliated Libraries**

**The George G. Stone Center for Children's Books, 740 North College Avenue, ext. 73670** emphasizes children's literature.

The George G. Stone Center for Children's Books\*  
Monday through Thursday 1 – 5 p.m.  
Saturday 8 a.m. – noon  
\* *Hours subject to change.*

**The Rancho Santa Ana Botanic Garden Research Library, 1500 North College Avenue,** is a research library that specializes in biology, botany, and horticulture. Call (909) 625-8767, ext. 236, for information. Hours are Monday through Friday, 9 a.m. to 4 p.m.; appointments are recommended.

**Claremont School of Theology Library, 1325 North College Avenue,** specializes in religion, particularly biblical studies and theology. Call (909) 447-2589 for more information.

Claremont School of Theology Library\*  
Monday 8:30 a.m. – 8 p.m.  
Tuesday through Thursday 8:30 a.m. – 10 p.m.  
Friday 8:30 a.m. – 7 p.m.  
Saturday 9 a.m. – 6 p.m.  
Closed Sunday

\* *Hours subject to change. Special hours are posted for finals, vacation periods, and holidays. Schedule updates are posted on the library homepage at [www.cst.edu/library](http://www.cst.edu/library).*

**Off-Campus Libraries**



California Polytechnic State University Library	(909) 869-3084
California Institute of Technology Library	(626) 395-6405
Claremont Public Library	(909) 621-4902
CSU Fullerton Library	(714) 278-2633
University of La Verne Wilson Library	(909) 593-3511, ext.4305
Occidental College Library	(326) 259-2500, ext.2640
UCLA Libraries General Information	(310) 825-8301
UC Riverside Library	(951) 827-3220
USC Doheny Library and General Information	(213) 740-2924

### **Other Academic Resources**

#### **• Bauer Center (Crocker Reading Room)**

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

Bauer Center (Crocker Reading Room)

Monday through Thursday, 5 p.m. to 1 a.m.

Friday, 5 p.m. to midnight

Saturday, noon to midnight

Sunday, noon to 1 a.m.

#### **• Browsing Rooms**

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

#### **• Lucian C. Marquis Library and Reading Room, Mead Hall, ext. 74311**

For the convenience of students who wish to use a quiet, on-campus study room with basic reference materials, a browsing library and study room have been established at Pitzer's campus in Mead Hall near the main entry. Reserve materials are also available.

### **Information Technology (IT) Resources**

Scripps College has a combination of presentation classrooms and student and residential computer labs to facilitate the use of technology on campus. The Local Area Network (LAN) supports a wide variety of software and Internet applications to be used for educational purposes and to carry out the legitimate business of the College. In addition to online help guides provided on the [Scripps website](#), students can request workshops from the IT staff.

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

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



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

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

**Smart Classrooms:** All classrooms (except Baxter 108) on the Scripps campus include equipment whereby faculty can schedule multimedia presentations. Each classroom has a Dell computer, with the exception of Boone, which has a Mac. Additional resources are: DVD player, CD-ROM, VCR with Worldwide VHS playback capability, and Internet access.

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

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

**Computer Network Access in Residence Hall Rooms and Wireless on Campus:** Scripps College has both wired and wireless support within the residence halls. Ethernet ports in every residence hall room are gigabit-capable high-speed connections.

The wireless network supports the latest 802.11n standard, as well as legacy 802.11a/b/g. You will need to supply an Ethernet cable (see below) if you wish to connect to our wired network. In most cases, you will have immediate Internet access via the wireless or wired connection. (Occasionally, settings from another type of connection may need to be changed before you have Internet access.) User-friendly instruction sheets and IT staff are available to assist you in the installation of our “networking” software, which will provide you with Web, email, anti-virus and laser-printing services. Please visit [www.scrippscollege.edu/campus/it/residential-networking.php](http://www.scrippscollege.edu/campus/it/residential-networking.php).

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

PC	Macintosh
Desktop or laptop ~ 4 GB RAM min. highly recommended	
Windows 7	OS X 10.6 Snow Leopard w/latest updates installed
Windows Vista Service Pack 2 installed	OS X 10.5 Leopard w/ latest updates installed
Linux (minimal support)	
Category 5/5e/6 Ethernet Cable – 15ft. min for wired connection* 802.11n capable wireless	
* Available at Huntley Bookstore	

For more information on wireless on campus, please visit [www.scrippscollege.edu/campus/it/wireless-connections.php](http://www.scrippscollege.edu/campus/it/wireless-connections.php).

## Tutoring

See **Tutoring Program** in the “Student Services and Campus Life” section.

## **Writing Center**

Located in Humanities 232, the Scripps Writing Center operates under the auspices of the director of the Writing Center, the director of the Writing Program, and the Dean of Faculty Office. It serves as an all-around writing resource where students can receive responses and evaluation without fear. By the end of a session here, the student should feel more confident about writing and the ability to generate ideas, revise a draft, or edit a paper on one's own.

We offer students from all academic disciplines the opportunity to work on their writing by engaging in discussions with a knowledgeable peer tutor. We welcome students at any stage of the writing process, from a first-year student working on a first draft to a senior finishing the thesis. We advocate a collaborative relationship between the tutor and the student. While tutors do not proofread papers or revise assignments, the tutors do formulate appropriate questions to prompt students to interpret writing assignments, to reconsider ideas, to restructure their essays, and to reformulate the presentation and language of a paper. The center is not intended for remediation or editing services, but tutors can provide instruction in usage, grammar, and punctuation.

The Writing Center also features special seminars on a range of writing subjects. We offer grammar cafés, casual clinics on students' most pervasive and troublesome mechanical and syntactical mistakes. We also have a series of workshops in the fall for fellowship applicants. Further workshops provide students with information on such topics as approaching the first paper, understanding the research process and research documentation, writing essay examinations, and composing résumés and application letters.

## **Student Services and Campus Life**

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### **Central Services and Programs**

#### **The Office of Admission and the Admission Ambassador Team, ext. 18149**

The Office of Admission staff relies heavily on student volunteers in its Admission Ambassador Team to assist in recruiting future Scripps students. Student volunteers host prospective students overnight, help with on-campus events, monitor admission-related social media, sit on student panels and advisory boards, and serve in a variety of other ways. Tour guide and senior interviewer positions are reserved for non-first year students, but volunteering is a great way to learn about the Admission Office and prepare for these positions. For more information about volunteering in the Office of Admission, please email Jessica Johnston, assistant director of admission, at [jessica.johnston@scrippscollege.edu](mailto:jessica.johnston@scrippscollege.edu).

#### **The Office of Alumnae & Parent Engagement and The Scripps Fund, Balch Hall, ext. 71542**

The mission of the Office of Alumnae & Parent Engagement and The Scripps Fund is to create opportunities for alumnae and parents to connect with the College in ways that are meaningful, add value to the Scripps community and lead to increased engagement and giving. The department organizes several marquee events for the College, including Family Weekend, Reunion Weekend, Camp Scripps, Parent Orientation, and national New Family Welcome Receptions. The group also oversees regional events around the country including the More Inspiration/Opportunity series focused on career networking, and Ellen Browning Scripps birthday celebrations recognizing the College's rich philanthropic history. To learn more, go to [www.scrippscollege.edu/engage](http://www.scrippscollege.edu/engage).

## Art Programs and Facilities

Various cultural events take place on the 5C campuses. The following list includes event locations and descriptions of what may be available throughout the year.

**Ruth Chandler Williamson Gallery** is located at 11th Street and Columbia Avenue, immediately north of Baxter Hall on the Scripps College campus. The gallery presents both historical and contemporary art in five exhibitions each year, including the Senior Exhibition, planned and produced by seniors and open for two weeks through Commencement. During exhibitions, the gallery hours are Wednesday through Sunday, from 1 to 5 p.m. The gallery has a rotating schedule of shows and openings. During the year, the gallery offers several paid internships. For more information, visit the [Ruth Chandler Williamson Gallery](#) or visit its Facebook page.

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

**Graduate Art Building** is located at 10th Street and Columbia Avenue and exhibits the works of Claremont Graduate University students in the MFA program. Hours are Monday through Friday, 10 a.m. to 5 p.m. Art openings are held Tuesday evenings. Hours are subject to change.

**Millard Sheets Art Center** at Scripps is a complex that includes the Williamson Gallery and the Lang Art Studios. Courses taught at Sheets include: mixed media, digital art, digital video, photography, drawing, painting, sculpture, ceramics, book arts and contemporary art theory. Emphasis is on contemporary fine art practices, and courses can range from traditional studio practice to the latest computer software. Millard Sheets Art Center includes Gallery 112, an exhibition space for student work.

**Pomona College Museum of Art**, on the N.E. corner of Bonita and College Avenue, presents changing exhibitions of contemporary and historic art in all media. The museum also offers personal, intimate access to works of art through the Collection Study Room and the Native American Study Center. Open during exhibitions, Tuesday through Sunday, 12:00 p.m. to 5:00 p.m.; closed Mondays.

The Museum hosts Art after Hours most Thursday evenings, with open hours until 11:00 p.m. and featuring a range of programs. For more information on collections, exhibitions, and programs, see their website at [www.pomona.edu/museum](http://www.pomona.edu/museum), or call x18283.

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

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

**Student performances** are produced throughout the year by such groups as the Five-College Theater Program, Without a Box, Claremont Shades, and Men/Women's Blue

and White, as well as the music department's student recitals. Contact the Student Activities and Residential Life Office (SARLO) for information about other groups.

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

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

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

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

In addition, the Tiernan Field House provides many programs and services for Scripps students' to address their needs from a holistic wellness perspective, such as; FitScripps Programs, Health and Health and Wellness Programs, Certification Courses and Other Resources.

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

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

Fostering a learning environment that is supported by national standards and curricula, the Tiernan Field House provides **Certification Courses** through the American Red Cross for Lifeguarding, CPR, AED and First Aid, peer health educator training following BACCHUS curricula (National Association of Student Personnel

Administrators) and preparatory certification course through the American Council on Exercise for personal training.

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

- **Athletics Program (CMS Athletics), Ducey Gym, ext. 72904**

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

- **Claremont McKenna College**

The CMS Fitness Center (a joint facility for Scripps, HMC, and CMC) is open each day and is available for student use as a temporary location while the Roberts Pavilion is being constructed. Hours are Monday through Friday, 6 a.m. to 9 p.m.

The fitness center houses numerous treadmills, upright and reclining bicycles, stair machines, and a circuit workout. To use Wells Fitness Center, students must complete an orientation session. Upon completion of this session, a student's ID card will be activated to use the center (that has a card key lock). For more information, contact Betsy Hipple at ext. 7-8613 or Keri Sanchez at ext. 7-9069.

Axelrood Pool is located next to Roberts Pavilion and is usually open weekdays between 11 a.m. and 1 p.m. for workouts with a lifeguard on duty. Pool hours are posted. This pool is primarily used for team practices and swimming meets/water polo games.

The track is located behind CMC's Roberts Pavilion.

Practice fields are available only on a prearranged basis. Contact Adam Pruett at 7-8331 for more information.

- **Harvey Mudd College**

The Ronald and Maxine Linde Activities Center is located east of North Hall, south of Foothill Boulevard on the Harvey Mudd College campus. The center is 24,610 square feet in size and contains a full-length basketball court with six retractable hoops; the building is also suitable for volleyball, badminton, and other events. The center has an aerobics workout area, a fitness center area with a full range of conditioning equipment, shower and locker facilities primarily for faculty and staff, a lounge area equipped with televisions, two large multipurpose rooms, as well as vending machines, parking facilities, and bike racks. The center is open to the students of Harvey Mudd College and Scripps College. Hours are 7 a.m. to 1 a.m.

## 5C Consortium Athletic Facilities

- **Pitzer College**

Peter and Gloria Gold Student Center is located at the eastern edge of Pitzer College. The fitness room in this facility includes free weights, cardiovascular equipment, and weight machines. This facility boasts a pool, multipurpose room, snack bar, large-screen

television, sand volleyball, outdoor basketball, and large athletic field.

The Pitzer Pool is located at the Gold Student Center. Hours are posted at the pool.

#### • **Pomona College**

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

##### Rains Center

Monday through Thursday, 8 a.m. to 10 p.m.

Friday, 8 a.m. to 8 p.m.

Saturday, noon to 8 p.m.

Sunday, noon to 10 p.m.

Pomona's Haldeman Pool is east of the football field on Sixth Street. Hours are posted at the pool.

#### **Other Fitness Resources**

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

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

#### **Career Planning & Resources (CP&R), Malott Commons, ext. 18180,**

<http://inside.scrippscollege.edu/careerplanning/>

Located next to Motley Coffeehouse in Seal Court, Career Planning & Resources (CP&R) empowers students in creating their own post-graduation success by offering expert career counseling, industry resources, and direct contacts for career exploration and professional development.

CP&R supports students throughout their four years at Scripps in any number of ways, including:

- Unlimited individual career counseling
- Choosing a major
- Considering graduate school
- Applying for research opportunities and fellowships
- Searching for jobs and internships
- Preparing a résumé and cover letter
- Interviewing and salary negotiation
- Exploring alternative options for after graduation



- **Student employment and part-time jobs**

One of the goals of CP&R is to build networks and develop relationships to help students and graduates transition into and advance in their careers. Because CP&R partners closely with Parent and Alumnae Engagement, students benefit from direct connections with alumnae, parents, and friends of the College who are willing to share job/internship leads, industry experience, and insights on graduate programs.

Scripps College participates in the seven-college recruiting program, giving students access to on-campus recruitment activities and job fairs across The Claremont Colleges. Students have direct access to thousands of job and internship listings online through ClaremontConnect, the Nationwide Internship Consortium (NIC), the Liberal Arts Career Network (LACN), and Vault. CP&R also publishes a student-written blog “Beyond the Elms” and an annual Career Services Guide.

More than 85% of students hold at least one internship before graduation; more than one-third will hold three or more. Through CP&R, students have access to thousands of internship listings across the country, including several with members of the Scripps community. CP&R supports students through the entire application process from research and exploration to resumes and interviews. Annually, CP&R coordinates grant funding for summer internships and travel stipends for unpaid internships during fall and spring semester.

Popular CP&R programming includes alumnae career panels, coffee chats, recruiter information sessions, *Resumania!*, Life after Scripps, and the Emerging Professionals Program, a seminar series that teaches transferable skills for success in post-graduation employment.

Learn more about CP&R resources online or schedule an appointment with a counselor. Stop by during drop-in hours Monday through Friday from 10 a.m. to 5 p.m. For information about working on campus, contact the student employment coordinator at [studentemployment@scrippscollege.edu](mailto:studentemployment@scrippscollege.edu).

### **Clubs and Organizations (CLORGs)**

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

CLORGs granted official recognition are given the following privileges:

- Eligible to receive funding from Scripps Associated Students through the allocated funding process (if registration is completed by the end of the prior academic year).
- Participation in special events such as CLORGs Tea and the Turf Dinner (when Scripps hosts).



- Eligible to obtain a Scripps mailbox for the CLORG
- A link on the clubs and organizations page on the Scripps College website.  
(update link) <http://www.scrippscollege.edu/life/clorgs>
- Participation in workshops and educational sessions for CLORG leaders.

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

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

For specific information about starting a five-college organization, contact the ASPC

Business Office at Pomona, 909-607-2268.

Scripps College currently recognizes the following list of clubs and organizations.

For specific information about a particular organization, contact the Scripps Associated

Students clubs and organizations chair, visit the Scripps College website, or contact SARLO.

- Student Publications and Media
- The Forum - CMC's student newspaper
- [In]Visible Magazine - Scripps Student Magazine
- KSPC 88.7 FM – The Claremont Colleges' Radio Station
- La Semeuse - Scripps College Yearbook
- The Other Side - Pitzer's student newspaper
- The Scripps Voice – Scripps' student newspaper
- The Student Life - Pomona's student newspaper

- Partial Listing of Scripps College Clubs and Organizations

3C InterVarsity Christian Fellowship  
 Asian American Sponsor Program  
 Activities Team  
 Adoptees in Solidarity  
 Asian American Student Union  
 Babes and Blankets  
 Café Con Leche  
 Claremont FC Women's Soccer Club  
 Code Literacy @ Scripps  
 Empowering Education  
 Environmental Club  
 Family: Scripps College Queer-Allied Student Union  
 I AM THAT GIRL  
 Innovate@Scripps  
 Jewish Dialogue Group

Lxs Nopalex  
 Ocean Initiative Club  
 Outdoor Women Leaders  
 Scripps Climate Justice  
 Scripps College Change Magazine Branch  
 Scripps College Law Society  
 Scripps College Mock Trial  
 Scripps Economics Society  
 Scripps Garden Club  
 Scripps Live Arts  
 Scripps Psi Chi  
 Scripps Quest Scholars  
 Scripps Running and Fitness  
 Scripps Student Art Collective  
 Scripps Women in Finance Accounting and Consulting  
 Spotlight  
 The Student Investment Fund  
 Wanawake Weusi

- Partial Listing of Five-College Clubs and Organizations
- 5-C Asian American Advisory Board (Ad-Board)
- Chiapas Support Committee
- Choice USA
- Claremont Colleges Republicans
- Claremont Support for International Change (Claremont SIC)
- Claremont Students for Israel
- The Claremont Colleges Ballroom Dance Company
- The Claremont Colleges Psyko Taiko
- The Claremont Ekklesia
- The Claremont Shades (acapella singing group)
- Democrats of the Claremont Colleges (DCC)
- Disability Illness Difference Alliance (DIDA)
- Feminist Remix
- Get on the Bus
- Hillel (Jewish student organization)
- Hui Laule'a (Hawaii club)
- International Club (I-Club)
- Mariachi Serrano de Claremont
- Muslim Students Association (MSA)
- On the Loose (OTL)
- Without a Box (improvisational theater group)
- Women's Blue and White (women's acapella singing group)
- The Uprising College Ministry

\*For a complete list of clubs and organizations, please visit the Student Activities and Residential Life Office (SARLO) or Pomona College's CollegiateLink.

#### **Dean of Faculty Office, Balch Hall 122, ext. 72822**

The Dean of Faculty Office's primary responsibilities are to advise on appointments and promotions of academic personnel, nominate and appoint members of faculty committees, and supervise and coordinate academic programs.

### **Dean of Students Office, Balch Hall 112, ext. 18277**

The Dean of Students Office, under the leadership of the Vice President for Student Affairs and Dean of Students, oversees co-curricular life and all Student Affairs-departments at Scripps College. The Student Affairs staff focuses on the student experience outside of the classroom. The Dean of Students Office can be particularly helpful in the areas of personal and academic assistance, personal/medical leaves of absence, referrals to other campus services and other educational concerns. The following areas/departments are part of Student Affairs at Scripps: Tiernan Field House (East Campus); Residential Life and Housing (Balch Hall 112 and Routt/Frankel Annex); Student Activities, New Student Orientation, New Student Program (Student Affairs Annex, Routt Hall Courtyard); SCORE (Scripps Communities of Resources and Empowerment(Routt/Frankel Annex)); Academic Resources and Services including - tutoring and accommodations for students with disabilities (Balch Hall 112 and Kimberly Hall 99 ); LASPA Center (Seal Court); Case Management Office (Kimberly Hall 98); The Student Store and The Motley Coffeehouse (Seal Court); campus governance and other co-curricular programs and publications (Seal Court).

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

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

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

**Off-Campus Student and Guest Meal Prices** are available for any dining hall. Board-plan students can use their Claremont Cash or Board Plus dollars to pay for their guest's meal or the guest can purchase a Claremont Cash Card (declining balance account) from the Connection (Honnold Library, First Floor South) for their guest. A Claremont Cash deposit can be made at the Connection or online at <https://cards.cuc.claremont.edu/>.

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

<b>Meal</b>	<b>Guests(Cash)</b>	<b>Claremont</b>	<b>Board Plus</b>
Breakfast	\$10.25	\$10.25	\$4.00
Lunch/Brunch	\$13.25	\$13.25	\$5.00
Dinner	\$16.25	\$16.25	\$6.00

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

If a student loses an ID card or it is stolen, the student must report the lost card in accordance with the Key Policy in the "Standards of Conduct and Judicial Hearing System" section of the *Guide to Student Life*. A replacement card may be obtained at the Claremont Card Office inside Connection at Honnold Library, First Floor South, (ext. 72273), for \$10. (The \$15 is a Campus Dining Services fee separate from the Scripps administrative \$25 lost card key fee.)

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

Malott Commons, ext. 72977\*

*Weekdays*

Breakfast 7:30 – 9:30 a.m.

Continental 9:30 – 10 a.m.

Lunch 11:15 a.m. – 1:30 p.m.

Dinner 4:45 – 7 p.m.

Snack (Tuesday) 9:30 – 11:30 p.m.

*Weekends*

Brunch 10:45 a.m. – 1 p.m.

Dinner 5 – 6:30 p.m.

\*Hours and prices subject to change.

**Disabilities Support Services, Office of the Dean of Students, Balch Hall 112, ext. 18277**

Academic Resources and Services, a department of Student Affairs, coordinates services and reasonable accommodations for students with disabilities. Students needing accommodations must meet with the assistant dean for Academic Resources and Services to discuss their disability and documentation guidelines. The assistant dean and the student will work together to create a plan for reasonable accommodations based on the health provider's recommendations and a student intake interview. For more information go to: <http://www.scrippscollege.edu/academics/students-with-disabilities>.

**EMERGENCY RESPONSE TEAMS**

**Medical Team**

As part of the Scripps Emergency Operations Plan, an Emergency Medical Team, consisting of students, staff, and faculty is available to assist performing triage and treatment for minor injuries when appropriate. First Aid experience is preferred but not a requirement. First Aid/CPR/AED certification is provided by the College to active members. The team trains two or three times per semester (1.5 hours each time). Participation in training and drills is required. Students interested in volunteering with the Emergency Medical Team should contact Cheryl Pump at 621-8636 or [cpump@scrippscollege.edu](mailto:cpump@scrippscollege.edu).

**EmPOWER Center**

The EmPOWER Center is the Sexual Assault Prevention and Support Center for The

Claremont Colleges (TCC). Dually reporting to the Vice President for Student Affairs of Scripps College and the Assistant Vice President for Student Affairs of Claremont McKenna College. Rima Shah, inaugural Director of the EmPOWER Center will ensure the center is an effective resource in helping TCC prevent sexual violence, dating violence, domestic violence, and stalking. In addition the center's resources will enhance the care and support of TCC students impacted by such violence. The Director will work closely with students and work collaboratively with each of the seven colleges to ensure a well-integrated program where education, prevention, student support and training are seamless.

### **Facility Reservations, Student Activities and Residential Life Office, (909) 607-4307**

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

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

Students planning an event with alcohol and using a Scripps facility must also meet with the Student Activities Coordinator in the Student Activities and Residential Life Office (SARLO) for approval and to discuss the forms, policies, and procedures involved. In addition, students may also reserve the Motley Coffeehouse on the Motley Coffeehouse website at [www.motleycoffeehouse.com](http://www.motleycoffeehouse.com).

To reserve tables in Seal Court, please use VEMS. All requests must be made at least 48 hours in advance (excluding Saturday and Sunday). If you do not see Seal Court available for the date you would like, please email the Malott Commons Office at [schavez@scrippscollege.edu](mailto:schavez@scrippscollege.edu) at least 48 hours in advance. Students interested in reserving the Hampton Room must call the Malott Commons Office at (909) 607-8508 or email the Malott Commons staff at [malottcommons@scrippscollege.edu](mailto:malottcommons@scrippscollege.edu).

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

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

At times, back-to-back events are common; users may not ask the preceding group to vacate the facility prior to the time reserved. Facility users are also responsible for unlocking and relocking all facilities. Arrangements to obtain keys may be made through the Registrar's Office or Malott Commons Office, depending on the facility being used.

### **Fax Machines**

The Scripps College Mail Services Center has a fax machine available to students. The cost of using the fax machine is \$1 per page paid in cash at the time of service. The MSC is not able to send international faxes. You may receive a fax up to three pages without charge; more than three pages is \$1 per page. The MSC is open Monday through Friday from 8 a.m. to 5 p.m. For more information, please contact Alane Caldwell at ext. 73708 or Jonathan Magley at ext. 78174.

The Honnold/Mudd Library Copy Center also offers fax services. The charge to send or receive a domestic fax is \$1.

### **Office of Financial Aid, Steele Hall 212, ext.18275**

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

at <https://myfinancialaid.scrippscollege.edu/NetPartnerStudent/Logon.aspx?ReturnUrl=%2fNetPartnerStudent%2fDefault.aspx>

Each fall, both new and continuing students who have been awarded Federal Work-Study funding as a part of their financial aid packages will have the opportunity to apply for employment positions on the Scripps campus and at several off-campus sites in and around the five colleges. Federal Work-Study positions can be found in *ClaremontConnect*, the College's central resource for employment and internship opportunities for students. To access listings, visit <https://scripps-csm.symplicity.com/students/>. For additional support in finding and applying to on-campus Federal Work-Study positions, students are encouraged to visit Career Planning & Resources in Seal Court as early as possible in the academic year. Any questions about work-study jobs on campus may be directed to [studentemployment@scrippscollege.edu](mailto:studentemployment@scrippscollege.edu).

Contact the Office of Financial Aid for information about any of the various aid programs and for application materials necessary to be considered for student financial assistance at Scripps College. For listings of outside of scholarship opportunities, be sure to check out the Office of Financial Aid website at [www.scrippscollege.edu/financial-aid/index.php](http://www.scrippscollege.edu/financial-aid/index.php).

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

- **The Coop Fountain, Smith Campus Center, 170 East Sixth Street, ext. 73293**, is a student-run food service located at the Smith Campus Center at Pomona College, offering such favorites as burgers, sandwiches, salads, snack items, and the thickest hand-packed milkshakes in town. The Coop accepts cash, checks, Claremont Cash, and Board Plus.

- **The Coop Store, Smith Campus Center, 170 East Sixth Street, ext. 72264**, is a student-run store, located in the Smith Campus Center at Pomona College, offering Pomona logo items and Sagehen sportswear. The store offers a wide variety of food and snack items, school supplies, and sundries. Other services of the Coop Store include Claremont Cash deposits and low-cost photocopying. The Coop Store accepts cash, credit cards (\$5 minimum), checks, and Claremont Cash. **However, students may use their Board Plus accounts to purchase food items only.**

The Coop Store and Fountain  
Monday through Thursday 9 a.m. to midnight  
Friday 9 a.m. to 1:30 a.m.  
Saturday noon to 1:30 p.m.  
Sunday noon to midnight

- **The Grove House, ext. 73654**, is a turn-of-the-century farmhouse on the Pitzer campus. It serves healthy, natural, and homemade foods and houses a student gallery and the Women's Center.

- **The Hub, ext. 74082**, next to McKenna Auditorium on the Claremont McKenna campus, serves snack food; has video games, pool tables, and a big-screen TV; and provides Internet access and entertainment.

- **Jay's Place, ext. 70418**, serves pizza and sandwiches and is located in the basement of the Platt Campus Center on the Harvey Mudd campus. Hours are Sunday through Thursday, 7:30 p.m. to 1 a.m., and Friday and Saturday, 7 p.m. to 2 a.m.

- **Motley Coffeehouse, ext. 73967**, Not just your local campus coffee shop, the Motley Coffeehouse has been serving up tasty drinks and treats since 1974. It is a non-profit, non-partisan organization collectively run by students. The Motley provides quality coffee and food using products that come from sustainable and socially responsible sources. A fun space to study, hang out, and let loose, the Motley provides live music every Sunday and Thursday, as well as many great events. Be sure to check out the website at [www.motleycoffeehouse.com](http://www.motleycoffeehouse.com).

- **The Sagehen Café, Smith Campus Center 170 East Sixth Street, ext. 72264**, is a full-service, sit-down café offering homemade soups, fresh salads, sandwiches, and pastas. Sagehen Café also has a full-service coffee bar brewing Peets coffee and espresso drinks. Cash, Visa, MasterCard, Claremont Cash, and Board Plus are gladly accepted. Catering is also available. To view Sagehen Café's menu, go to [sagehencafe.com](http://sagehencafe.com). For phone orders or reservations, call ext. 78637.

- **Hagelbarger's, ext. 73297**, is located in McManus Hall at Claremont Graduate University and offers a breakfast menu in addition to a short-order grill. Please call for hours of operation.

- **Honnold Café, ext. 78792**, located inside the Honnold Mudd Library's south entrance, Honnold Café provides students with a warm relaxing environment in which to enjoy gourmet coffee, lattes, and espresso based beverages, as well as delicious sandwiches, hot food, pastries, wraps, two daily soups, salads, and a huge assortment of cold beverages. We are open for your morning, afternoon and late night study sessions, seven days a week.

### **Grounds Department Services, Grounds Department Building, just west of Keck Science Building, ext. 18381**

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

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

The Grounds Department offers the following support for activities:

1. Do pre-event site cleaning and detailing
2. Turn off irrigation prior to activities
3. Mark approved reserved parking spaces



4. Place decorative plants in containers for stage or podium college sponsored events
5. Place, retrieve, and empty trash receptacles
6. Provide aluminum trashcans and hose for BBQs
7. Provide information on plant identification
8. Assist with placement of temporary signage for events
9. Supply wood for fireplaces
10. Remove bicycles that are illegally parked per *Guide to Student Life* bicycle parking policy, as approved by DOS. Return of bikes requires proper identification of bike as well as location it was last parked. The Grounds Department is not responsible for policy.

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

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

### **Housing**

See **Student Activities and Residential Life Office** in the "Scripps College Services and Campus Life" section.

### **Insurance - Medical**

All students at The Claremont Colleges are required to carry medical insurance. If a student does not have insurance, the student may purchase insurance through The Claremont Colleges Student Health Insurance Plan (SHIP). For more information, contact the Dean of Students Office, or check the Student Health Services website at [www.cuc.claremont.edu/shs](http://www.cuc.claremont.edu/shs). Students who participate in intercollegiate or club sports are also required to carry medical insurance. <http://www.renstudent.com/Students>

### **International Students**

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

In addition, an intercollegiate international student center, International Place, provides programs and services to international students, including a home-stay prior to fall classes, information, referrals, and programs such as a weekly lunch discussion on global issues.

### **Internet Access**

See **Information Technology** in the "Academic Information" section.

### **Internships**

See **Career Planning & Resources** in the “Scripps College Services and Campus Life” section.

### **LASPA Center**

Research demonstrates that women leaders are under-represented in all fields of business and government. Mobilizing the resource of a gifted and dedicated faculty and staff, and leveraging the resource of a talented and motivated student body, LASPA Center for Leadership (LASPA Center) is prepared to address the pressing need for women to attain leadership positions within both the public and private sectors.

The LASPA Center for Leadership prepares Scripps students to exercise their skills, knowledge and talents in order that they may proactively assist in the development and implementation of solutions to the most vexing problems of the 21<sup>st</sup> Century. The leadership of the LASPA Center includes Lisa Watson the inaugural Director and Lindsey Martinovich, Assistant Director.

### **Laundry Machines**

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

### **Mail Services Center, Seal Court, ext. 73708/78174**

The MSC is open Monday through Friday, 8 a.m. to 5 p.m. The MSC receives intercampus mail, U.S. mail, FedEx, UPS, and any other messenger service. Students may send inter-campus mail to students, faculty, and staff of The Claremont Colleges and stamped U.S. and international mail through the MSC. Inter-campus mail is delivered free of postage and should be addressed with the following information: “Campus Mail” written in the upper-right-hand corner of the envelope and the recipient’s name, box number or department, and the college. Postage is not available in MSC, and students must use the U.S. Post Office to send packages over 13 oz.

CUC Connections at the Honnold Library has some student shipping options available. Packages with prepaid labels that are being returned (textbooks, retail items, etc.) cannot be sent through the MSC, but can be dropped off at CUC Connections in the Honnold Library.

All students, faculty, and staff have 24-hour access to the MSC during the school year. After hours, students, faculty, and staff access the MSC with their ID card. All enrolled students, including off-campus students, have personal mailboxes in the MSC located in Seal Court. U.S. and campus mail is delivered daily, Monday through Friday, to individual student mailboxes. Student paychecks are also distributed into individual student mailboxes. If a student does not receive a check, the student should check with the immediate supervisor and not with the MSC staff. If a student wishes to have a paycheck sent home, the student may leave a self-addressed, stamped envelope with the MSC staff.

Students are issued a mailbox and given the combination. It is the student’s responsibility to open the mailbox using the combination, as the MSC staff will not open it for you. If you need assistance, instructions are posted on the wall above the mailboxes, or you can speak to an MSC clerk.

When packages arrive, the MSC notifies students by email or text if they sign up for that service. Students must present photo identification in order to retrieve a package. Packages can be picked up during business hours and should be retrieved within 24 hours of notification, if possible, due to limited storage space. Scripps College is not responsible for

forwarding or returning packages to students who have left the College for off-campus study, for vacation, or permanently. When perishables are delivered, students are notified by email or text to retrieve the delivery.

Students must notify the Registrar's Office immediately if any on- or off-campus address changes occur. During summer break, ONLY first-class mail is forwarded to a student's home address; this does not include magazines. Magazines and newspapers are too bulky and cannot be held in the MSC. You should make arrangements with the company to have subscriptions forwarded to your home. During winter and spring break, only first-class mail is held until the student's return.

#### Fax Machines

The Scripps College Mail Services Center has a fax machine available to students. The cost of using the fax machine is \$1 per page paid in cash at the time of service. The MSC is not able to send international faxes. You may receive a fax up to three pages without charge; more than three pages is \$1 per page. The MSC is open Monday through Friday from 8 a.m. to 5 p.m. For more information, please contact Alane Caldwell at ext. 73708 or Jonathan Magley at ext. 78174.

#### **Maintenance and Housekeeping, Service Building, ext. 72541,**

Monday through Friday from 7:30 a.m. to 4:30 p.m. **after business hours, ext. 72000 (Department of Campus Safety)**

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

#### **Malott Commons**

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

#### **Off-Campus Study (aka Study Abroad and Global Education), Balch 136, ext. 18306**

Study Abroad and Global Education Students interested in study abroad opportunities, semester-long internships in Washington, D.C., Silicon Valley or overseas, or considering the exchange with Spelman College in Atlanta, GA will find information and assistance in the Study Abroad and Global Education (SAGE) office (previously known as Off-Campus Study).

Sophomores, as well as first-year students who enjoy planning ahead, are advised to attend one of the SAGE information sessions repeated weekly in the first two months of each semester. These sessions provides an overview of the types of programs available for students in any major, as well as details on planning, applying, and preparing for one of the more than 100 Scripps approved semester study away programs around the world. A global study program provides students with the opportunity to explore their major or other academic interest from different perspectives. Students wishing to perfect a second or third language can benefit through course work, as well as daily interactions with native speakers. As a

member of a host community overseas, students learn firsthand about another culture and challenge their intellectual and personal comfort zones. Some programs offer unique opportunities for students to conduct independent research as preparation for a senior thesis or participate in an internship to investigate a possible career path.

Apply in fall of sophomore year to participate in fall of junior year, or in the spring of sophomore year to participate the following spring. To learn more, drop by the office in Balch 136 (behind the auditorium), or visit the website at [inside.scrippscollege.edu/sage/](http://inside.scrippscollege.edu/sage/).

### **Orientation for New Students, ext. 74307**

The New Student Orientation program helps ensure incoming students a smooth transition to academic and student life at Scripps College. Under the direction of the Orientation Advisory Committee (jointly chaired by the dean of faculty and the dean of students), the orientation staff works during the spring semester and summer months to plan orientation. New student coordinators are selected each spring semester, they reside on campus during the summer months in preparation for the fall orientation. They also work part time for the remainder of the year planning events and overseeing the program. Spring Orientation is planned at the end of the fall semester and over winter break. For more information and a listing of upcoming dates and events, please visit [www.scrippscollege.edu/students/orientation](http://www.scrippscollege.edu/students/orientation).

### **New Student Program, ext. 74307**

The New Student Program is a yearlong, paid/volunteer program that is sponsored by the Division of Student Affairs. The purpose of the program is to help all new students in their adjustment to Scripps and in their transition to college life. Every new student is assigned a peer mentor who is trained to be a resource, mentor, and friend. Peer mentors are continuing students who are selected for their maturity, experience, and enthusiasm. Peer mentors are hired each spring semester by Student Affairs and attend an intensive training program prior to New Student Orientation. Each peer mentor serves on a team that is led by a peer mentor team leader. In order to provide additional support for students, peer mentors collaborate with other peer leaders such as the Office of Black Student Affairs, Ujima Sponsors, the Chicano/Latino Student Affairs Sponsors, and the Asian American Sponsor Program. Other resources include Queer, Questioning and Mentor Program, Jewish Peer/Mentors, International Students Mentors, First Generation Program Mentors, Core Mentors, and the Disability Illness Difference Alliance Mentors. For further information and a listing of upcoming dates and activities, please visit <http://www.scrippscollege.edu/students/sarlo/new-student-program.php>.

### **Office of the President, Balch Hall 131, ext. 18148**

The president of the College is directly responsible for advancing the mission and goals of the College, including the direction and coordination of all aspects of planning for the College, formation and implementation of College-wide policies, encouragement of communication among all constituencies of the College, and the strategic plan.

### **Public Events and Community Programs, Seal Court, ext. 78508; Baxter Hall 107, ext. 71870**

The Office of Public Events and Community Programs oversees programming for campus events, lectures, and gatherings both educational and social. The events staff

provides planning and logistical support for a wide range of community activities, and publishes the Scripps College Events Digest email bulletin with information about upcoming activities at Scripps and the 5Cs. Reservations for most non-residential campus spaces are handled by this office, and event planners may apply for financial co-sponsorships for qualifying events. The events staff assists the President's Office with coordinating Fall Convocation and Commencement activities, and provides technical and logistical support for all events held in the Scripps College Performing Arts Center.

The office also administers a summer rental program through which classrooms, residence halls, the Performing Arts Center, lawns, courtyards, and gardens are rented to private clients for weddings, receptions, parties, performances, meetings, and conferences.

Additional information about event planning and management services, such as reservations, co-sponsorship, rentals, and the Scripps College Events Digest, is available on the Scripps College website.

### **Registrar's Office, Balch Hall 121, ext. 18273**

The Registrar's Office provides services related to transcripts, enrollment verifications, major declarations, transfer credit, change of adviser forms, course scheduling, and registration. It serves as a clearinghouse of information for academic politics and procedures. The Registrar's Office maintains timely and accurate academic records and adheres to federal regulations regarding disclosure of those records. The Registrar serves as the Certifying Official for students receiving veteran's benefits, and as the Primary Designated School Official for international students. Students may make appointments to discuss academic planning, or to clarify academic policy questions. For more information, see the Scripps Catalog or visit <http://inside.scrippscolleg.edu/registrar/>.

### **Residential Life**

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

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

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

**Residential Life Staff:** As a residential college, Scripps takes great care in organizing, maintaining, and supervising residence hall life to ensure optimum enjoyment and safety for the students and community of the College. The residential life staff consists of an associate dean, area coordinators, and resident advisers. All of the hall directors and resident advisers live on campus.

**The Associate Dean of Campus Life** is directly responsible for all aspects of housing and residential life. Specific responsibilities include supervising, training, and selecting the residential life staff; assigning rooms; facilitating community development; and problem

solving on daily issues in cooperation with various campus departments, and assumes on-call emergency duties as part of the College's On-Call team.

**The Assistant Director of Residential Life** assist the Associate dean with the daily operations of Residential Life. Specific responsibilities include: overseeing the implementation and use of the residential life housing software including assigning rooms, works directly with students on housing needs including room changes, assist with the development of the new Living Learning Communities (LLCs), works with various departments addressing daily issues involving the maintenance and upkeep of the residential halls, and assumes on-call emergency duties as part of the College's On-Call team.

**Area Coordinators** directly supervise the resident advisers and assume on-call, emergency duties. They hold office hours for students who would like to discuss personal and residential concerns. They assist the Associate Dean with the development and implementation of the residential life programs; as well as, residential life operations.

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

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

#### 2015-2016 Residential Life Staff

<b>Clark RA</b>	<b>Christina Fox (Fall)</b>	<b>GSC 105</b>	
	<b>Mia Shackelford (Spring)</b>		
<b>Clark RA</b>	<b>Chandra Dickey</b>	<b>GSC 219</b>	
<b>Toll RA</b>	<b>Vivian Zhang</b>	<b>TOL 115</b>	
<b>Toll RA</b>	<b>Chelci Houston-Burroughs</b>	<b>TOL 231</b>	
<b>Browning RA</b>	<b>Nia Gillenwater</b>	<b>BRN 109</b>	
<b>Browning RA</b>	<b>Ariana Turner</b>	<b>BRN 214</b>	
<b>Dorsey RA</b>	<b>Anna Cechony</b>	<b>DOR 108</b>	
<b>Dorsey RA</b>	<b>Nike Roman</b>	<b>DOR 226</b>	
<b>Frankel RA</b>	<b>Melissa Krassenstein</b>	<b>FRA105A</b>	
<b>Frankel RA</b>	<b>Emily Long</b>	<b>FRA305A</b>	
<b>Rout/Sr.Routt Apt RA</b>	<b>Lina Mihret</b>	<b>MRR105A</b>	
<b>Rout/Sr.Routt Apt RA</b>	<b>Allie Cruz</b>	<b>MRR305A</b>	
<b>Off-Campus RA</b>	<b>Kathryn Read-Fisher</b>	<b>HMC</b>	
<b>Off-Campus RA</b>	<b>Meli Montez</b>	<b>BPA</b>	
<b>Jungels-Winkler RA</b>	<b>Tatissa Zunguze</b>	<b>GJW122A</b>	
<b>Jungels-Winkler RA</b>	<b>Rachel Berner-Hayes</b>	<b>GJW222A</b>	
<b>Kimberly RA</b>	<b>Xitlally Sanchez</b>	<b>KIM 102</b>	
<b>Wilbur RA</b>	<b>Giselle Garcia</b>	<b>WIL 119</b>	
<b>Professional Staff</b>	<b>Name</b>	<b>Office</b>	<b>Phone Number</b>



Area Coordinator	Kim Hamon	MRR 91	909-607-8179
Area Coordinator	Erica Little	MRR 90	909-607-3354
Assistant Director	Jill Langan	MRR 92	909-607-3354
Associate Dean	Samuel C. Haynes	Balch 112	909-621-8277

For further information on staff and policies please visit [Scripps Residential Life](#).



**Scripps Communities of Resources and Empowerment (SCORE), Student Affairs Annex, ext. 78869**

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

**Clubs and Organizations Affiliated with SCORE**

**Asian American Sponsor Program (AASP)**

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

**Asian American Student Union (AASU)**

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

**Café con Leche**

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

**Family: Queer-Allied Student Union**

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

### **Wanawake Weusi**

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

### **The Student Union, Malott Commons**

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

### **Scripps Associated Students (SAS)**

SAS operates a number of services for the student body and meets every Sunday in the Student Union to discuss campus concerns, plan for events, and allocate funding to Scripps CLORGS. In addition to other campus-wide events, the BeHeard Forums, which are student-led community discussions on select topics, are held in the Student Union.

### **Scripps Store, Malott Commons, ext. 78733**

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

### **Student Activities and Residential Life Office (SARLO), Frankel Routt Annex, ext. 74307**

The Student Activities and Residential Life Office (SARLO) is located in the Frankel Routt Annex adjacent to SCORE, the Scripps Communities of Resources and Empowerment. The SARLO staff collaborate with the seven colleges, Scripps Associated Students, various student clubs and organizations, and other Scripps offices to plan interesting and enjoyable campus events. SARLO's mission is to support the educational mission of the College by developing and implementing various co-curricular programs.

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

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

### **Student Billing, Balch Hall 118, ext. 18259**

The Student Billing Office works with students and families to ensure that billing is properly administered and student bills are paid in a timely manner.

**Telephone Information** See also **Telephone Customer Service Center** in the Central Services and Programs section.

Students who wish to activate the phone jack in their residence hall rooms may do so by contacting the Dean of Students Office (see contact information below) and making that request. All lines are equipped with direct dial and voicemail. There is no charge for voicemail or call waiting. Students must provide their own phone equipment. For long distance calling, students will need to have their own calling card. Please contact the Dean of Students Office (ext. 18277) for more information about these services. For general campus telephone information, visit the Claremont University Consortium telephone page at [www.cuc.claremont.edu/phone](http://www.cuc.claremont.edu/phone).

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

### **Treasurer’s Office, Balch Hall 107, ext. 18636**

The administrative responsibilities of this office include: accounting, budgeting, student billing, financial planning, investing, and managing the College’s buildings and grounds.

**Tutoring Program, Academic Resources and Services, Dean of Students Office, Balch 112, ext. 18277**

**Tutoring Program and Math Spot**

Academic Resources and Services offers a peer-based tutoring program that provides one-on-one assistance to Scripps students. The program offers a network of qualified tutors in a wide range of subjects at no extra cost to students. Additionally, students interested in serving as tutors are encouraged to apply online. More information about the Scripps Tutoring Program and all related forms can be found online at:  
<http://inside.scrippscollege.edu/studentaffairs/tutoring>.

The Scripps Tutoring Program also offers Math Spot, a drop-in tutoring service for students enrolled in Scripps math courses. Math Spot is available every Sunday, Tuesday, and Thursday from 7 to 9 p.m. in the CP&R Library (Seal Court). Hours and location are subject to change.

**Vending Machines**

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

**Work-Study and Student Employment**

The Financial Aid Office provides all information related to work-study and student employment. See **Office of Financial Aid** in the “Scripps College Services and Campus Life” section.

**CLAREMONT UNIVERSITY CONSORTIUM**

**Central Services and Programs**

The Claremont University Consortium provides central services to all of The Claremont Colleges.

Services include: Honnold Library, Huntley Bookstore, Chicano/Latino Student Affairs, Office of Black Student Affairs, Campus Safety, Office of the Chaplains, Student Health Services, Monsour Counseling and Psychological Services, Health Education Outreach, and ID Services.

**The Department of Campus Safety, 150 East Eighth Street, ext. 72000 or 18170**

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

Campus Safety staff are actively involved in providing the community with comprehensive programs promoting the prevention and reduction of crime. However, it must be recognized that, ultimately, each individual is responsible for her/his own safety and security.

### **Chicano/Latino Student Affairs Center (CLSA), 757 College Way, ext. 18044**

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

### **Club Sports Office, Ducey Gym, CMC, ext. 74653**

The Claremont Colleges have established two Club Sports Offices to assist club sports teams in scheduling fields and facilities for practice and competition. To be eligible to use a Claremont College field or facility or receive funding assistance from Scripps Associated Students, a club sport must register with a Club Sports Office. The Claremont Colleges Club Sports program administrators are available to direct and assist in the registration process; maintain copies of all required records, forms, and waivers; and coordinate the scheduling and use of fields and facilities. Individual club sports will continue to be responsible for their own funding, membership, coaches/advisers, equipment, and transportation.

For more information, contact the Recreational Sports Office at ext. 74653 or email [recreation@cms.claremont.edu](mailto:recreation@cms.claremont.edu)

### **Copy Machines**

Copy machines are located in each of the libraries at the five colleges. Claremont Cash may now be used in any of the copy machines located in the libraries.

### **Health Education Outreach (HEO), 757 College Way, ext. 73602**

Health Education Outreach (HEO) is dedicated to empowering students to make intentional healthy lifestyle choices. We strive to create a supportive environment that nourishes all dimensions of personal health and well-being for students of the Claremont Colleges. At HEO, we provide relevant and appropriate health and wellness support and resources, to help students play an active role in achieving, protecting, and sustaining their health and wellness.

Come see our office to find complete free resources such as: HIV Testing, Pregnancy Testing, Relaxation Room including full body massage chair, condoms and safer sex items, and a lending library.

Professional staff includes a full time health educator to help navigate any health and wellness needs, a part-time Registered Dietitian, and trained Peer Health Educators.

### **Huntley Bookstore, Eighth and Dartmouth, ext. 71502, Computer Services, ext. 71625**

Huntley Bookstore is the source for all textbooks for class use. Huntley Bookstore will buy back books every day. In addition, the bookstore provides a broad selection of school, office, and art supplies, as well as gifts, greeting cards, snack foods, and sundry items.

Other services include special-order service for items not in stock.

The Computer Department at Huntley Bookstore offers academic pricing on computer products, including Apple and others. In addition, Huntley Bookstore is an authorized computer repair service center for Apple.

[Huntley Bookstore and Computer Services\\*](#)

Monday through Thursday, 8:30 a.m. to 5:30 p.m.

Friday, 8:30 a.m. to 5 p.m.

Saturday, 10 a.m. to 5 p.m.

\* Look for extended hours during peak periods.

Textbooks and emblematic items may be purchased online at [www.claremont.bkstr.com](http://www.claremont.bkstr.com).

**International Place (I-Place), ext. 74571**

International Place is a multicultural and international student center serving The Claremont Colleges. Students, faculty, staff, and members of the community work together to increase international understanding and friendship through a variety of programs and activities. International Place is located on the Claremont McKenna College campus and is open 9:00 am. – 5:00 p.m. Students are welcome to drop by to relax over coffee or tea in our lounge or to make appointments.

Programs for all students include a celebration of International Education Week in the fall, a spring International Festival, study breaks, and other social and educational events and trips to sites throughout California. Services for international students include temporary home stays for new students, orientation programs, ongoing assistance, referrals to community and college resources, career and immigration workshops, international student advising, and academic support.

Visit I-Place at 390 E. Ninth Street or at [iplace.claremont.edu](http://iplace.claremont.edu). To contact I-Place please call (909) 607-4571.

**Lost and Found**

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

**McAlister Center**

See [Office of the Chaplains](#), below.

**Monsour Counseling and Psychological Services (MCAPS), Student Services Center, 757 College Way, ext. 18202**

Monsour Counseling and Psychological Services has a staff of 7 Licensed psychologists, 1 Marriage Family Therapist, 2 Post-Doctoral Therapists and 2 Psychological Interns who provide individual, couples and group therapy and preventive educational services to help students develop emotionally and cope with the stresses of college and life. Two psychiatric consultants are also available. Short-term individual, couple, and group therapy is offered and provided confidentially. Workshops and groups are offered on topics such as stress management, self-esteem, grief and bereavement, eating disorders, learning disabilities, and intimate relationships. Students may be referred to mental health professionals in the local community for longer term therapy or for services not provided by MCAPS professionals. MCAPS is open Monday through Friday from 8:30 a.m. to 5 p.m., with extended evening hours on Tuesday. Further information is available through their Claremont University Consortium page at [www.cuc.claremont.edu/monsour](http://www.cuc.claremont.edu/monsour).



**Office of Black Student Affairs (OBSA), 139 East Seventh Street, ext. 73669,  
fax ext. 18969**

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

**Office of the Chaplains, McAlister Center, ext. 18685**

The Interfaith Office of the Chaplains guides and nurtures students in the explorations, observances, and questions of religious and spiritual life. The chaplains assist students in making contact with members of their own community of belief, coordinate and oversee a wide variety of worship services, activities, programs, interfaith events and pastoral counseling.

Among the faiths participating at McAlister are the Buddhist, Catholic, Christian Science, Hindu, Jewish, Latter-Day Saints, Muslim, PAGAN, Protestant, Unitarian, Zen, and other communities. Social justice and service learning programs are organized by the chaplains' community service and activities coordinator.

The McAlister Center for Religious Activities, located adjacent to Honnold/Mudd Library, includes a chapel, fireside lounge, library, and the chaplains' offices.

**Weekly Services at McAlister Center:**

*Catholic Masses – 9:15 am and 4:30 pm Sundays: in Lounge*

*Church of Jesus Christ of Latter-Day Saints Meeting – 4:30 pm Wednesdays: in Lounge*

*Jewish Services – 5:30 pm Fridays followed by Shabbat Dinner*

*Jumu'ah Prayers – 1:15 pm Fridays: in Chapel*

*Meditation – 7:30am (Zen) and 8:00pm (Exploring Meditation) Wednesdays: in Lounge*

*Protestant Services – 11:15 am Sundays: in Chapel*

For more information, please visit <http://www.cuc.claremont.edu/chaplains>.

**Parking Permits**

See **Automobile Registration Policy (4.06)** in the “Standards of Conduct and Judicial Hearing System” section. For more information, please visit [www.cuc.claremont.edu/cs/index.asp](http://www.cuc.claremont.edu/cs/index.asp).

**Peer Assistance**

In addition to peer mentors and AASU sponsors, students can find additional peer assistance and support by contacting the various offices and/or resource centers at The



Claremont Colleges. These include the Office of Black Student Affairs Sponsors, International Place Sponsors, Chicano/Latino Student Affairs Center Sponsors, and the Jewish Undergraduate Mentor for Hillel.

**Queer Resource Center (QRC), Walton Commons, Pomona College, ext. 71817**  
[www.pomona.edu/administration/QRC](http://www.pomona.edu/administration/QRC)

The Queer Resource Center of The Claremont Colleges is a seven-college organization providing resources for students, faculty, and staff of all sexual orientations and genders. The office is a safe space for all visitors to read, relax, or discuss. The QRC has a growing multimedia library with items available to check out, and can provide links to local, state, and national queer, allied, and related organizations. The QRC sponsors a variety of social, educational, and political events each semester. In addition, the QRC hires a number of paid student employees from the five colleges at the beginning of each semester. They plan events, manage the budget, hold office hours, and participate in College-wide education. For more information, please visit [www.pomona.edu/administration/QRC](http://www.pomona.edu/administration/QRC).

**Student Health Services, 757 College Way, ext. 18222, fax ext. 18472**

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

**Hours:** Monday through Friday, 8:00 a.m. to 5 p.m. (while school is in session). Extended hours are provided on Wednesdays until 7 p.m.

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

**Appointments:** Appointments begin at 8:30 a.m. Appointments can be made by telephone starting at 8 a.m. A \$10 charge will be assessed for any missed appointments unless canceled two hours in advance. Walk-in hours are: Monday through Friday, 8:30 to 10:30 a.m. and 1 to 3 p.m. Walk-in patients are triaged to appropriate care and are charged \$10 if seen by a physician or nurse practitioner.

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

**Costs:** There is no charge for regular appointments; walk-in visits are \$10; and there is a charge for supplies, lab tests, drugs, etc., as needed. Charges do not have to be paid for at the time of service.

**Services Available:**

- Suturing (stitches) for cuts, trauma, and wound care
- X-ray (chest and extremities), electrocardiogram (EKG)
- Spirometry
- Audiogram (hearing test), vision screens
- Nebulizer treatment for asthma
- Immunizations, including meningococcal, HPV, and hepatitis-B series prevention
- Travel medicine and immunizations
- Physical exams for sports, DMV, study abroad, and job applications
- Smoking cessation

- Nutrition information; anorexia, bulimia, and other eating disorders information
- Lab tests for STDs: HIV, syphilis, 38laremont, gonorrhea, herpes, and HPV
- Quick tests for pregnancy, strep, mono, urinalysis, hemoglobin
- Pregnancy testing and referrals
- Women's health services
- Contraceptive counseling
- Emergency contraceptive
- Referrals for all outside specialists, if needed
- Orthopedic treatment (slings, splints, neck braces, ace wraps, crutches)
- Treatment for common infections, diseases, and trauma
- Dispensary with limited medications and outside written prescriptions

### **Student Identification Cards**

Student identification cards are issued to all newly enrolled students during the orientation process. These ID cards serve as card keys for the residence halls and libraries. The ID card is also used for access to the dining halls with your meal plan, purchases on campus with your Board Plus account, purchases on and off campus with your Claremont Cash account (voluntary debit card program), as well as for personal passes into five-college parties and discounts at local attractions. All Scripps College laundry machines accept Claremont Cash only. The ID card is intended to last through your career at the College. Students who lose their ID cards are expected to report the loss to the Campus Maintenance Office, CUC's Connection, the Dean of Students Office, or a Residential Life staff member immediately. Lost or stolen ID cards can also be suspended online at [cards.cuc.claremont.edu](http://cards.cuc.claremont.edu). Replacement ID cards cost \$10 and may be retrieved at CUC's Connection in the Honnold-Mudd Library, 800 North Dartmouth Avenue (south entrance). For more information, call the Connection at (909) 607-CARD (2273) or (909) 607-3969.

### **Telephone Customer Service Center, ext. 18297**

The Telephone Repair/Trouble Hot Line Web address is [www.cuc.claremont.edu/phone](http://www.cuc.claremont.edu/phone) and the Voicemail Hot Line extension is 73172. A request must be made through the Dean of Students office for a voicemail box to be added to your extension.

### **Women's Resources of The Claremont Colleges**

- **The Pitzer College Women's Center (Grove House at Pitzer, ext. 73653)** is a safe space on the campus for all students, and specifically women-identified students. Located upstairs in the Grove House, it has a library and is open to the community whenever the Grove House is unlocked. The Feminist Coalition, an organization that promotes feminist dialogue and action at Pitzer and in the larger community through educational, social, and cultural programs, meets weekly at the center. All are welcome.
- **The CMC's Women's Resource Center (Emett Student Center on the second floor)** offers a library that includes reference works and fiction related to women's studies. The center also organizes events.
- **The Pomona Women's Union (Upper Walker Lounge at Pomona, ext. 73999)** offers a library, study lounge, calendar of events, and space for group discussions, meetings and workshops, lectures, film series, open mics, and poetry readings. Every Thursday at noon there is a guest presentation followed by discussion; a buffet lunch is served. All are welcome. Hours are Sunday through Thursday from 4 to 11 p.m. and Friday and Saturday from noon to 7 p.m.

• **Intercollegiate Feminist Center (IFC) for Teaching, Research and Engagement (Vita Nova Hall, Scripps, ext. 18274 or 73250)**

IFC sponsors women's studies-related lectures, conferences, and events, as well as monthly activist networking lunches for students involved in projects and campus organizations related to women's and gender issues and social justice. IFC maintains a lending library of gender and women's studies books, magazines, films, senior theses, and resources, including information about graduate programs and internships. Each semester, IFC publishes a brochure, available on the IFC website and from the registrar, describing all women's studies courses at The Claremont Colleges for the coming semester; listed courses satisfy women's studies course requirements. IFC also publishes a newsletter with information about our work and campus events, faculty and student activities, opportunities, etc., and maintains an email list to notify students of women's studies-related events, internships, and other opportunities. Hours are Monday through Friday from 9 a.m. to 4 p.m. For more information and a list of library holdings, visit the IFC website at <http://iws.scrippscollege.edu>. To join the IFC email and/or mailing lists, please contact [ecerecer@scrippscollege.edu](mailto:ecerecer@scrippscollege.edu).

## **Online Communities**

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

### **I. No Privacy on the Web**

Students sometimes mistakenly believe they can achieve some level of privacy on the Web. They join online communities and chat rooms or simply post their thoughts in journals on websites that are password protected or have limited membership. Other sites, such as MySpace, are open for the entire world to join. Students sometimes think that by using a nickname or pseudonym they are suddenly anonymous. True privacy or anonymity does not exist. Even an assumed name is no protection, especially when accompanied by a photograph or other personal information.

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

### **II. Employers and Graduate Schools Actively Search Candidates' Profiles**

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

There has been an increase in the number of employers and graduate schools that search the Internet for information on some or all of their applicants, including having a member of their staff join various online communities. Some employers have even hired

current students for the purpose of mining information about applicants from online college communities. Employers and schools are not obligated to tell you they are looking online. A student may be a finalist for an internship, scholarship, job, graduate program, or fellowship, and may be eliminated before the interview phase because of her online postings and profile.

### **III. Caching = Catching**

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

### **IV. Make Personal Safety a Priority**

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

## **CAMPUS GOVERNANCE**

### **Scripps Associated Students (SAS) and Hall Council**

One of the advantages of attending a small college is the opportunity to effect change through involvement in campus governance. There are two major bodies of student government at Scripps: Scripps Associated Students and SAS Senate. SAS is the student governing body of the entire college; students who have ideas for campus programs, notions of how various policies might be changed, or dissatisfaction with any aspect of campus life are encouraged to bring their concerns to an SAS officer or to attend a meeting. The Hall Council is responsible for planning hall events, conducting hall meetings, and formulating policies that meet the specific needs of the residence hall.

### **Scripps Associated Students Members for 2015- 2016**

President:	Minjoo Kim
Vice President:	Anna Cechony
SAC:	Bekah Manikowski
JARC:	Morgan Weidner
CLORGs Chair:	Sneha Deo
Secretary:	Madison Welsh
Co-Treasurers:	Katherine Goree & Nia Gillenwater
Student Union Chair:	Mandeep Sandhu
Diversity & Inclusivity Chair:	Pam Ng
Sustainability Chair:	Elizabeth Bedford
Media Relations Chair:	Samantha Richards
Dorm Activities Chair:	Grace Reckers
Campus Activities Chair:	Atika Gupta
5C Events Chair:	Jewels Tambone
Faculty Staff Relationship Chair:	Tatissa Zunguze
Senior Class Representatives:	Grace Dahlstrom & Jennie Xu

Junior Class Representatives: Isabella Levin & Meagan McIntyre  
 Sophomore Class Representative: Kelly Peng  
 Recent Graduate Trustee: Tori Sepand

### **Scripps Associated Students Bylaws**

Scripps Associated Students bylaws are updated early in the fall semester. Students are encouraged to refer to the Scripps Associated Students website for the most recent version of the bylaws.

## **Scripps College Standards of Conduct and Judicial Hearing System**

### **1.00 General Policy Statements**

- 1.10 Statement of Rights and Responsibilities
- 1.20 Statement on Academic Freedom
- 1.30 Statement on Co-curricular Involvement

### **2.00 General Judicial Principle**

- 2.10 The Relationship of Discipline to the Purpose of the College
- 2.20 Conditions for a Hearing

### **3.00 Student Records and The Family Educational Rights and Privacy Act (FERPA)**

- 3.10 Directory Information
- 3.20 Family Educational Rights and Privacy Act
- 3.30 Student Records

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

- 4.01 Code of Conduct
- 4.02 Advertising, Publicity, and Solicitation Policy
- 4.03 Animal Policy
- 4.04 The Claremont Colleges Policy on AIDS
- 4.05 Alcohol and Drug Policy
- 4.06 Automobile Registration Policy
- 4.07 Bicycle Registration and Parking Policy
- 4.08 Civil Law Enforcement on Campus Policy
- 4.09 Candles and Flammable Materials Policy
- 4.10 Communicating with Students and Families Policy
- 4.11 Confirmation of Enrollment Procedures
- 4.12 Cooking and Electrical Appliances Policy
- 4.13 Damages and Missing Property Policy
- 4.14 Demonstration Policy on the Claremont Colleges
- 4.15 Escort and Guest Policy
- 4.16 Evacuation Policy
- 4.17 Event Registration and Facility Use Procedures and Guidelines
- 4.18 Failure to Comply Policy
- 4.19 Firearms, Explosives, and Weapons Policy
- 4.20 Flowers on Campus Policy
- 4.21 Graffiti Wall Policy
- 4.22 Hall Obstruction Policy
- 4.23 Hall Constitutions
- 4.24 Hazing Policy
- 4.25 Health Policy
- 4.26 Information Technology Policy

- 4.27 Key Policy
- 4.28 Library Fine Policy
- 4.29 Lockout Policy
- 4.30 Missing Student Notification Policy
- 4.31 Persons and Property Policy
- 4.32 Quiet Hours Policy
- 4.33 Smoking Policy
- 4.34 Storage Policy
- 4.35 Student Identification Card Policy
- 4.36 Student Organization and Student Employment Offices Guidelines
- 4.37 Whistle Procedure and Policy
- 4.38 – 4.42 (UNDER REVISION 08/16)
- 4.42 The Claremont Colleges Banning Policy
- 4.43 Reporting and Communication Protocol for Bias-related Incidents
- 4.44 Local, State, and Federal Law Adherence Policy
- 5.00 Academic Policies and Hearing Procedures**
  - 5.10 Policy on Grade Disputes
  - 5.20 Academic Dishonesty and Definitions
  - 5.30 Procedures for Handling Academic Dishonesty
  - 5.40 Procedures of the Augmented Committee on Academic Review (CAR)
  - 5.50 After Resolution of a Charge of Academic Dishonesty
  - 5.60 Committee On Study Abroad (COSA) Policies and Bylaws
- 6.00 Judicial Hearing System for Non-Academic Policy Violations**
  - 6.05 System of Responsibility
  - 6.10 Summary of the Non-Academic Judicial Hearing Process
  - 6.15 Filing a Charge for an Alleged Policy Violation
  - 6.20 Student Conduct on Other Claremont Colleges
  - 6.30 Types of Judicial Courses of Action
  - 6.40 Student Procedural Protections
  - 6.50 Hearing Process and Timeline
  - 6.60 College Judicial Board
  - 6.70 Judicial Appeals Board
  - 6.80 Presidential Appeals Board
  - 6.90 Student Grievance Committee Procedures
- 7.00 Sanctions**
  - 7.10 General Statement Regarding Sanctions
  - 7.20 Limited and College-wide Sanctions
  - 7.30 Explanation of Limited and College-wide Sanctions
- 8.00 Appeals Process**
  - 8.10 Grounds for an Appeal
  - 8.20 Filing an Appeal
  - 8.30 Appeal Process

*NOTE: Judicial Board shall be referred to as “JB” throughout the remainder of this section.*



## **1.00 General Policy Statements**

### **1.10 Statement of Rights and Responsibilities**

Students, faculty, and administrative officials at Scripps College, as members of the academic community, fulfill a purpose and a responsibility. The purpose is the humane and critical examination of a wide range of issues and ideas that confront society as a whole. The responsibility is to understand the spectrum of viewpoints on an issue, and equally, to be actively involved in the solution of the problems. The College must, therefore, provide an optimal learning environment, and all members of the College community have a responsibility to provide and maintain an atmosphere of free inquiry and expression. The relationship of the individual to this community involves these principles:

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

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

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

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

(Taken from the *Scripps College Catalog* 2012-2013)

Scripps College affirms the American Association of University Professors "Statement on

Academic Freedom," a portion of which follows:

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

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

### **1.30 Statement on Co-curricular Involvement**

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

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

## **2.00 General Judicial Principles**

Students are expected to make themselves aware of and abide by the Scripps College

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

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

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

## **2.20 Conditions for a Hearing**

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

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

### **Definition of Student Organizations**

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

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

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

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

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

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

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

community or poses a continuing threat of disruption or interference to normal college life or functions.

### **3.00 Student Records and The Family Educational Rights and Privacy Act (FERPA)**

#### **3.10 Directory Information**

Scripps College may release or publish general information about students called “directory information” without prior student consent if, after this notice of the category of such information, students do not notify the College of their objections. To restrict release for publication, a student must submit written notification to the Registrar’s Office by the deadline to add courses specifying the information she does not wish to be released or published.

Students should carefully consider restricting directory information as such restrictions could affect verifications of enrollment, degrees, and majors requested by prospective employers and others. Restriction of the information could become detrimental to the best interests of the student.

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

**Name**

**Campus Address:** Scripps mailbox would be released as the mailing address.

**Campus Email Address:** Scripps College email address

**Dates of attendance and enrollment status** (full-time or part-time)

**Classification** (first-year, sophomore, and so forth)

**Majors and/or Minors**

**Degrees, Certificates, Honors and Awards Received (including Dean’s List)**

**Date of Birth**

**Photo**

**Previous academic institutions attended**

**Activities and sports including height and weight of athletic team members**

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

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

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

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

The amended act provides for access by former and present Scripps students to their educational records for inspection and review. The term “educational records” is defined by the Act to include those records directly related to a student and maintained by the college or by a party acting for the college. At Scripps, the primary educational record contains the permanent academic record and is maintained by the registrar. It includes each student’s transcripts, application materials (including confidential statements whose access has been waived by the student or made prior to January 1, 1975), petitions, leaves of absence or

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

Educational records not open to student inspection include:

- Parents' financial statements;
- Confidential letters and recommendations written before January 1, 1975 or access waived by the student;
- "ancillary records" not maintained as the official records of the College such as faculty files;
- Law enforcement records that are confidential and used only for the purpose of law enforcement; and
- Recognized professionals or paraprofessionals records. A student may, however, request that a doctor of choice have access to the student's medical records. Students may waive any of their rights by submitting a written and signed waiver to the registrar. A waiver may be made concerning:
  - Types of educational records,
  - Types of persons or institutions, or if the person is a student or a prospective student, confidential letters and statements of recommendations concerning admission, application for employment, or receipt of honorary awards that are placed in the person's education record after January 1, 1975.
  - A student may request notification of the names of all individuals providing a confidential letter or statement of recommendation. If a student decides to revoke a waiver, it must be submitted in writing to the registrar, but revocation of waivers of confidential recommendations may not be retroactive. In addition to the student, certain specific people may have access to a student's file. These people are:
    - Individuals or organizations that have the written permission of the student concerned;
    - An individual employed at Scripps or at another of The Claremont Colleges in an administrative, supervisory, faculty, or support staff position who has a legitimate educational interest. Students may be assured that such access will be held in strictest confidence by the College and that no one will have access to a student's medical records;
    - Students serving on some College committees;
    - Individuals or organizations with which Scripps College contracts for specific services related to the legitimate educational interest of students, including the National Student Clearinghouse;
    - Appropriate employees of colleges or universities to which students apply

to enroll;

- Employees of government and educational agencies who have legal rights of access; and
- In compliance with a legal subpoena.

For release of non-directory information to others, students must submit a written consent for release of specific records to the registrar. Such a written statement must note the date of the release, what records are to be released, to whom the records are to be released, the duration of the release, when the record is to be released, and the reason for release. No copies of original documents, or of source documents, which originate from and exist elsewhere, including any high school transcripts or transcripts from other academic institutions, will be made. The registrar will provide such students with copies of the records released if they are requested and if the student will bear the cost of making those copies.

### **Hearing Procedures**

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

All requests for a hearing shall be made in writing to the dean of the faculty who will notify the chair of the Augmented Committee on Academic Review (CAR). The chair will convene a hearing committee consisting of members of the Augmented CAR and include at least one faculty member, one administrator, and one student. The chair will also inform the student of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted or represented by persons of choice, including an attorney. The hearing committee will prepare a written report of its decision including a summary of the evidence and the reasons for its decision and present it to the student within a reasonable time after the hearing. If the file is found to be inaccurate, the report will instruct the registrar to amend the file. If the file is found to be accurate, the report will include a notice to the student of the right to submit a statement of objection to the registrar for inclusion in the student's permanent academic record. Thereafter, such a statement will be released whenever the records in question are released. Copies of the report will be sent to the dean of the faculty, the president, and the registrar. The decision of the hearing committee is final. The student may appeal to the president should the student feel that any part of the hearing procedure was unfair or that the procedure or the decision are not in keeping with the provisions of the act.

### **3.30 Student Records**

**Confidential Personal/Conduct Records:** The Dean of Students Office is responsible for maintaining files that contain background information and official documents relating to information about a student gained in confidence or in an advising/counseling capacity by a dean or director. The files also contain information relating to alleged student misconduct, judicial proceedings, and student grievances. Information contained within the files is divulged on a strict

“need-to-know” basis. In cases where the welfare of the student may be in jeopardy, such information may be conveyed to faculty or professional people (e.g., Monsour Counseling and Psychological Services or Student Health Services) for whom disclosure of such information is necessary or appropriate. Such information, normally, will not be provided without written consent of the student involved except in response to a legal subpoena. The dean of the faculty, Dean of Students, and their administrative staffs have access to the files for the purpose of conducting necessary investigation of charges, administering disciplinary actions, and maintaining institutional records.

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

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

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

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

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

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

##### **4.01 Code of Conduct**

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

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

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

- Before it is copied, the original poster must be brought to SARLO, SCORE, Dean of Students Office, or the Humanities Institute Office for approval. Flyers



without an approval stamp will be removed (exception: residential life flyers). Flyers must state the name(s) of the sponsoring organizations/people, a contact name, and email address. Advertising may contain no explicit or implicit reference to alcohol or other drugs, and language should be sensitive to the wide array of interests and backgrounds represented in the Scripps community.

- Flyers may be placed on bulletin boards only – one poster per event per bulletin board/posting location. Flyers are not permitted on the Elizabeth Monroe Wood Memorial Steps (unless exception is granted through SARLO) or public area windows, doors, and walls on campus. Entry doors to the residence halls are reserved for residential life staff flyers only. Flyers taped to the ground are prohibited.
- Only blue masking tape is permitted
- Chalk-writings are prohibited.
- Flyers other than event publicity (e.g., housing available, services, or goods) or commercial offers and other solicitation from non-Claremont Colleges sources must be approved through the Dean of Students Office prior to posting.
- For publicity guidelines pertaining to elections, see the **Election Guidelines** in the “Campus Governance” section.

#### **4.03 Animal Policy**

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

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

The Claremont Colleges do not discriminate on the grounds that a student has or is suspected to have AIDS, ARC, HIV, or a positive HTLV-III antibody test. This policy applies to the admission process, academic life, and co-curricular life including access to dining halls, athletic and recreational facilities, the student centers, and living arrangements.

The Claremont Colleges offer medical and counseling assistance on HIV/AIDS at Student Health Services and the Monsour Counseling and Psychological Services. Please contact the Dean of Students Office for further information and counsel regarding questions pertaining to HIV/AIDS.

#### **4.05 Alcohol and Drug Policy**

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

### **SCRIPPS’ PROGRAM RELATING TO THE PREVENTION OF**

## **ILLEGAL POSSESSION, USE, AND DISTRIBUTION OF DRUGS AND ALCOHOL BY STUDENTS**

### **I. The Program**

**A.** The program sets standards of conduct prohibiting all students from unlawfully possessing, manufacturing, using or distributing drugs and alcohol on college property or at any activities of The College. In addition, this program is designed to address and eliminate occurrences of binge drinking (five or more drinks at a sitting for men and four or more drinks at a sitting for women) and its consequences.

**B.** The program imposes disciplinary penalties on a student in the event of a violation of these standards of conduct. The College also is cognizant of the fact that alcohol or drug use may create health consequences that require immediate medical attention and, in recognition thereof, has adopted a Safety First/Medical Amnesty Policy. This program will be implemented consistent with and in conjunction with the Safety First/Medical Amnesty Policy (see section V). The determination of whether there has been a violation will be made in accordance with The College's procedures applicable to student discipline. When students visit another Claremont College, they are responsible for observing the regulations of both that college and Scripps.

1. Sanctions will be of varying degrees of severity and may include: warnings, attendance in a substance abuse program, substance probation, community service, loss of residential privileges (temporary or permanently), suspension, expulsion, and referral to governmental authorities for prosecution.

2. The appropriate penalty shall be determined by taking into consideration all relevant circumstances, and particular penalties will not be associated with any particular violation.

**C.** Annually, The College will distribute via email the link to The Guide to Student Life to each student and details regarding the program and policy will be discussed during Hall meetings.

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

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

#### **Claremont Municipal Code**

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

9.23.20 Drinking Alcohol in Public Places

#### **California Codes**

<http://www.leginfo.ca.gov/calaw.html>

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

25602 Giving Alcohol to Intoxicated People

25604 Retail Establishments Serving Alcohol Must Be Licensed

25607 Limits on Alcohol Approved by Retail Licenses

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

25662 Public Possession of Alcohol by Those Under 21

25659 Confiscation of False Identification

25660.5 Furnishing False Identification

25661 Use of False Identification

**California Vehicle Code**

23136 Under 21 Driving Under the Influence  
 23137 Under 21 Refusing a Blood Alcohol Test  
 23139 License Suspension for Refusal of Blood Alcohol Test  
 23140 BAC Limit for a Driver Who is Under Age  
 23141 Alcohol Education Programs for Underage Offenders  
 23152 Driving Under the Influence  
 23160 Consequences for DUI Conviction  
 23195 Consequences for Owner of Vehicle Used in DUI  
 23196 Further Consequences for DUI Conviction  
 23220 Limits on Alcohol Use While Driving Off-Road  
 23221 Limits on Open Containers in Vehicles  
 23222 Consequences for Marijuana Use While Driving  
 23224 Limits of Under 21 Transporting  
 Alcohol

**California Health and Safety Code**

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

**Federal Code**

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

Title 21, Chapter 13 Lists Laws Pertaining to Possession of Controlled Substances and Illegal Trafficking

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

**A.** The use of any mind or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance

and that they need help.

**B.** Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage and even eventual death. Ingesting a large amount of alcohol at one time, (five or more drinks at a sitting for men, and four or more drinks at a sitting for women), can lead to alcohol poisoning, coma and death. Drugs such as LSD, amphetamines, marijuana, cocaine and alcohol alter emotions, cognition, perception, physiology and behavior in a variety of ways; health paranoia and impaired judgment. In particular, alcohol and/or drug use inhibits motor control, reaction time, and judgment, impairing driving ability. Abuse of either or both alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and still births.

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

**A.** The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs and will provide confidential professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services, including counseling, educational materials, campus A.A. meetings, and referrals are available at the following offices:

- Dean of Students Office, x18277
- Health Education Outreach Office, x73602
- Monsour Counseling and Psychological Services, x18202
- Student Health Services, x18222

**B.** In particular, Health Education Outreach will provide ongoing, student-centered education and prevention programs, including a peer education and training program, health promotional materials and activities throughout the academic year.

**C.** To protect students' privacy, information regarding a student during participation in any related program is treated as confidential.

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

**A.** The state of California prohibits the use, possession, and purchase of alcohol by individuals under the age of 21; and the use of alcohol in public by all people, regardless of age. The alcoholic beverages rules for Scripps College are required by law to be consistent with the California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the Scripps campus and at Scripps sponsored events off campus.

1. Events involving drinking games and/or promoting binge drinking are specifically forbidden.
2. Alcoholic beverages may not be served on Scripps College property or at any Scripps College event where persons under 21 years of age are present, unless approval has been granted by the Student Activities and Residential Life Office of a plan that assures compliance with the law.
3. Scripps College events are defined as any on-campus event. In addition, those off-campus events that may be identified as being an activity of The College will also be governed by state law and Scripps College standards of conduct.
4. Students under 21 years of age: The laws of the State of California specify that

students under the age of 21 may not consume, possess, distribute or sell alcohol. These regulations apply in all locations and on all occasions.

5. Students over 21 years of age: Students over 21 years of age must obey regulations that apply in the State of California, the City of Claremont, and the College. Possession and/or consumption of alcoholic beverages by those persons 21 years of age or older is permitted in individual student rooms as long as a) the door is closed b) there are eight or less people in the room c) the individual serving the alcohol does not consume alcohol. Possession and/or consumption of alcoholic beverages is prohibited in the hallways, lavatories, lounges, and other corridors or public areas of the residence hall, including outdoor areas, except when and where expressly authorized in writing by SARLO. Events involving alcohol in a space with more than eight people must be registered with SARLO. For more information regarding event registration for events involving alcohol, see **4.18 Event Registration and Facility Use Procedures and Guidelines.**

6. Orientation: From the beginning of leadership training for New Student Orientation until 5:00 p.m. on the Saturday at the end of the first week of classes, no alcoholic beverages may be served or consumed anywhere on campus.

**B.** Students are responsible for abiding by the California alcohol laws and these Scripps College standards of conduct. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, failure to abide by the law or standards of conduct will result in disciplinary sanctions.

**C.** Drugs. As to the use of drugs, federal and state laws govern actions by all members of the Scripps College community. As required by law, Scripps College has established rules, regarding the possession and use of drugs, which are consistent with the federal and state laws governing drug use:

1. It is unlawful to manufacture, possess, sell or use controlled substances. Scripps College prohibits the use, possession, cultivation, sale, transfer, or distribution of illicit drugs on campus. Scripps College recognizes its duty to uphold local, state, and federal laws concerning illicit drugs and is under legal and moral obligations to cooperate with law enforcement officers in the performance of their duties pertaining to prohibited drugs. The College will not provide sanctuary for violators of federal or state drug laws on or off campus. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, students found to be in violation of the prohibition against illicit drugs are subject to penalties up to and including expulsion.
2. Education and Prevention: The College will promote educational programs concerning the illegality and dangers of drug use and will participate actively in the Five-College Alcohol and Drug Education Program. Students are encouraged to use the counseling and medical services provided on a confidential basis at the Monsour Counseling and Psychological Services and Student Health Services when concerned about their own drug use or that of their friends or acquaintances. The Deans of Students and Residential Life staff members serve as advisers and will refer concerned students to appropriate resources.

### **Safety First/Medical Amnesty Policy**

The health and safety of students is of primary importance. As socially responsible members of the Scripps College community, students share the

responsibility for the welfare of fellow students. Students are asked to encourage moderate and responsible behavior and to help seek medical treatment when there is danger of alcohol poisoning, an alcohol-related injury, or other health situation related to the ingestion of a controlled substance (an “Alcohol or Drug-related Medical Emergency”). An Alcohol or Drug-related Medical Emergency is first considered a health issue; therefore, the primary College response is a medical one.

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

Consistent with putting a student’s health first, the College will approach an Alcohol or Drug-related Medical Emergency as a health risk, and may require

- follow-up such as meeting with a member of the Dean of Students staff; and/or
- Referral to and completion of alcohol or drug education/counseling.

If serious injury has occurred or if there are repeated incidents, possible notification of parents or guardians may also result. Failure to comply with required follow-up will normally result in disciplinary action.

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

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

#### **4.06 Automobile Registration Policy**

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

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



- **Special Agreement Concerning Motorcycles, Motor Scooters, and Motor Bikes:**  
In addition to vehicle registration, a student desiring to operate and/or park a motorcycle, motor scooter, or motorbike on the campuses of The Claremont Colleges must sign a special agreement indicating that the student will drive only on certain campus streets that are specifically designated by the Department of Campus Safety for access to and exit from the campuses.

#### **4.07 Bicycle Registration and Parking Policy**

All bikes that are used, stored, or parked on the Scripps College campus must be registered with the College. Bikes may be registered at the Tiernan Field House. There is no charge for this service and a sticker will be issued upon completion of the registration form. Please bring your Scripps identification card.

See Tiernan Field House hours @ <http://www.scrippscollege.edu/campus/tiernan-field-house/hours-of-operation.php>

The registration stickers must be visibly placed on the bike at the back of the seat shaft.

Example:  
Scripps College  
Registered  
Bicycle  
XXXXXX

In the event you wish to transfer your bike to another student or donate your bike to the Tiernan Field House Bike Program, please stop by the Field House to make the appropriate arrangements.

Unregistered bikes will have their locks or chains cut, at the owner's expense, and impounded. Impounded bicycles that remain unclaimed for a period of six months or more will be donated to a worthy cause. The College takes no responsibility for damage to or theft of your bike while on campus. Bikes may only be parked in bike sheds and bike racks. It is most important that all handrails and all handicapped access points be kept clear. Any bikes left in locations other than designated areas will be removed at the owner's expense.

Bikes impounded, for any reason, during the six month grace period maybe recovered by contacting the Maintenance Department 909.607.1272.

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

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

#### 4.09 Candles and Flammable Material Policy

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

#### 4.10 Communicating with Students and Families Policy

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

#### 4.11 Confirmation of Enrollment Procedures

**Returning to Campus in Continuous Enrollment** You must confirm your intent to enroll for the following semester by submitting a Confirmation of Enrollment via the Scripps portal by deadlines posted by the registrar each semester. Failure to do so by the dates stated will result in the forfeiture of your commitment fee (if you signed a waiver, your security deposit). Students who do not submit their Confirmation of Enrollment by the deadline will not be permitted to draw for campus housing or preregister for classes.

##### **Taking a Leave of Absence from Scripps**

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

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

Students wishing to extend a leave of absence beyond two semesters may do so only under exceptional circumstances and via petition to the Committee on

Academic Review. Students on leave beyond four semesters are subject to administrative withdrawal.

Campus email address, academic portal access, and campus mailbox are retained during the leave of absence.

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

A student returning from a leave of absence must formally notify the registrar of her intent (via the Confirmation of Enrollment or in writing) by mid-March for the following fall semester, or by mid-November for the following spring semester. Deadlines are posted by the registrar each semester. Returning students who confirm their enrollment plans by the posted deadlines will be eligible for Scripps housing and preregistration. Failure to meet these deadlines may result in forfeiture of fees, preregistration privileges, and housing.

Financial aid recipients should consult with the Office of Financial Aid to plan for their return to Scripps, as financial aid deadlines may precede admission notification deadlines.

Students who attended a college or university while on a leave are subject to Scripps transfer credit policies. A student must be in good academic standing at all institutions attended while on leave to be eligible to return to Scripps.

### **Withdrawing from Scripps**

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

Transcripts of students who withdraw by the last day to withdraw from courses without academic penalty will reflect no enrollment for that semester. Transcripts will show non-punitive grades of W in courses for students who withdraw after the deadline to withdraw from classes.

Campus email address, academic portal access, and campus mailbox are inactivated following withdrawal from the College.

### **Involuntary Medical Leaves of Absence**

When a dean has reason to believe that the physical or mental condition of a student is likely to result in psychological or physical harm to that student or other individuals if that student attends classes or remains on campus, s/he shall seek information regarding the condition of that student by consulting with members of the College, medical and counseling staff, or any other persons who have treated the student. If a dean concludes that physical or psychological harm to that student or others may reasonably be expected, and if a member of the CUC medical or counseling staff, or a physician, psychiatrist, or psychologist employed by that student concurs, the dean may suspend the student's enrollment and right to remain on campus and place that student on a medical leave of absence. The dean may notify that student's parents or other responsible relatives of the actions that have been taken and may divulge to them such information as is permitted by law. A

student who has been given a medical leave of absence at the student's own request or upon order of the Dean of Students may apply for re-admission by submitting to the Dean of Students documents signed by licensed physicians or psychologists attesting to their belief that the return of the student's enrollment at Scripps College will not endanger that student or others. The dean may then require that the student be interviewed by a member of the Monsour Counseling and Psychological Services or Student Health Services, and the student may be required to give written authorization for the results of such an interview to be reported to the dean. Final authority on such re-admission will rest with the Dean of Students.

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

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

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

Scripps College holds its students fully responsible for any damages or losses of property that occur in their living units by the students themselves or their guest(s). If loss or damage occurs in a public area, and the responsible party cannot be identified, the hall's vandalism account is billed. Losses and/or damages should be reported to the Campus Maintenance Office. Maintenance personnel will inspect the loss and/or damage and submit to the responsible party an estimate of repair or replacement and a response date after which the responsible party will be billed the entire cost of restoration or replacement as adjusted by the director of maintenance. Any grievances that might arise as a result of this process are to be brought before a dean in the Dean of Students Office.

A student has the opportunity to request that furniture be removed from her room at no charge by completing a Furniture Removal Request Form by the end of the school year for the following academic year. A student may also complete a work order request during that academic year, and the student will be charged \$10 for each piece of furniture that the student has removed. The student must keep the furniture in the student's room until maintenance personnel removes it. If a student does not to follow this system and puts the student furniture in a location other than the student's room, the student is responsible for returning the furniture to the room upon check-out. If it is missing at that time, the student will be held financially responsible for replacing the furniture. Exception: There is no fee for furniture that is removed as a result of undoubling or untripling an over occupied room during the academic year.

#### **4.14 Demonstration Policy of The Claremont Colleges**

The undergraduate Claremont Colleges—Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College—together with the Claremont Graduate University, Keck Graduate Institute and Claremont University Consortium (CUC) are all member institutions of The Claremont Colleges. Each of these member institutions respects the rights of free speech and peaceful assembly

and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceful, and infringes upon the rights of others, threatens property or public safety, or impedes the business of member Colleges or CUC, the individual Colleges and CUC will act according to this policy.

Every institution in the consortium has instituted procedures for presenting and peacefully resolving disagreements about policies. Officials at the individual Claremont Colleges and CUC are willing to examine, discuss, and explain institutional policies to any member of the Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of the Claremont Colleges or of Claremont University Consortium or their affiliated institutions is prohibited. Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but the Claremont Colleges individually and collectively subscribe to the general guidelines listed below:

- Non-peaceful actions or demonstrations are those actions that endanger or injure, or threaten to endanger or injure, any person or that damage or threaten to damage property.
- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or CUC.
- If an officer or designee of an affected College or CUC informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.
- Any individual acting in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's or group's behavior with a violation of this policy.
- Ignorance of this policy or lack of intent to violate this policy is not an acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or Consortium policy will not excuse violations. Charges will be brought at the home college of the accused.
- Any president on his or her home campus, or designee, or the chief executive officer of CUC, or designee, on the property of CUC, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home College's disciplinary procedures. The presidents and the chief executive officer of CUC may delegate their authority to act.

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

The escort policy was created by and adopted by the Scripps student body. Students may have guests at any time. From the time guests enter the residence halls, they must be escorted by a Scripps student who will take responsibility for the guests; the student will leave only when another Scripps student assumes responsibility for the guests. In the case that guests need to use the restroom, the Scripps escort's door must remain open until the guests return. For security reasons, students are encouraged to not provide entry to individuals who are other student's guests. Students may have overnight guests with prior permission from all roommates/suite mates.

Overnight guests are permitted to stay no more than four consecutive nights. In the event that a student hosts a guest in excess of four consecutive nights, the College reserves the right to deny guest privileges to the hosting student or to terminate the hosting student's occupancy. Any violation of this policy results in a judicial hearing.

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

#### 4.16 Evacuation Policy

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

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

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

##### Event registration for events not involving alcohol:

- A person registering a non-alcohol related event must register their event through the Virtual Event Management System (VEMS) website at <http://emsweb.claremont.edu/Scripps/>, where it will be approved by the appropriate departments. Instructions are posted on this website; for detailed information click on the "Links" tab.

To check for available space or for facilities information (including capacity), click on the "Browse" tab.

- Reservations can be made beginning the first day of classes each semester, and events cannot be booked after the last day of classes each semester. Requests for facilities should be made as far in advance of the event as possible.
- Once you enter your facility request via VEMS, you will receive an email confirmation of approval from the reservation scheduler. Your facility request is not approved until you receive this confirmation. Please be sure to give a thorough description of your event/tables and provide other details such as whether you will have music, as these items also must be approved.
- If your event is canceled, be sure to cancel through VEMS. Additionally, contact any resource services you obtained for the event to cancel directly with each department.
- At times, back-to-back events are common; users may not ask the preceding group to vacate the facility prior to the time reserved. Facility users are also responsible for unlocking and relocking all facilities. Arrangements to obtain keys may be made through the Public Events' Office or Malott Commons Office, depending on the facility being used.
- There must be at least one Campus Safety Officer for an event with more than 75



people. For every additional 75 people or portion thereof, an additional security officer is required. For events drawing over 500, special arrangements should be made with SARLO. Payment for security officers will be required at the time the event is registered.

- If planning to use the Department of Campus Safety, arrangements must be made through SARLO at least 2 weeks prior to the event.
- The person registering the event must develop a plan for their use of security officers and submit it to SARLO including a site layout. The registrant must meet with the security officers 15 minutes prior to the start of the event to discuss the plan, to form a working alliance, and to develop informal security networks to keep order at the party, with backup as necessary from security officers. The primary responsibility to keep the party under control lies with the students and not with the security officers. Security officers should be instructed to patrol the party and to work with the students to ensure a safe and peaceful environment, and they should be instructed to take appropriate action if a disruption occurs.

#### **Event registration for events involving alcohol:**

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

#### **Guidelines Specific to the Serving of Alcohol:**

- At least one Scripps student who is at least 21 years of age must register the event through VEMS and assumes full responsibility for the event, will be present for the duration of the event, and will not consume any alcohol. Although not required, it is strongly recommended that additional students assume responsibility.
- All servers must be hired from the approved servers list available through SARLO and may not consume alcoholic beverages for the duration of the event. Alcoholic beverages may not be served to persons who appear intoxicated. State law makes it clear that individuals who serve more alcohol to already intoxicated people can be held liable if that person suffers injury or danger resulting from her or his impaired state. The server, and not the individual being served, must consistently measure all drinks.
- Beer and wine are the only alcoholic beverages that may be served at registered events. Beer includes all fermented beverages with an alcohol content of up to 6%. Wine includes champagne and other sparkling wines with an alcohol content of up to 14%.
- The amount of alcohol allowed at an event will be determined by a Dean of Students staff member and will be based on the number of guests over 21 attending the event.
- Students may not use Scripps College funds to purchase alcoholic beverages, nor may any Scripps organization collect money for this purpose and alcohol

may not be sold.

- Supplies of alcoholic beverages may not be replenished after the event has commenced.

### **Security:**

- There must be at least one security officer for an event with more than 75 people. For every additional 75 people or portion thereof, an additional security officer is required. For events drawing over 500, special arrangements should be made with SARLO. The number of security officers will be based on the estimated maximum number of guests. Payment for security officers will be required at the time the event is registered.
- If planning to use the Department of Campus Safety, arrangements must be made through SARLO at least 2 weeks prior to the event. Party hosts are encouraged to hire staff from the Department of Campus Safety.
- The student registering the event must develop a plan for the student use of security officers and submit it to SARLO. The student must meet with the security officers 15 minutes prior to the start of the event to discuss the plan, to form a working alliance, and to develop informal security networks to keep order at the party, with backup as necessary from security officers. The primary responsibility to keep the party under control lies with the students and not with the security officers. Security officers should be instructed to patrol the party and to work with the students to ensure a safe and peaceful environment, and they should be instructed to take appropriate action if a disruption occurs.
- Security officers may not consume any alcoholic beverages while they are on duty.

### **Barbeque Policy**

Student-hosted barbecues may be held on Jaqua Quadrangle East, specifically the open lawn immediately south of the Rose Garden between Toll Hall and Browning/Dorsey Halls. For the safety of the students and the campus, barbecues are prohibited in all other locations on the Scripps campus.

- Event registration must be completed through VEMS website at <http://embweb.claremont.edu/Scripps/> where it will be removed by the appropriate departments.
- The Maintenance Department will provide the grill.
- Students must purchase self-lighting charcoal for use. The use of lighter fluid and propane grills are not permitted.
- The Grounds Department will provide the student registering the event with a hose and a means to dispose of the charcoals.
- Barbecues and self-lighting charcoal may not be stored in the residence halls or individual student rooms.
- The students are responsible for cleaning up after the barbecue, including the grill and leaving the premises as they found it. Should the area not be properly cleaned, the student who registered the event will be responsible for a **\$250.00** fine.
- All barbecues must conclude by **10:00p.m.** in order for Maintenance Department to pick up the clean barbecue.

### **Compliance:**

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

additional judicial board charges and/or outside legal action.

**Other event related information:**

**Admittance to Five-College Parties:**

- Only individuals who possess a valid five-college ID or official Guest Pass and picture ID will be admitted. Students must follow protocol of each host institution on how to obtain a guest pass, which may require processing prior to the event date.
- Once a student's age has been verified as over 21, he or she must receive a wristband to signal they are of legal drinking age. Students must follow protocol of each host institution on how to obtain a wristband, which may require processing prior to the event date.
- Students hosting the party are responsible for preventing non-students, including college or food service staff, from attending unless the non-students are guests of a Scripps student. Names and/or descriptions of non-students should be written down and reported to SARLO.
- A security guard will be on duty at the entrance at all times to check IDs, prevent alcohol from being taken into the party, and turn people away if necessary.

**Guests and Guest Passes:**

- The student hosting the guest is responsible for the guest's legal and orderly behavior.
- If the band wishes to bring guests, it must provide the sponsoring students a list of guests (names, addresses, telephone numbers and ages) at the time the agreement or contract for services is signed (10 guests maximum) and arrangements must be made with SALO and Campus Safety.
- If the party involves a large group of students from a non-Claremont College, the College SAS guidelines apply.
- Scripps students are limited to two guest passes per event and may be obtained from SARLO. The student will be required to show proof of her Scripps affiliation.
- Scripps students are limited to one guest pass per event on campus event and must follow the protocol established for each party to obtain a guest pass. In order to do so, Scripps students will be required to show proof of their Scripps affiliation, their guest must be present, and have a **valid** form of ID, and must receive said guest pass before the beginning of the party.

**4.18 Failure to Comply Policy**

Students failing to comply with any policies, sanctions or verbal instructions from Dean of Students staff members may be subject to judicial action.

**4.19 Firearms, Explosives and Weapons Policies**

Possession, use or transportation of firearms or "deadly weapons" is prohibited on the campuses of The Claremont Colleges. The storage or transportation of such weapons by students or staff on campus or in automobiles parked on or frequenting the campus is prohibited. Violation of this policy will result in confiscation of the weapon and may result in judicial action by the College. The term "deadly weapon," includes, but is not limited to: a blackjack, slingshot, billy club, sand club, metal knuckles, dagger, switch blade knife, pistol, bee bee gun, revolver or other

firearm, any knife with a blade longer than five inches, any razor with an unguarded blade, any metal pipe or bar, or other object used or intended to be used as a weapon.

#### **4.20 Flowers on Campus Policy**

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

#### **4.21 Graffiti Wall Policy**

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

#### **4.22 Hall Obstruction Policy**

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

#### **4.23 Hall Constitutions**

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

#### **4.24 Hazing Policy**

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

##### **DEFINITION OF HAZING**

Education Code section 32050 states:

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

Education Code section 32051 states:

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

##### **CONSEQUENCES OF A VIOLATION**

Scripps College expects its students to conduct themselves in socially responsible

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

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

#### **APPLICATIONS**

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

#### **Some examples of hazing activities or events include:**

Activities which require individuals to violate federal, state or local laws; contradict a person's moral or religious beliefs; or violate the rules and regulations of Scripps College. Any form of coerced physical activity or exercise. Ingesting any liquid or solid matter, edible or non-edible. Kidnapping new members.

Marking or branding or tattooing or piercing of a new member.

Scavenger hunts and pranks that promote theft, vandalism, or destruction of property. All-night work or study sessions that interfere with academics.

Embarrassing clothing and/or doing embarrassing actions.

Sleep deprivation.

Grilling of individuals/groups with questions of any kind.

Personal errands and chores run by new members for initiated members.

Requiring new members to live together.

Questions should be directed to SARLO at (909) 607-4703 or DOS (909) 621-8277.

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

#### **4.25 Health Policy**

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

#### **4.26 Information Technology Policy**

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

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

State and local laws that govern computer and telecommunications use, as well as the Colleges' regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws or other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment. Computing and network facilities resources users are required to use these resources within the Colleges' standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard. Responsible, considerate, and ethical behavior expected by the Colleges extends to the use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

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

### **SECURITY Passwords and Codes**

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

### **File confidentiality**

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



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

### **Network monitoring**

Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the websites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations and planning. You should also be aware that many Web host machines on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your e-mail address.

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

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

### **Ownership**

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

### **Access to Resources**

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

1. You must understand and comply with all applicable federal, state, and local laws.
2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to "sniff" or eavesdrop on data on the network that are not intended for you.

3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e. "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by "locking" systems without permission from the appropriate system manager.
9. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
10. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
11. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
12. You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.
13. Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the Colleges. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.
14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.

15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above. The respective Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium.

### **Electronic Recording Policy**

Recording of classroom activities by any electronic means, by students, other faculty, university administrators, or others, requires written permission of the instructor.

All students in a class must be informed if permission has been given for a class to be recorded. Accessibility to lectures or other materials by persons with disabilities will be accommodated as required by applicable policies and laws.

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

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

### **Copyright Infringement Notifications**

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

### **Response to DMCA Notices**

Receipt of a DMCA notice indicates that the Claremont Colleges policy on “Appropriate

Use of Campus Computing and Network Resources,” see <http://www.scrippscollege.edu/campus/it/policy/policy-appropriate-use.php>, may have been violated by the user at the IP address identified in the DMCA notice. The College respects the rights of ownership for all intellectual or entertainment property protected by copyright and explicitly prohibits the illegal sharing of copyright protected material. Be forewarned, while Scripps College generally addresses copyright violations with a “three strikes” procedure, a copyright owner is under no obligation to do the same. In addition to sending complaints to Scripps College, copyright owners may take direct and immediate legal action against alleged infringers, and subpoena the college for the identity of the individual associated with the IP address.

## **Procedures**

### **First Notification**

The first time a DMCA notification is received that a computer on the Scripps College network is associated with the downloading or distribution of copyrighted materials, an email is sent to the user associated with that computer. The email will include the Scripps College Copyright Violation Notice along with a copy of the received DMCA notice. The Dean of Students office is also copied on the notification. The user has 48 hours to respond and either demonstrate that the notification was not warranted (by showing, for instance, that the materials were not copyrighted, or that the use qualified for a legal exception) or indicate that the material in question has been removed and no more unauthorized downloading or distribution will take place. If any notification is shown to be unwarranted, no record of it is kept. If the user does not respond within 48 hours and/or if unauthorized use of copyrighted materials continues, network access is suspended (the user’s network connection is disabled) until the situation is resolved. Email and other accounts will continue to be accessible from the Scripps Computer Lab and Residential Hall Computer room systems only.

### **Second Notification**

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

### **Third Notification**

If a third notification is received, network access shall be suspended immediately. The user is again informed by email, including a copy of the DMCA notice. The Dean of Students office is also copied on the notification. Network access is not restored, if at all, until the case is adjudicated by the College Judicial Board. The College Judicial Board can impose whatever sanctions—including termination of network access; probation, suspension, expulsion — as deemed appropriate. If network privileges are to be restored, you can be charged a service reconnection fee of up to \$1000.

The existence and imposition of university sanctions do not protect members of the campus community from any legal action by external entities or the university itself.

### **Response to Preservation Notices**

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

### **Response to Settlement Letters**

In February 2007 the Recording Industry Association of America (RIAA) introduced a new strategy for dealing with copyright infringement. The new RIAA strategy includes sending a “settlement letter” to Colleges. RIAA sends an e-mail to the College claiming that one of our user’s is violating the record companies’ copyrights by uploading and downloading copyrighted recordings. The e-mail to the College also states that if a settlement is not reached with the person at the IP address, a lawsuit will be filed and a subpoena will be served on the College requesting information to identify the person at the IP address associated with the alleged copyright infringement. The College preserves records associated with the IP address in anticipation that a John Doe complaint may be filed and subpoena issued. The email to the College comes with a pdf file attached that contains a pre-lawsuit settlement letter that RIAA requests the College to forward to the user at the IP address associated with the alleged infringement. The RIAA settlement letter offers the person at the IP address the opportunity to settle out of court. Settlements under this program have been reported to be in the \$3,000-\$7,500 range. If a user receives a settlement letter, it is the user’s responsibility to decide how to respond to the RIAA. The user may want to seek legal counsel before making a decision. When Scripps College receives an RIAA settlement letter it will forward that letter to the user at IP address the RIAA has identified in the accompanying e-mail to the College. The College’s procedures for addressing violations of the Appropriate Use of Campus Computing and Network Resources are followed as a result of receipt of a settlement letter e-mail. The College does NOT release the name of a user upon receipt of a settlement letter e-mail. The College only provides identifying information about an IP address to a copyright owner in response to a valid subpoena.

## **4.27 Key Policy**

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

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



#### 4.28 Library Fine Policy

Procedures to be followed to transfer unpaid library fines to the Student Accounts:

1. The Libraries will mail an Over Due Book Notice within 2 days of the due date for return of the book. The Over Due Book Notice will be modified to read:  

These books must be renewed or returned within 10 days or your student account will be charged \$100 per book. You may renew them yourself through Blais, or phone a Circulation Dept. If you self-renew it is important to CHECK EACH BOOK'S NEW DUE DATE! (909) 621-8372 Honnold/Mudd Circulation”

NOTE: Blais software enhancements are scheduled for implementation this summer that will enable the Libraries to forward a reminder notice in advance of the due date.
2. At the close of 10 days, the student will receive a follow up Bill Notice that will be modified to read:  

Bill Notice: The items listed have reached the billing date without being returned or renewed. CHARGES ARE NOW DUE on these items. This bill may be paid at the Library until the 25<sup>th</sup> of the month. After that date, Library fines totaling \$100 or more will be forwarded to your student account. Library check-out privileges have been suspended until the library fine has been paid. Please contact Honnold/Mudd Circulation concerning renewals or payments. Thank you. (909) 621-8372
3. On the 25<sup>th</sup> of each month the Library will prepare a detail billing of all accounts that total \$100 or more in the aggregate and will forward the report to the appropriate College Student Account Office. The Student Account Office will record the library fines on the student account and make payment directly to the Library. The Library agrees to withhold check-out privileges until the Student Account Office notifies the Library in writing by email that the fine has been paid. If the book is returned instead after the fine has been placed on the student account, the Library will notify the Student Account Office in writing by email that the book has been returned. The Library will refund to the College \$90 of the \$100 fine which will be credited directly to the students account.
4. For the convenience of students, the Library will collect fines on weekends (Friday after 6:00 p.m. and Saturday) on behalf of the Student Accounts Office. Payments will be forwarded on the first business day directly to Student Account Office for credit directly to the student's account.
5. By May 1 of each year the Libraries will forward to each College Dean of Students and Student Account Office a list of those senior students who have outstanding library fines. Students with delinquent accounts will be subject to those policies of the College in which they are enrolled regarding participation in graduation, transcript release, etc.

#### 4.29 Lockout Policy

Students are allowed two free lockouts per year, after that all key services will cost \$25 and will be billed to the respective student account at the end of each semester. In the instance that a Department of Campus Safety officer provides the key service, the



student may choose to pay the officer by check upon services rendered. The following is a breakdown of the hours of the day, whom to call, and when.

**Weekdays:**

<b>Time</b>	<b>Contact</b>	<b>Phone</b>
8:00 a.m. – 5:00 p.m.	Maintenance Office	ext. 72541
5:00 p.m. – 12:00 a.m.	Residential Life Staff	909-708-7603/4
Midnight – 8:00 a.m.	Dept. of Campus Safety	ext. 72000

**Weekends:**

<b>Time</b>	<b>Contact</b>	<b>Phone</b>
8:00 a.m. – Midnight	Residential Life Staff	909-708-7603/4
Midnight – 8:00 a.m.	Dept. of Campus Safety	ext. 72000

**4.30 Missing Student Notification Policy**

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

**4.31 Persons and Property Policy**

**Persons:** Students shall not threaten or endanger the safety and/or well-being of others. Students shall not attack or physically injure any member of any college-owned or jointly-owned facility or member of an affiliated institution or their authorized guests when such guests are on college-owned property.

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

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

**4.32 Quiet Hours Policy**

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

**4.33 Smoking Policy**

No smoking is allowed within 25ft of any campus building, student bedrooms, or in public areas in the residence halls, that includes, but is not limited to, browsing rooms,

living rooms, hallways, stairwells, lounges, kitchenettes, interior courtyards, or balconies.

#### **4.34 Storage Policy**

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

#### **4.35 Student Identification Card Policy**

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

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

##### **General Expectations**

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

- Keep your office door locked and valuables secured when unattended. Do not loan office keys to anyone and immediately report any lost or stolen keys to the department director
- While general upkeep, maintenance, and custodial service is provided, student organizations and employees are expected to maintain clean working spaces at all times and do their part to support the general upkeep and organization of public/common areas. If you notice cleaning supplies are low or need to be replaced, please send notify department staff.
- The kitchen space and refrigerator are a common space for use. Students are to be respectful of cleaning sinks, stoves, and counter tops after use and items stored in the refrigerator is the property of its owner. Courtesy, respect and a commitment to safe space is expected at all times as in common areas. Please be respectful of and responsive to others in the space, particularly in shared spaces.
- Scripps does not assume any liability for loss, theft, or damage to personal property, or to personal injury incurred while using its facilities.
- If you notice someone or something suspicious happening in the space, contact Campus Safety at 909-607-2000.

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

- Smoking, Illegal Drugs, and Alcoholic Beverages are NOT allowed in public/common areas, student organization offices, or student employment offices (See Guide to Student Life Alcohol Policy 4.05, specifically section V. Standard of Conduct Governing Alcoholic Beverages and Drugs).

##### **Office/Shared Space**

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

Student organizations or individuals may be held responsible for damage. These charges will be based on the Residential Life charges and pay structure.

#### **Key Use and Access**

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

#### **Office Supplies**

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

#### **Accountability**

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

- Violations of the guidelines and policies listed above and included in the code of conduct while using student organization and/or student employee offices and/or public/common areas can lead to the organization, employee and/or an individual student being held responsible for financial restitution, damage charges, organization probation, after business hour access, and/or loss of office space and privileges.
- Organizations and students found in violation of Student Life policies within Student Organization and/or Student Employment Offices or Departmental public/common areas are potentially subject to the campus judicial process.

#### 4.37 Whistle Procedures and Policy

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

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

#### 4.38 Guide to Student Life: Revised Section 4.38

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

As a community dedicated to the education of women and the advancement of learning, Scripps College (the “College”) seeks to maintain an environment in which individuals can live, learn and work free from discrimination and harassment, including sexual violence, sexual misconduct, dating violence, domestic violence, or stalking. The College regards such behavior as inimical to its educational purposes and to the respect for individuals that it holds to be essential in all aspects of its institutional life. Members of the Scripps community, defined as all individuals permanently or temporarily employed by, studying at or officially connected with the College, should be aware that the College is strongly opposed to all forms of discrimination and harassment and that such behavior is prohibited by College policy and, in some instances, by civil and criminal laws. The Title IX team, listed below, is responsible for coordinating the investigation of matters under this policy. Click [here](#) to review the College’s Discrimination and Harassment Policies and Grievance Procedures. For more information on the College’s response to sexual harassment, sexual misconduct, dating violence, and stalking, visit [here](#).

##### **Title IX Coordinator**

Sally Steffen  
McAlister Center  
Lower Level, Room 10  
(949) 607-7142  
[ssteffen@scrippscollege.edu](mailto:ssteffen@scrippscollege.edu)

##### **Deputy Title IX Coordinator**

Gretchen Edwalds-Gilbert  
Associate Dean of Faculty  
Balch Hall 134  
(909) 607-7068  
[gedwalds@kecksci.claremont.edu](mailto:gedwalds@kecksci.claremont.edu)

##### **Deputy Title IX Coordinator Section 504 Coordinator for Faculty and Staff**

Jennifer Berklas, Director of  
Human Resources  
Vita Nova Hall 120  
909-607-7976  
[jberklas@scrippscollege.edu](mailto:jberklas@scrippscollege.edu)

##### **Deputy Title IX Coordinator Section 504 Coordinator for Students**

Leslie Schnyder  
Assistant Dean of Students  
Kimberly Hall 99  
909-621-8277  
[Lschnyde@scrippscollege.edu](mailto:Lschnyde@scrippscollege.edu)

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

### **POLICY ON BANNING DISRUPTIVE PERSONS FROM THE CAMPUSES OF THE CLAREMONT COLLEGES**

#### *Background*

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

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

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

#### *Policy*

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

The authority for this policy emanates from each institution's right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the Presidents of the Colleges.

Under normal circumstances, the Deans of Students, the Director of Campus Safety, or the Vice President for Student Affairs of The Claremont University Consortium shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the President(s) of the institution(s).

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

The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, and the results of which lead the official to conclude that illegal activity, disruption, or the threat of harm to others or property has

or may have occurred. The official may also ban an individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

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

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

*Procedures Governing Individuals With or Without a Relationship to The Claremont Colleges*

**(1) Regarding Individuals with No Direct Connection to The Claremont Colleges:**

This set of procedures applies to individuals who: have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents or guardians of a current or former student of The Claremont Colleges.

Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other Student Deans, and a copy of the ban letter shall be sent to the Director of Campus Safety.

**(2) Regarding Individuals with a Connection to One of The Claremont Colleges or the Claremont University Consortium:**

This set of procedures applies to: alumni; former students who are not currently enrolled; spouses or partners of an employee, part-time employee, or volunteer; those performing volunteer work; and parents or guardians of current or former students.

The designated official initiating the ban shall send a message to all other Deans of Students to determine if there is any objection to banning the individual in question. Any Dean raising an objection may choose not to have his/her campus covered by the ban. If no concerns are raised within 48 hours, the initiating official may apply the ban to cover all The Claremont Colleges' properties.

**(3) Regarding Current Students:**

This set of procedures applies to any student who is currently enrolled at one of The Claremont Colleges, including when the Colleges are in or out of session.

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

**(a) How the Ban of a Current Student Applies to Colleges:**



Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities.

- (b) How the Ban of a Current Student Applies to the Claremont University Consortium: Depending upon the circumstances of the individual student, the VP for Student Affairs shall determine, in consultation with individual CUC services and the Dean of Students at the college at which the student is enrolled, the scope and extent of the ban from CUC services and property. The student shall normally be permitted to make appointments at CUC offices and services as needed. For “drop in services” that a student might utilize (i.e., OBSA, CLSA, Chaplains, etc.), the VP for Student Affairs shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointments.

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

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

A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban within 5 business days. It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus Dean of Students should review the ban policy and appeals process with the student.

Changes to any ban will be communicated to the other designated officials for their consideration relevant to the person’s status on their respective campuses.

*Effective Date and Application of this Policy to New Institutions*

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

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

#### **4.43 Reporting and Communication Protocol for Bias-related Incidents**

In case of emergency, please call ext 72000 to be connected with the Department of Campus Safety or 911 (or 9-911 from a campus extension) to be connected with the Claremont Police Department. If you witness or experience conduct that discriminates, stereotypes, excludes, harasses or harms anyone in our community based on their identity (such as race, color, ethnicity, national origin, sex, gender identity or

expression, sexual orientation, disability, age or religion) please report it to the College.

1. **In person.** Following is a list of offices and resources that exist to support students, staff and faculty. You may contact any of these units confidentially to report an incident of bias, intolerance or discrimination.
2. **By phone.** Calling one of the below resources will document your call and forward your message on to the appropriate office/staff member for follow-up. If you believe you have experienced a hate crime, you may report it directly to the Department of Campus Safety (on-campus) at 909-607-2000 (ext 72000 on campus) or the Claremont Police (off-campus) at 909-399-5411. Even if you report it to DCS or CPD, we would appreciate a report to the College's bias incident reporting system for statistical and follow-up purposes.

If you are not sure you have experienced a hate crime and would like to discuss the incident, please contact a resource below. Staff from these offices will offer support and begin to discuss next steps with callers.

## SCRIPPS REPORTING AREAS

### **Dean of Students Office**

ext.18277 / (909) 621-8277

### **Residential Life**

Speak with your Hall Director, Resident Advisor (RA) or Peer Mentor (See names and numbers in the *Guide to Student Life* under the Residential Life section.)

### **SCORE** (Scripps Communities of Resources and Empowerment)

ext.78869 / (909) 607-8869

### **SARLO** (Student Activities and Residence Life Office)

ext.74307 / (909) 607-4307

### **Dean of Faculty Office**

ext.72822 / (909) 607-2822

### **Human Resources**

ext.77908 / (909) 607-7908

### **Department of Campus Safety**

(909) 607-2000

### **Claremont Police Department**

(399) 5411 Emergencies: Dial 9-1-1 (9-911 from campus extensions)

## ADDITIONAL REPORTING AREAS

### **Office of Black Student Affairs**

ext.73369 / (909) 607-3369

139 E. 7<sup>th</sup> Street

### **Chicano/Latino Student Affairs**

ext.18044 / (909) 621-8044

757 College Way

### **Queer Resource Center**

ext.71817 / (909) 607-1817  
Walton Commons, Pomona

**Monsour Counseling and Psychological Services**

ext.18202 / (909) 621-8202  
757 College Way

**Student Health Services**

ext.18222 / (909) 621-8222  
757 College Way

**International Place**

ext.74571 / (909) 607-4571

**Office of the Chaplains**

ext.18685 / (909) 621-8685  
McAlister Center

**Statement of Purpose:**

This Communications Protocol, which has been adopted by each of the members of The Claremont Colleges, is intended to provide a framework for inter-collegiate responses to bias related incidents.

Bias related incidents are expressions of hostility against another person (or group) because of that person's (or group's) race, color, religion, ancestry, age, national origin, disability, gender or sexual orientation, or because the perpetrator perceives that the other person (or group) has one or more of those characteristics. As used in this Protocol, the term "bias related incident" is limited to conduct that violates one or more of The Claremont Colleges' disciplinary codes and which is not protected by the First Amendment of the United States Constitution or by analogous provisions of state law. A hate crime is an especially severe form of bias related incident, and such crimes fall far beyond the bounds of constitutional protection. However, the category of bias related incidents extends beyond hate crimes and other actions that would constitute criminal offenses under relevant penal codes. In the event that a bias related incident occurs on one of the campuses and/or on Claremont University Consortium (CUC) premises, this Protocol shall govern communication among the Claremont colleges' chief student-affairs and administrative officers.

**California Law Regarding Hate Crimes:**

California law prohibits hate crimes. Section 422.6 of the California Penal Code defines a hate crime as follows:

a. "Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:

1. Disability
2. Gender
3. Nationality
4. Race or ethnicity
5. Religion
6. Sexual orientation

7. Association with a person or group with one or more of these actual or perceived characteristics
- b. "Hate crime" includes, but is not limited to, a violation of Penal Code Section 422.6 California Penal Code § 422.6 provides the following:
- a. No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.
  - b. No person, whether or not acting under color of law, shall knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.
  - c. Any person convicted of violating subdivision (a) or (b) shall be punished by imprisonment in a county jail not to exceed one year, or by a fine not to exceed five thousand dollars (\$5,000), or by both the above imprisonment and fine, and the court shall order the defendant to perform a minimum of community service, not to exceed 400 hours, to be performed over a period not to exceed 350 days, during a time other than his or her hours of employment or school attendance. However, no person may be convicted of violating subdivision (a) based upon speech alone, except upon a showing that the speech itself threatened violence against a specific person or group of persons and that the defendant had the apparent ability to carry out the threat.
  - d. Conduct that violates this and any other provision of law, including, but not limited to, an offense described in Article 4.5 (commencing with Section 11410) of Chapter 3 of Title 1 of Part 4, may be charged under all applicable provisions. However, an act or omission punishable in different ways by this section and other provisions of law shall not be punished under more than one provision, and the penalty to be imposed shall be determined as set forth in Section 654.

### **Procedure for Responding To Bias Related Incidents**

1. Any person, including faculty, staff, students and visitors to the colleges, observing an incident or evidence of possible bias incident and/or hate crime shall notify college staff and/or campus safety before taking any action (such as disposing or removing evidence, altering scene, etc.).
2. College staff and/or campus safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.
3. Campus safety and the on-call dean(s) will consult on bias related incidents that may rise to the level of a crime. If either suspects that a crime may have been committed, Campus Safety shall notify Claremont Police Department.
4. Campus Safety and/or College personnel shall document the incident or evidence by appropriate means, e.g.: photograph(s), incident reports, statements from witnesses, etc.
5. The Dean of Students shall preserve the evidence or copies of same. In incidents of a criminal nature or where otherwise deemed appropriate, campus

safety shall also maintain records of the incident.

6. Communication among the colleges will pass from the chief student affairs officer or the chief administrative officer of the institution where the incident occurred to the chief student affairs officers on other campuses and chief administrative officer at CUC.
7. In the event that the chief student affairs or administrative officer is unavailable, she or he will have designated a second in command to whom the communication will be directed. The second in command is then responsible for both implementing the below protocol and informing the chief student affairs or administrative officer as quickly as possible.  
The communication between offices should be:
  - Provide a brief description of the incident;
  - List any information about initial steps that have been taken to address the incident;
  - Provide instructions about how to report information about the incident; and
  - Conclude with a standard paragraph on steps community members should take in the event they see a bias related incident
7. Each school and CUC shall create and/or follow an established internal policy to communicate information regarding the incident. A campus might choose to include one or more of the following:
  - a. Notification procedures for personnel responsible for handling the incident are in place, including communications officers
  - b. Email/and or Web dissemination of the notification to all faculty, staff and students;
  - c. Paper mail dissemination of the notification to all faculty, staff, and students;
  - d. Posting of notices in locations on the campus in areas in which members of that campus are most likely to read them;
  - e. Utilizing Ras, proctors, college councils or senates, and other student leaders in ways consistent with their position description and responsibilities;
  - f. Notifying any other appropriate college-specific body at that institution that may be charged with handling matters of this nature—President’s Advisory Committee on Diversity and Inclusivity at Scripps, IRT at Pomona, Emergency Operations Committee(s) (EOC) of college, etc.
  - g. Utilizing informational sessions for community members to receive information in person, ask questions, and generally discuss incident.
8. Each institution will insure that residence life staff members are instructed about response protocols for such incidents
9. Each institution will provide information to its community about reporting protocols.
10. CUC will insure that Campus safety officers and dispatchers are instructed about response protocols for such incidents.
11. The chief student affairs and administrative officer will keep a log of incident communications originating from his/her institution. The log shall include a description of each incident, and the institutional and/or police response to the incident. This log may be kept in the format appropriate to the campus culture (paper, Web-based, etc.) The log will be made available to students, faculty and/or staff upon request.

*Policy 4.38 was drafted and adopted by the Student Affairs Committee of The Claremont Colleges, PASA (Pan-African Student Association), Scripps College Wanawake Weusi, Hillel Student Board, Pitzer Black Student Union (BSU) in spring 2005, and was adopted by the Council of The Claremont Colleges*

(6/2/05)

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

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

### **5.0**

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

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

### **5.10**

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

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

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

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

### **5.20**

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

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

1. A student charged with academic dishonesty in a course taken outside the home college shall be tried according to the procedures for handling such cases in the



home institution. Faculty members are obliged to accept the decision of the student's college and may not impose a penalty should the appropriate hearing panel fail to find guilt. Any student grievance concerning a grade given by an instructor as a result of such a hearing decision will also be handled according to the rules of the student's home college.

2. All other grievances concerning grades are handled by the procedures of the college sponsoring the course.

## 5.21

### **Expectation of Academic Integrity**

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

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

### **Plagiarism**

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

Plagiarism includes:

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

## 5.22

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

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

1. Any use of external assistance during an examination unless expressly permitted by the faculty member.
2. Changing answers after an exam or other classwork has been returned with the intent to deceive the instructor.
3. Taking a course, portion of a course, or exam for another student or allowing another individual to take a course, a portion of a course or exam in one's stead.
4. Obtaining for oneself or providing for another person a solution to homework, a project or other assignments, or a copy of an exam or exam key without the knowledge and express consent of the instructor.
5. Using an essay, term paper, or other project in more than one course without permission of each instructor or handing in similar work in more than one course unless the faculty members are fully informed and give their approval.
6. Collaboration on a project, homework or other assignments when such collaboration is expressly forbidden.
7. Attempting to benefit from the work of another student or attempting to hinder the work of another student.
8. Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to, academic transcripts, academic documentation, letters of recommendation, and admissions application issues.
9. Submitting lab assignments, class projects, or other assignments that are wholly or partially falsified or otherwise do not represent work accomplished or undertaken by the student.

### **5.30**

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

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

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

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

### **5.31**

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

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

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

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

3. If the student denies academic dishonesty, the faculty member shall promptly so notify the Dean of Students. The Dean of Students shall then promptly refer the charges to the Augmented CAR, which will hear the case according to the procedures set forth below ("Procedures of the Augmented Committee on Academic Review").

### **5.32**

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

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

1. Within five (5) days of notifying the Dean of Students of the new charge the faculty member shall notify the student of the charges by email at the student's Scripps College email account. A copy of the notification must be sent to the Dean of Students.
2. Within five (5) working days of the student's notification of the new charge by the faculty member the Dean of Students will refer the student's case in writing to the Augmented CAR.
3. A notation of No Grade ("NG") for the course shall be recorded on the student's transcript until the matter is resolved by the Augmented CAR and referred back to the faculty member to assign a grade for the assignment and for the course.

4. The Dean of Students will bring the charges before the Procedures of the Augmented Committee on Academic Review”).

#### 5.40

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

1. Voting members of the Augmented Committee on Academic Review will include the regular faculty and student members of the Committee on Academic Review (CAR) plus the chair of the Academic Policies Subcommittee of the Faculty Executive Committee, who will chair this committee, and the Judicial and Academic Review Chair of Scripps Associated Students. Non-voting, ex-officio members include the Dean of Students and Registrar.
2. If the faculty member bringing the charges of academic dishonesty is normally a member of the Augmented CAR, that faculty member is ineligible to serve and the Dean of the Faculty will appoint a faculty replacement. In the event that any other faculty member of the Augmented CAR is unable to serve, the Dean of Faculty will likewise appoint a faculty replacement.
3. In the event that one of the student members of the Augmented CAR is charged in a case of academic dishonesty, that student is ineligible to serve, and the Dean of Students will appoint a student replacement. In the event that any other student member of the Augmented CAR is unable to serve, the Dean of Students will likewise appoint a student replacement.
4. The Augmented CAR must meet on any case within ten (10) working days of the time the case was referred to it by the Dean of Students or, if the case was referred at the end of a semester, within ten (10) working days of the commencement of the next semester. The student charged may request a delay for appropriate reasons; the appropriateness of any such request shall be determined by the Dean of Students. The faculty member will be invited to appear and to present evidence in support of the charge. The student will be invited to appear and present evidence in defense.
5. The Augmented CAR, after consideration of evidence submitted by the faculty member and the charged student, will determine whether or not the student has committed the offense and, in the event of a guilty verdict, whether a College penalty shall be assessed. The Augmented CAR will provide written notification of its finding (and, if applicable, any College penalty) to the faculty member involved and to the student.

In the event that the Augmented CAR reaches a guilty verdict, one or more of the following penalties may be imposed depending on the severity of the violation:

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

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

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

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

## 5.50

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

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

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

**5.00 Committee On Study Abroad (COSA)** Please refer to the **Scripps College Catalog**

**6.00 Judicial Hearing System for Non-Academic Violations**

### **6.05 System of Responsibility**

The Scripps System of Responsibility assumes that each student is a responsible member of the community in academic and social matters. The System of Responsibility is based on the implicit trust that each individual will uphold the Code of Conduct. If a student is negligent in fulfilling obligations to the community, the JB's have been empowered by the community to consider the problem and find the best possible solution.

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

The judicial hearing system is composed of various bodies to review cases involving alleged non-academic policy violations. Students are expected to make themselves aware of and abide by the Scripps College policies and community standards of behavior as stated in the *Guide to Student Life*, the *Scripps College Catalog 2012-2013* and in related policy statements. Students accept rights and responsibilities of membership in the Scripps community when they are admitted to the College. Ignorance is not an acceptable justification for violating community standards. Lack of intent or awareness of college policy will not be accepted as excuses for violations and will normally receive the same consequences as

deliberate violations.

#### **6.10 Summary of the Non-Academic Judicial Hearing Process\***

- A written report involving alleged violation(s) of the Scripps College Student Code of Conduct, residential life policies, or any other written policy in the College community is received by a Scripps Associated Student (SAS) proctor, SAS vice president for judicial (VPS) or Dean of Students staff member.
- A Dean of Students staff member will review the report to determine the proper course of action. The Dean of Students staff member may automatically refer the case to the College Judicial Board or invite the student in for an administrative review. If the student desires to conclude the factual inquiry through Administrative Review rather than a College Judicial Board hearing, she must accept the findings and conclusions of the Dean of Students hearing officer regarding the alleged violation and waive her right to a College Judicial Board hearing.
- The chair of the appropriate hearing board will inform both the student(s) being accused and the person(s) filing the charge as to the course of action that will be taken, and the student(s) being accused of a violation(s) will be notified of the charge(s) being brought against her.
- The decision of the hearing board will be presented to the accused student(s) in writing.
- Both the student(s) being accused and the person(s) filing the charge(s) have a right to file an appeal.

*\*NOTE: This information summarizes extensive materials from the Code of Conduct. Readers should note that this summary is not authoritative in speaking to issues of the review process.*

#### **6.15 Filing a Charge for an Alleged Policy Violation**

1. If a student has a complaint regarding another Scripps student involving the violation of Scripps College Code of Conduct or any College policy, the student has the right to pursue the issue through the judicial system. The student should discuss the situation with her Resident Advisor or Proctor to determine options and a course of action. Depending on the severity and type of the alleged violation, the student may proceed by filing a written charge with the student's proctor, the VPJ or a Dean of Students staff member in order to begin the judicial process. See below: **Types of Judicial Courses of Action, 6.30.**
2. A matter will be reviewed only when a written charge has been filed within one year of discovery of the alleged violation. In cases of sexual assault and/or sexual harassment by another student, charges may be brought forward as long as both parties are enrolled at Scripps College within one-hundred twenty days from the date of the latest instance of the alleged harassment, exclusive of semester breaks or College holidays.
3. In order to file a charge against a non-Scripps, Claremont Colleges student, the student should meet with a Dean of Students staff member. See below: **Student Conduct on other Claremont Colleges, 6.20.**

#### **6.20 Student Conduct on other Claremont Colleges**

Scripps students are responsible for their off-campus behavior as indicated in the following statement regarding intercollegiate disciplinary authority submitted by the



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

Each student shall be accountable for knowing what the regulations pertaining to her may be as far as she participates in the life of other Claremont Colleges.

### **6.30 Types of Judicial Courses of Action**

#### **Mediation**

This course of action is available for disputes and conflicts that can be resolved by negotiation and is not intended for use in situations for which negotiations would be inappropriate (e.g., adjudication of misconduct, application of college policy). The following criterion needs to be met for a student dispute to be resolved through mediation.

1. The dispute involves behavior that is observable.
2. There is promise of a mutually satisfactory outcome.

This process is conducted by an acceptable impartial third party (i.e., Hall Director or Resident Advisor) who assists the parties in forming a mutual resolution.

#### **Administrative Review (For Non-Academic Policy Violations)**

The administrative review is completed if the Dean of Students staff member reviewing the case believes that an individual meeting is appropriate to the alleged violation(s). The student will meet with a Dean of Students staff member (a.k.a. hearing officer) to discuss the alleged incident and violation(s). If the student accepts the findings and conclusions of the hearing officer regarding the alleged violation, an Administrative Review Waiver form is signed by the accused student(s) and the hearing officer, and sanctions are assessed. Students who accept conclusion of the factual inquiry through Administrative Review retain the right to appeal to the Judicial Appeals Board. The sole basis for any such appeal is the appropriateness of the sanction imposed by the Administrative Review hearing officer.

#### **College Judicial Board (For Non-Academic Policy Violations)**

This board adjudicates cases where any non-academic policy is violated. This board is comprised of ten voting members (VPJ who serves as chair of the board, seven proctors and two faculty members) and is advised by a Dean of Students staff member. The sanctions that a College JB can assess are: warnings, restitution, loss of on-campus or other Scripps-owned housing, transfer to another residence hall, community service, disciplinary probation, suspended suspension, recommended, or required counseling sessions, letter of reprimand, suspension, expulsion, revocation of admission or degree, and other measures as deemed necessary. Suspended

suspension, suspension, revocation of admission or degree, or expulsion may come only in the form of a recommendation to the president of the College.

**Judicial Appeals Board (For College Judicial Board and Administrative Review Appeals)**

This board serves as the appellate body for cases heard by the College JB or through the Administrative Review process. The Judicial Appeals Board is comprised of ten voting members (VPJ who serves as chair of the board, seven hall presidents and two faculty members) and is advised by a Dean of Students staff member.

**Presidential Appeals Board (For Judicial Appeals Board and Augmented CAR Appeals)**

This board serves as the appellate body for cases heard by Judicial Appeals Board or Augmented CAR. The Judicial Appeals Board is comprised of 5 voting members (the President of the College, the Academic Dean, a faculty member, a Dean of Students staff member, and the President of SAS who serves as chair).

## 6.40 Student Procedural Protections

### Definitions

*“The Accused” is the person or designated representative of a student organization or group who has allegedly violated a policy or policies. A policy violation is alleged until a student’s case has been heard and due process is served. The accused is not responsible for violation of policies until the charges being brought against the accused have been proven true by the complainant. A fair and impartial hearing of the incident(s) will be held, and each case will be considered individually in order to render a decision for the education of the student, the maintenance of individual responsibility, and the preservation of the community.*

*“The Complainant” is the person or the designated representative of a student organization or group bringing charges against the accused. This person must be a current student, faculty, or staff member. She/ he carries the responsibility for proving that the accused did violate policy as charged and for finding all witnesses and information that support his/her case against the accused.*

Both the accused and the complainant are granted the following procedural protections for any case adjudicated by the judicial boards. Procedures shall be completed as stated.

1. The accused will receive written notification of the charges that specifies the nature of the alleged violation(s), the name(s) of the person(s) bringing forth the charge and the basis for the charge including the date and place where the incident(s) allegedly occurred.
2. Either party may review information and/or evidence on file prior to the hearing. A request for such a review should be directed to the chair of the appropriate hearing board.
3. Either party may request the dismissal, for stated reasons, of any member of the board (up to six members) on grounds of prejudice. The reason must be approved by a majority vote of the board.
4. Either party may have any number of witnesses whose testimony may be presented at the hearing on their behalf. If the witness(es) cannot appear in person, a written and signed documentation of their testimony may be presented during the hearing. Names of witnesses or documentation from witnesses must be submitted to the chair of the board no later than 48 hours prior to the hearing. During the hearing, both the accused and complainant have the right to review a

witness' verbal and written testimony.

5. The chair of the board will inform the accused, in writing, of all witnesses that will appear against her at least 24 hours prior to the hearing.
6. Either party may have one adviser at the hearing who is a member of The Claremont Colleges community. The adviser may not be a licensed or practicing attorney unless either a civil litigation or criminal charge is pending that arises out of the facts at issue in the hearing. The adviser may support the parties involved but may not speak on behalf of the accused or the complainant. Advisers are expected to review all hearing procedures as stated in the *Guide to Student Life* prior to the hearing.
7. All hearings will be closed unless otherwise requested by the accused. The chair will notify all parties of the status of the hearing at least 24 hours prior to the hearing. The number of persons attending the review may be limited and is determined by the board.
8. Both parties are assured confidentiality in a closed hearing and in all records.
9. The accused will be given the opportunity to be present at the hearing, to confront and question witnesses, to inspect all evidence presented, to present witnesses and evidence, and to include in closing statements her recommendations of outcomes for the case should she be found responsible for violation of any of the Scripps College policies. If the accused declines to give testimony, this will not be construed as an admission of guilt. However, the accused retains the right to question witnesses, present witnesses on the accused's behalf, and submit documentary evidence. If the accused provides testimony, the accused is subject to examination on credibility and on all matters relevant to the charges and to other testimony provided.
10. The Judicial Board reserves the right to conduct a hearing without the presence of the accused. Failure to appear does not necessarily constitute grounds for an appeal. The accused is encouraged to submit a statement to the chair of the hearing board if the accused chooses not to attend.
11. The accused may not be subjected to a hearing of an incident(s) where an alleged policy violation occurred if the accused has already been charged and reviewed for that same incident and violation (e.g., double jeopardy).
12. A student's conduct record is maintained in the Dean of Students Office as a confidential student file. As a primary document in such files, distribution of the written summary is limited to the accused, the personnel associated with the board who heard the case and the personnel responsible for implementation of sanctions. The complainant will receive a copy of the written decision.
13. Both parties retain the opportunity to appeal the initial decision to the appropriate board within ten days of the receipt of the written decision. Pending action on charges or an appeal, the status of the accused student shall not be altered, denied the right to be present on campus nor denied the right to attend classes, except where there is evidence that a student or organization poses a substantial threat to the safety or well-being of members of the Scripps community, to property within the College community or when a student or organization poses continuing threat of disruption or interference to normal college life or functions. Such interim action may be taken by the Dean of Students or her designee.
15. Either party may submit a written request to the chair of the board for exceptions to any of the established hearing procedures at least 48 hours prior to the hearing. The exceptions must be approved by a majority vote of the appropriate board.

### 6.50 Hearing Process and Timeline

All of the student procedural protections listed in Section 6.40 must be followed. In addition, the following procedural guidelines apply to judicial board hearings.

1. A written report by the complainant(s) is submitted to the Dean of Students Office within one year of the date of the alleged violation. The report will be addressed through mediation, administrative review or a college judicial board hearing as listed in Section 6.30. The report of the alleged violation(s) shall be submitted to the chair of the appropriate hearing board (i.e. VPJ or Dean of Students staff member).
2. The chair of the appropriate board will review the report(s) to determine if there is sufficient information to proceed with the hearing process. A board also may rule on the appropriateness of the hearing of a particular case and may refer to other hearing parties such as a hearing officer.
3. The chair and the adviser to the board will decide if immediate action is required. Pending a hearing, such remedies may be imposed by the Dean of Students or her designee. She may choose to:
  - remove a student from on-campus housing
  - Temporarily relocate a student to another residence hall space
  - Not allow a student to attend classes
  - deny a student access to campus
  - condition a student's residence, attendance in classes, or access to campus in appropriate ways

The Dean of Students, or her designee, may impose a summary suspension (see below: **Sanctions, 7.0**), or may impose other remedies as deemed appropriate. Such remedies will be in effect until the hearing and/or appeals process is completed and the case closed.

4. After submitting the violations, the board will hold the hearing as soon as possible, except in cases where summary suspension has been imposed. In cases involving summary suspension, the case will be heard by the College JB within 48 hours after the charges are received by the chair. The written documentation for all charges should include a description of the charges, a description of the incident(s), and the policy or policies that were allegedly violated. However, a board may meet no later than the last day of classes of the semester. If a case is brought to the board with insufficient time to be heard in the semester, the case will be heard in the following semester. The decision to continue the hearing must be made jointly by the chair and the adviser to the board.
5. The accused will receive written notice of the misconduct charges that specifies the nature of the alleged violation(s), the name(s) of the person(s) bringing forth the charge, and the basis for the charge including the date and place where the incident(s) allegedly occurred. The chair must hand-deliver written notification of the charges within 48 hours upon receipt of the written charges. If the accused is away from campus, a signed, dated, and witnessed notice must be delivered to the student's room or mailbox.
6. The accused and complainant will receive written notice of the date, time, and location of any scheduled hearing at least five days before the hearing. This notice must be hand-delivered to the person, or a signed, dated, and witnessed notice may be delivered to the student's room or mailbox. The chair shall also notify board members and witness(es) of the hearing date.

7. Either party may have one adviser at the hearing who is a member of The Claremont Colleges community. The adviser may not be a licensed or practicing attorney unless either a civil litigation or criminal charge is pending that arises out of the facts at issue in the hearing. The accused or complainant must submit the name of the accused's adviser, if any, in writing to the chair of the board at least 48 hours prior to the hearing. The adviser may support the parties involved but may not speak on behalf of the accused or the complainant. Advisers are expected to review all hearing procedures as stated in the *Guide to Student Life* prior to the hearing. Advisers may not be witnesses.
8. Either party may have any number of witnesses whose testimony may be presented at the hearing on their behalf. The accused and complainant shall submit the names of all witnesses to appear, in writing, to the chair of the appropriate board at least forty-eight hours before the hearing. The chair of the board is responsible for requesting the presence of any witnesses, but cannot guarantee the witness(es) will attend. If the witness(es) cannot appear in person, a written and signed documentation of their testimony may be presented during the hearing. During the hearing, both the accused and complainant have the right to review a witness' verbal and written testimony.
9. The accused and complainant may request the hearing to be rescheduled. Requests must be directed, in writing, to the chair of the appropriate board with a statement of grounds for the request at least 48 hours prior to the scheduled hearing. This request will be considered, and if granted, the board will notify the accused, complainant, and all witnesses of any changes.
10. The board may, for good cause, postpone a hearing and must notify the accused, complainant, and witnesses of the new date. It is the responsibility of both parties to notify their adviser of the change.
11. All hearings will be closed unless otherwise requested by the accused. A written request to open the hearing to the public must be submitted to the chair of the appropriate board at least 48 hours before the hearing. The chair will notify all parties of the status of the hearing at least 24 hours prior to the hearing. The number of persons attending the review may be limited and is determined by the board. However, the board may close an open hearing if the audience prevents the board from conducting the hearing in a quiet and orderly manner.
12. The accused and complainant may request the dismissal, for stated reasons, of any member of the board (up to six members) on grounds of prejudice. The reason must be approved by a majority vote of the board and will be based on that member's ability to be fair and objective in the hearing.
13. The chair of the board has the authority to require members of the Scripps College student body to appear at a hearing. Students who fail to appear are subject to judicial action. The board has authority to request that members of the other Claremont Colleges appear but cannot mandate a non-Scripps community member to attend the hearing.
14. The board may rule by a majority vote on the admissibility of evidence, the removal of disruptive individuals, the closing of open hearings, and other procedural policies.
15. If the accused fails to appear after written notice, the case will be heard with the accused in absentia. No hearing shall be conducted without the complainant present.



16. The board members may find an individual who substantially disrupts the hearing proceedings in contempt of court and, if after fair warning the disruption persists, the board may have that individual removed from the hearing. Disruptions will be dealt with at the discretion of the board.
17. The chair of the board may call a recess during the hearing for any reason and at any time.
18. The accused and the complainant must submit a written request to the chair of the board for any exceptions to any of the established hearing procedures at least forty-eight hours prior to the hearing. The exceptions must be approved by a majority vote of the board who will provide notification of the changes to all parties at least 24 hours prior to the hearing.

#### **During the Hearing**

1. In a pre-hearing meeting, called by the chair of the board, the board members and judicial board adviser will review the documentary information concerning the incident (including any documents submitted by the accused, complainant or their witnesses prior to the hearing), formulate questions, and prepare for the hearing. Only board members and the adviser are present during this meeting.
2. During the hearing, everyone in the room will introduce themselves and indicate their role in the hearing (e.g., Joan Brown, chair; Sally Green, the accused student). If witnesses enter the room later, the chair must insure they state their names and roles in the hearing.
3. The format for the hearing involves, but is not limited to, the following:
  - The chair of the board will state why the hearing is being held and the charges being brought against the accused.
  - The complainant will provide testimony and documentary information.
  - The board may ask the complainant questions.
  - The accused may ask the complainant questions.
  - The complainant may call witnesses who may be questioned by the board, accused and complainant. The board has the right to remove any witness from the hearing prior to and once their testimony has been heard.
  - The accused will provide testimony and documentary information.
  - The board may ask the accused questions.
  - The complainant may ask the accused questions.
  - The accused may call witnesses who may be questioned by the board, accused, and complainant.
  - The board, accused, or complainant may recall any witnesses as deemed necessary.
  - The complainant may make a brief closing statement including recommendations of sanctions. No new information may be introduced at this time.
  - The accused may make a brief closing statement. No new information may be introduced at this time.
4. The board may ask questions at any time during the process.
5. The board may question or recall any witnesses and has the power to exclude witnesses from hearing the testimony of other witnesses. The accused or complainant may also recall any witnesses within reason, as deemed by the board.
6. Witnesses are present only during their own testimony. All parties must bear in mind that any disruption of the proceedings or failure to adhere to the rulings of the panel may result in removal from the hearing.
7. Each witness will tell the board what she/he knows about the incident being



reviewed. Witnesses will limit their testimony to information relevant to case. They may not speak on behalf of the accused or complainant. A witness may not serve as the adviser for the accused or complainant.

8. Prior to and after a witness has given his/her testimony, she/he is expected to refrain from discussing the hearing and incidents with others.
9. After closing statements are made, the board will review all the information presented at the hearing in a closed session and make a decision; the board will meet daily until a decision is reached. A majority vote is necessary to find the accused responsible. If the accused is found responsible, sanctions will be assessed by a consensus decision.
10. Any discussion prior to, during or after the hearing leading to the decision by the board is confidential.
11. The accused and complainant will be notified in writing of the decision within 48 hours of the decision.
12. A written summary of the proceedings will be given to the accused within seven days of the date that the decision was made unless an exception is made with the approval of all parties. A copy of the summary must be submitted to the Dean of Students Office on the day (or the closest business day) that the written summary is given to the accused. Summary and decision letters will be held in the Dean of Students Office in case an appeal is filed.
13. A judicial record of the matter will be maintained in a confidential student file by the dean of the College if she does not successfully complete her degree. In cases where College-wide sanctions are assessed, as defined in **7.20** documentation of relevant case material (e.g., decision documentation) will become a part of the accused student's permanent academic record.
14. The decision may be appealed within ten days of the delivery of the initial written summary of the board's decision.
15. If the accused fails to complete her sanction(s) as prescribed, the board will review the case that may result in further disciplinary action. The accused will be notified before her case is reviewed.

#### **6.60 College Judicial Board Scope**

1. The College JB will meet when a written report referred by the complainant, a member of the Dean of Students staff, any member of the Scripps community, or any outside authority as deemed appropriate by the board, is received regarding alleged violation(s) of any Scripps College policies. The report of the alleged violation(s) is submitted to the chair of the board (i.e., VPJ or a Dean of Students staff member).
2. The College JB will hear cases involving, but not limited to: alleged violations of the Code of Conduct, cases involving sexual assault, threats to the safety of the community, illegal drugs, and cases involving failure to complete sanction(s).
3. Sanctions may be assessed and may include but are not limited to: warnings, restitution, loss of on-campus or other Scripps-owned housing, transfer to another residence hall, community service, disciplinary probation, suspended suspension, recommended or required counseling sessions, letter of reprimand, suspension, expulsion, revocation of admission or degree, and other measures as deemed necessary. Suspended suspension, suspension, revocation of admission or degree, or expulsion may come only in the form of a recommendation to the president of the College.

#### **Composition**

1. The voting members of the board shall be: the seven proctors (or their proxies),

the VPJ (who serves as a voting member and the chair of the board), and two faculty members. A Dean of Students staff member will serve as non-voting member and adviser.

2. Each student member of the board may have as a proxy, except the chair, another member of the student's hall council. Proxies may be called upon to serve on the board to constitute a quorum.

#### **6.70 Judicial Appeals Board**

##### **Scope**

The Judicial Appeals Board will meet when necessary to consider appeals involving cases heard by the College JB or Administrative Review. See **Section 8.0** "Appeals Process" for more information on appeals.

##### **Composition**

1. The voting members of the board shall be: the eight hall presidents (or their proxies), the VPL (who serves as a voting member and the chair of the board), and two faculty members. A Dean of Students staff member will serve as non-voting member and adviser.
2. Each student member of the board may have as a proxy, except the chair, another member of the student's hall council. Proxies may be called upon to serve on the board to constitute a quorum.

#### **6.80 Presidential Appeals Board**

##### **Scope**

The Presidential Appeals Board will meet when necessary to consider appeals involving cases heard by the Judicial Appeals Board or Augmented CAR. See **Section 8.0** "Appeals process" for more information on appeals.

##### **Composition**

1. The Presidential Appeals Board shall be composed of the president of the College, the academic dean, a faculty member, a Dean of Students staff member, and the president of SAS, who serves as the chair.
2. Proxies may be called upon to serve on the board to constitute a quorum.

##### **General comments pertaining to composition on each of the boards**

1. The voting members of the board may disqualify any of its own members for particular case on grounds of prejudice.
2. The board must have a quorum of 50% plus one of its voting members present to consider any case.
3. If the chair of the board is absent or disqualified, the other board members will elect a chair from the remaining members of the board. This is determined by a majority vote of the board with the exception of the chair.

##### **Process for Recommending Suspension, Expulsion or Revocation of Admission or Degree**

1. A board may recommend suspension or expulsion to the president of the College by a two-thirds majority vote.
2. Under suspended suspension the student is not suspended but will be suspended automatically if the student commits another serious offense.
3. Under suspension, the student is removed from the College for a designated period of time, and may be permitted to return without any application and may be required to present evidence of the student's ability to integrate into the College community.

4. Under expulsion, the student is permanently removed from the College. An expulsion is recorded permanently on the student's academic record and transcript at Scripps.

## **6.90 Student Grievance Committee Procedures**

The SAS and the President's Advisory Council have established a Student Grievance Committee to give the student an opportunity to air or resolve any grievances concerning discrimination or other type of injustice that the student cannot solve by the student's own means or other college procedures.

### **Composition**

1. The Grievance Committee will consist of a subcommittee of the College JB. Its members will include two students, two faculty members and the Dean of Students, who will chair the committee and vote in case of a tie. Students and faculty members will be chosen at the time of a grievance by lot from the appropriate bodies.
2. The committee will be headed by the Dean of Students. If the charge is against the dean, the student should go to the VPJ who will then chair the Grievance Committee.

### **Procedure**

1. The student who has a grievance will first meet with the Dean of Students to identify the problem. The dean may suggest a course of action or alternate channels for solving the problem. The student is urged to seek all informal means of settling the matter.
2. If the matter is not resolved, the student shall present the student's grievance to the Student Grievance Committee in writing and in person. The written grievance will be submitted by the end of the semester following the one in which the grievance was suffered.
3. The committee may seek relevant information from other involved parties to determine the validity of the grievance. Minutes will record the discussion and the decision and will be filed in the Dean of Students Office. The decision will take the form of written recommendations to the parties involved, and if necessary, to the appropriate officer of the College. (Written notification in the form of recommendations will be sent to the student with a copy to the president of the College.) Penalties may include expulsion and suspension.
3. The committee will follow through on its recommendations, if appropriate. Every effort will be made to reconcile the parties involved.

### **Privacy**

The student's name may be withheld under a variety of circumstances where it would not be necessary to reveal her name. If there is an opposing party, however, he/she may be informed of the student's name in order to properly defend himself/herself against the complaint or if the complaint is serious enough to warrant such an action. The student shall be informed of this possibility and will be given the option of dropping the complaint before the student's name is disclosed.

## **7.0 Sanctions**

### **7.10 General Statement Regarding Sanctions**

Sanctions for violations of the College's policies are assessed appropriately for the cited violation. Sanctions will be considered in light of students' entire conduct records at the college and will be designed to hold students accountable for their

actions and the resulting or potential consequences of such actions, to promote the educational well-being of students, and to protect the educational environment of the College and the safety of the community. Failure to comply with the terms of any imposed sanctions may be considered an additional violation. All emergencies or other sudden conflicts preventing the student from completing her sanction(s) must be cleared by the chair of the board and are subject to approval.

Sanctions are divided into two categories – Limited and College-wide Sanctions – and are clearly defined below in **7.20** and **7.30**.

## **7.20 Limited and College-wide Sanctions**

1. Limited Sanctions include all sanctions that affect a student's status in a specific academic unit or organizational unit (e.g., housing, student organization). Sanctions assigned for academic dishonesty are done so in cases heard by the Augmented Committee on Academic Review.
2. College-wide Sanctions are those sanctions that affect a student's ability to continue the student's relationship with the entire college and include:
  - Expulsion from the College
  - Suspension from the College
  - Summary Suspension
  - Suspended Suspension
  - Revocation of Admission
  - Revocation of Degree
  - Removal of student organization recognition

## **7.30 Explanation of Limited and College-wide Sanctions**

For explanation of Academic Sanctions, refer to: Academic Dishonesty, 5.0, and the Scripps College Catalog 2012-2013.

### **College-wide Disciplinary Sanctions**

1. **Expulsion** – Expulsion from the College is permanent termination of student status. A permanent notation will appear on the student's transcripts. The student will be excluded from all classes, seminars, and programs; will not be allowed to participate in any college-sponsored activity; and will not be allowed on college premises.
2. **Suspension** – Suspension from the College is termination of student status for a specified but limited period of time. A permanent notation will be made on the student's transcript indicating the period of suspension. During the period of suspension, the student will be excluded from all classes, seminars, and programs; will not be allowed to participate in college-sponsored activity; and will not be allowed on college premises. Violation of the conditions of suspension, college policies, or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the College. Normally after the suspension, the student will be on disciplinary probation for a specified length of time.
3. **Suspended Suspension** – Under suspended suspension, the student is not suspended but will be suspended automatically if the student commits another serious offense.
4. **Summary Suspension** – The Dean of Students or her designee has the power to impose summary suspension for any action that she considers severe enough to

warrant such emergency action. She may impose summary suspension after a charge has been filed with Augmented JB.

- After summary suspension has been imposed, a hearing on the charge will be heard by the Augmented JB within forty-eight (48) hours of the charge being made, unless otherwise requested by the defendant.
  - The Augmented JB will notify the accused and the president of the College immediately upon reaching a decision.
5. **Revocation of Admission** – Revocation of admission involves the student's loss of admitted status to the College. The student may not continue enrollment or enroll for future semesters. Normally, revocation of admission precludes the student from the opportunity to apply to or be admitted to the College in the future.
  6. **Revocation of Degree** – Revocation of Degree involves the student's loss of the right to claim the degree as earned. Posting of the degree will be removed from the student's transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved, and the date of the action.
  7. **Organizational Sanctions** – Organizational sanctions are applicable to all residential and non-residential organizations, clubs, and similarly organized groups that are responsible for compliance with all College policies. Upon determination that the group has encouraged violations or did not take reasonable steps to prevent violations of College policies, the group may be subjected to permanent or temporary removal of recognition.

#### **Limited Disciplinary Sanctions**

1. **Warning** – Warning is a written reprimand for violations of specified College policies or regulations including notice to the student that continued or repeated violations may be cause for further disciplinary action, normally in the form of disciplinary probation.
2. **Restitution** – Restitution is reimbursement for a) damage to College property, b) misappropriation of College property, funds or services, or c) minor damage to the property of individuals or groups within the College community. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be assigned for major damage but may be deferred to other appropriate processes.
3. **Disciplinary Probation** – Disciplinary probation consists of a strong formal warning that further violations during a specific period will not be considered individually, but in light of the student's past action. Academic probation, resulting from a judicial hearing, requires a student to complete the student's studies for a specific period without further academic violation under the conditions outlined by the board.
4. **Organizational Sanctions** – Organizational sanctions are applicable to all residential and non-residential organizations, clubs, and similarly organized groups, that are responsible for compliance with all College policies. Upon determination that the group has encouraged violations or did not take reasonable steps to prevent violations of College policies, the group may be subjected to social probation, denial or limited use of College resources and facilities, or other appropriate sanctions.
4. **Other sanctions** – Other sanctions may be imposed instead of or in addition

to those specified in the preceding list. Examples include, but are not limited to, housing reassignment or removal, on-campus driving restrictions, prohibition of leadership opportunities, fines, community service, research projects, seminar or class attendance, or other educational experiences as deemed appropriate.

*NOTE: If the board assigns the accused a community service or a work project as a sanction, the accused must complete the assigned work project herself.*

*Outstanding fines may be charged to a student account at the end of the academic year as determined by the Dean of Students Office.*

## **8.0 Appeals Process**

Following an initial review, the accused and/or the complainant may file a written appeal within ten days of the date that the initial decision was received.

### **8.10 Grounds for an Appeal**

Appeals must state:

- New evidence, of which the appellant was not aware of during the original hearing and is potentially sufficient to alter the decision, has become available.
- The sanction imposed is excessive or inappropriate (nature of sanction)
- The board failed to provide the student with due process and failed to follow College policies and procedures while reviewing the cited behavior (due process)
- An unreasonable amount of bias existed in the decision-making process

Exception: All administrative review decisions may be appealed on grounds of inappropriate sanctions only.

### **8.20 Filing an Appeal**

The written appeal must include the specific grounds for the appeal, supporting complainant wishes to include. Appeals should be filed as follows:

<u>Case heard by:</u>	<u>File appeal to:</u>
College JB	VPL*
Administrative Review	VPL*
Judicial Appeals Board	COSA
COSA for Appeal	Faculty Executive Committee
Augmented CAR	SAS president*

\*or her designee, or Registrar's Office during College breaks.

The appellant should be aware that initially all appeals are documentary reviews in which no oral testimony is taken. In many cases appeals are determined solely on the merits of the documents submitted and never proceed to oral hearing. Appellate documents, therefore, should be as complete as possible.

### **8.30 Appeal Process**

1. All appeals must be presented to the chair of the appropriate appellate hearing board within ten days after notification of the decision was received or the witnessed date of delivery of the notice. All appeals must be in written form and signed by the complainant or accused.
2. Upon receipt of the written appeal, the board will review the appeal and determine if grounds for the appeal exist.



3. If the board determines that grounds exist, the chair of the board will notify the other principal party to the original charge (complainant or accused) and provide reasonable opportunity to respond in writing.
4. The board will hear the case in a timely manner. An individual who served as a member of the board that originally heard the case may not serve on the appeals board for the same case. The said board member shall designate a proxy who has been trained in the judicial process and notify the chair of the board of the proxy.
5. After receiving all appellate documents, the board will convene and review the submitted appellate documents, the written decision from the initial review, and supporting documents relevant to the initial review decision. The board may request additional statements from the chair, adviser, the accused, the complainant, or witnesses of the initial hearing board.
6. The board will grant or deny the appeal. If the appeal is granted, the board will determine a course of action that may include upholding the initial decision in its entirety, modifying sanctions of the initial decision, referring the case back to the initial hearing board for further hearing, or convening an appellate hearing. The board's decision requires a majority vote.
7. The board will issue a written decision to all principle parties of the initial hearing.
8. All decisions in which appellate bodies uphold, modify, or grant an appellate hearing are final and binding upon all parties. Decisions referred back to initial panels and that are affirmed by those panels without modification are likewise final.
9. The rights of the complainant and the accused will remain the same as in the College JB with the exception of the right to a public hearing.
10. A written summary of the board's decision will be provided to the appealing party and the chair of the original hearing board within seven days of the decision.

## Helpful Phone Numbers

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*(All phone numbers are in the 909 area code unless otherwise indicated.)*

To reach the 911 emergency dispatcher from a campus phone, one must dial 9-911. However, the tracer will give the caller's location as the five-college central Telephone Office, unless the caller has time to explain otherwise. This is why individuals are strongly **encouraged to dial the Department of Campus Safety at ext. 72000** in an emergency. The Department of Campus Safety will contact the appropriate emergency agency while sending campus safety personnel to the location immediately.

<b>Fire</b>	<b>ext.72000, 607-2000</b>
<b>Police</b>	<b>ext.72000, 607-2000</b>
<b>Paramedic</b>	<b>ext.72000, 607-2000</b>
<b>Claremont Police Department (non-emergencies)</b>	<b>399-5411</b>

### Auto Repair Shops

Jiffy Lube – 2880 N. Garey Ave., Pomona	596-6899
American Automotive – 2080 W. Foothill Blvd., Upland	981-9707

### Banks

Bank of America – 339 Yale Ave., Claremont	865-2424
Chase – 400 N. Indian Hill Blvd., Claremont	624-9001
California Bank & Trust – 102 N. Yale Ave., Claremont	624-9091
Wells Fargo – 203 Yale Ave., Claremont	398-1140

### Bike Shops

Jax Bicycle Center – 217 W. 1 <sup>st</sup> St., Claremont	621-5827
Competitive Edge Cyclery – 65 E. Foothill Blvd., Upland	985-2453
REI – 12218 Foothill Blvd., Rancho Cucamonga	646-8360

### Book Stores

Barnes and Noble – 5183 Montclair Plaza Lane, Montclair	399-1966
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### Computers and Computer Repair

Computer Solutions – 2420 W. Arrow Route, Claremont	482-4600
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### Crisis Hotlines

California HIV/Aids Service referrals	800-367-2437
Alcoholics Anonymous	825-4700
Al-Anon	824-1516
Cocaine Anonymous	951-359-3895
House of Ruth – 599 N. Main Street, Pomona	623-4364
House of Ruth 24 hr. Emergency Hotline	877-988-5559
Narcotics Anonymous	800-863-2962
Rape Hotline (Project Sister)	626-4357
HELpline	
Crisis/Suicide intervention	

951-686-4357

### **Discount Stores**

Costco – 9404 Central Ave, Montclair	575-5004
K-Mart – 2530 S. Euclid, Ontario	983-2291
Big Lots – 1284 W. Foothill Blvd., Upland	949-1321
Target – 9052 Central Ave, Montclair	624-5717
Wal Mart – 1540 Foothill Blvd., Upland	920-4021

### **Government and the Law**

Claremont Chamber of Commerce & Visitors Information Center, –	
205 Yale Avenue, Claremont	624-1681
Claremont City Hall	399-5460
Pomona Legal Service Program	800-433-6251
Pomona Courthouse South	620-3001

### **Grocery Stores**

Stater Brothers – 1055 W. Foothill Blvd., Claremont	624-0619
Sprouts Farmers Market – 835 W Foothill Blvd, Claremont	267-1049
Trader Joes – 475 Foothill Blvd, Claremont,	625-8784
Vons Supermarket – 550 E. Baseline Rd., Claremont	621-4644
Wolfe's Market – 160 W. Foothill Blvd., Claremont	626-8508

### **Hospitals and Clinics**

Family Planning Associates Medical Group –	
5050 San Bernardino Street, Montclair	626-2463
Kaiser Permanente – 9961 Sierra Ave., Fontana	427-5000
Kaiser Permanente – 250 W. San Jose, Claremont	909-398-2142
Planned Parenthood – 918 W. Foothill Blvd. # A, Upland	985-0065
Pomona Valley Hospital Medical Ctr – 1787 N. Garey Ave., Pomona	865-9500
San Antonio Community Hospital – 999 San Bernardino Rd	985-2811
San Antonio Community Lab – 7777 Milliken Ave., Rancho Cucamonga	948-8040
Urgent Care: Pomona Valley – 1601 Monte Vista, Ste. 190, Claremont	865-9977

### **Mail Services**

Claremont Post Office – 140 Harvard Ave., Claremont	625-7161
UPS Store – 310 N. Indian Hill Blvd., Claremont	621-2112
The Village Postmark – 112 Harvard Ave., Claremont	626-1999

### **Newspapers**

<i>Claremont Courier</i> – 111 S. College Ave., Claremont	621-4761
<i>Inland Valley Daily Bulletin</i> – 2041 E. 4 <sup>th</sup> St., Ontario	987-6397
<i>Los Angeles Times</i> (call for subscription)	800-528-4637
<i>New York Times</i> (call for subscription)	800-631-2500

### **Office/School Supplies**

Office Depot Inc. – 5391 Moreno St., Montclair	624-6895
Staples The Office Superstore – 300 S. Mountain Ave., Upland	981-9039

### **Optometry**

Claremont Optometry	625-7861
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Lens Crafters – 2148 E. Montclair Plaza Ln., Montclair	399-5662
Lens Crafters – 9337 Monte Vista Ave., Montclair	621-1136

### **Prescriptions**

Hendricks – 137 Harvard Ave., Claremont	624-1611
Kaiser Permanente – 250 W. San Jose, Claremont	866-342-2806
CVS Pharmacy – 775 E. Foothill Blvd, Pomona	621-6708
Walgreens, 1241 W. Foothill Blvd, (open 24 hours) Upland	985-5391

### **Printers/Copy Service**

Claremont Heights Postal Center – 2058 N. Mills Ave., Claremont	626-7624
FedEx Kinkos – 960 N. Mountain Ave., Upland	981-9850
Staples – 300 S Mountain Ave., Upland	981-9039

### **Transportation**

#### *Airlines & Airports*

Los Angeles International Airport (LAX)	310-646-5252
Ontario International Airport (ONT)	909-937-2700
Alaska	800-426-0333
American	800-433-7300
Continental	800-525-0280
Delta	800-221-1212
Northwest	800-225-2525
Southwest	800-435-9792
United	800-241-6522
USAirways	800-864-8331

#### *Airport Transportation Service*

Express Shuttle	800-427-7483
Super Shuttle	800-258-3826

#### *Bus Service*

Greyhound Bus Lines – Claremont Station	624-4564
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#### *Taxi Service*

Yellow Cab Co.	622-1313
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#### *Train Service*

Amtrak – Route Information and Reservation	800-872-7245
Metro Link	800-371-5465

### **Travel Agencies**

Travel Xpress-Carlson Wagonlit – 368 S. Indian Hill Blvd., Clmt.	625-4771
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**Scripps College Directory (Extensions – with 621-, 607-)**

Admission Office, Balch Hall	18149
Alumnae Office, Balch Hall	72699
Asian American Student Union, Kimberly 92 & 95	72980
Cafe Con Leche, SCORE Office, Frankel Routt Courtyard	
Career Planning & Resources, Malott Commons 1st Floor	18180
Clark Humanities Museum, 981 N. Amherst, Humanities Bldg.	73606
Communication and Marketing, Steele 211	18280
Conferences and Special Events Office	18187
Dean of Faculty's Office, Balch Hall 122	72822
Dean of Students Office, Balch Hall 112	18277
Denison Library, 1090 N. Columbia	18973
Dining Services, Malott Commons	72977
European Union Center, 385 E. 9th Ste. 115	78102
Facility Reservations, Registrar's Office, Balch Hall 121	18089
Family, SCORE Office, Frankel Routt Courtyard	77838
Financial Aid Office, Steele Hall 2nd Floor	18275
Human Resource Office, 385 E. 9th Ste. 120	77908
Humanities Institute, Steele 103	18327
Intercollegiate Dept. of Asian American Studies, 647 N. College Way	79508
Intercollegiate Dept. of Africana Studies 647 N. College Way	73070
Intercollegiate Dept. of Chicano Studies, 647 N. College Way	73221
Intercollegiate Women's Studies Teaching and Research Center, 385 E. 9th St.	18274
W.M. Keck Science Center, 925 N. Mills Ave	18298
Mail Services Center, Malott Commons 1st Floor	(correct)
Maintenance and Housekeeping, 406 Platt Ave.	72541, after hours 72000
Millard Sheets Art Center, 250 Platt Ave.	72973
Motley Coffeehouse, Malott Commons 1st Floor	73967
Music Building, 921 N. Amherst	73266
Off-Campus Studies, Balch Hall 136	18306
Office of Assessment and Institutional Research, Vita Nova 132	73884
Emergency Preparedness Committee	18211
Performing Arts Center, 231 E. 10th St	79158
President's Office, Balch Hall 129	18148
Registrar's Office, Balch Hall 121	72981
Resident Advisor Cell Phones	909-708-7603 909-708-7604
Richardson Dance Studio, 921 N. Amherst Ave.	72934
Ruth Chandler Williamson Gallery, 11 <sup>th</sup> and Columbia Ave.	73397, 73517
Scripps Communities of Resources and Empowerment (SCORE)	78869
Scripps Store	78733
Student Accounts, Balch Hall 119	18259
Student Activities and Res. Life Off. (SARLO), Malott Commons 2nd Floor	74307
Treasurer's Office, Balch Hall 107	18211
Wanawake Weusi, 1030 Dartmouth	77837
Sally Tiernan Field House	78810

**Claremont Colleges Directory****Athletics Facilities**

Ducey Gym	72904
Frank B. Wells Fitness Center, Ducey Gym	73138
Pitzer Gold Center, north end of Pitzer College	73900
Pomona Rains Center	18016
Scripps Exercise Room, next to Senior Routt Apartments	73379
Scripps Pool	73562
CMC Axelrood Pool, Ducey Gym	73562
Pomona Haldeman Pool, east of the football field on 6th St.	18583
Tennis Courts are located on the Pomona and CMC campuses	
Tracks are located on the CMC, Pomona, Pitzer campuses	
Bernard Biological Field Station, Thille 108	
Field Manager	621-5425
Bridges Auditorium Box Office	18032
Chicano/Latino Student Affairs Center, 757 College Way	18044
Claremont Card Center (Student ID), 919 N. Columbia Ave.	72273
Claremont School of Theology, 1325 N. College Ave.	626-3521
Department of Campus Safety, Pendleton Business Bldg., 150 E. Eighth St.	72000
	18170
Dining Halls (five-college)	
Claremont McKenna - Collins	78253
Harvey Mudd - Platt	72675
Pitzer - McConnell	72788
Pomona - Frary Hall 73076, Frank Hall 72240, Oldenborg Hall	78073
Health Education Outreach (HEO), 757 College Way	73602
Honnold/Mudd Library Complex, 8th & Dartmouth	18150
Huntley Bookstore, 8th St. & Dartmouth Ave.	607-1502
Information Desk	71502
Textbooks - Sales Floor	73783
Computers - Sales Floor	71625
Information Technology, Basement of Pendleton	18053
International Place (I-Place), Claremont McKenna Campus	74571
McAlister Center for Religious Activities, 919 N. Columbia Ave.	
Chaplains, Office of the	18685
Community Service/Volunteer Center	18822
Hillel	18685
Monsoon Counseling and Psychological Services, 757 College Way	18202
Office of Black Student Affairs (OBSA), 139 E. 7th St.	18248
<b>PE/Athletic faculty assigned to SCR</b>	
Charles Griffiths, Athletics – Ducey Gym	79338
Betsy Hipple, Athletics – Ducey Gym	78613
Gretchen Rush, Athletics – Bissantz Tennis Center	74237
Keri Sanchez, Athletics – Center Court D	79069
Queer Resource Center, Pomona College, Walton Commons.	71817
Rancho Santa Ana Botanic Garden, 1500 N. College Ave.	625-8767
Snack Shops	



The Coop, Walker Lounge, Pomona College	72264
The Grove House, Pitzer College	73654
The Hub, Claremont McKenna College	74082
Motley Coffeehouse, Malott Commons, Scripps College	73967
Hagelbarger's, McManus Hall at Claremont Graduate University	73297
Student Accounts	
Student Health Services, 757 College Way	18222
Telephone Office, 330 E. 8th Street	18599
Voicemail Hot Line	73172
The Women's Center, Grove House at Pitzer	73654
Tomas Rivera Policy Institute, Pitzer College	213-821-5615

## **Appendix A - Housing Information**

### **Housing Options**

Scripps offers a variety of housing options. Students may live on campus in the traditional residence halls or Senior Routt Apartments; petition to live off-campus in an unaffiliated house/apartment; or on another Claremont College campus by participating in a 5-College Living Exchange.

### **On-Campus Options Residence Halls**

There are nine residence halls at Scripps College - Clark, Toll, Browning, Dorsey, Frankel, Routt, Jungles-Winkler, Kimberly and Wilbur hall. The number of residents in each hall ranges from 20 to 100. Each hall is governed by a hall council made up of eleven officers who are elected by the residents of the hall. Students living in the residence halls are required to purchase a meal plan.

### **Senior Routt Apartments**

For women who would like the experience of being more independent and the ability to cook their own meals, Scripps offers four furnished, on-campus apartments. These apartments consist of four bedrooms, kitchen facilities, and a common area. The cost to live in the apartments is the same cost one pays to live in normal residence hall rooms. Priority for these apartments is given to groups of senior women who apply. Information and applications will be available at the time of Hall Draw in the spring.

### **Alternate Housing Options**

On rare occasions when there is a "planned" over enrollment of students, the college may offer a limited number of alternative housing options. For more information please contact the Dean of Students Office, (ext. 18277).

### **Off-Campus Options**

#### **Off-Campus Petitions**

Students may petition to live off-campus anytime during the year, although petitions are typically granted in the spring for the following academic year. Students are officially granted off-campus status when they receive written notification. The number of off-campus petitions granted is limited, and priority is given to upper-class women. Off-campus status is only granted for one academic year at a time, therefore students should not sign a lease with more than a one-year rental agreement. If students would like to live off-campus after the current academic year, they need to reapply in the spring. No student is guaranteed off-

campus status for the following academic year.

### **Unaffiliated house/apartment**

Students who are granted off-campus status may live anywhere they choose. Students who need to find an off-campus residence are encouraged to look in the *Claremont Courier*, contact the Real Estate Office (909) 607-2609, or obtain local rental magazines at the Claremont Chamber of Commerce.

### **Claremont Colleges Campus Options**

#### **Five-College Living Exchange**

Students interested in living at Claremont McKenna, Harvey Mudd, Pitzer, or Pomona may participate in a **Five-College Living Exchange**. The exchange provides an opportunity for Scripps students to live on another campus while their “exchange student” lives at Scripps. More information will be available in the Hall/Room Draw booklet distributed in the spring.

### **Assignments**

Each spring, students choose their rooms for the following academic year during the **Hall Draw** lottery system. Hall Draw is organized by the hall director/residence life coordinator in conjunction with the student living representatives and members of the residential life staff. More information will be available in the Hall Draw booklet distributed in February.

*NOTE: Students must sign and return their Confirmation of Enrollment form to the Registrar's Office by the specified deadline in order to participate in the Draw.*

### **Residence Halls Agreement 2015-2016 Academic Year**

#### **I. Period of Agreement**

This agreement shall be in effect during the 2013-2014 academic year, beginning Thursday, August 29, 2013, at 8:00 am and ending Saturday, May 17, 2014, at noon (for graduates only: Monday, May 19, 2014, at 12:00 pm). The residence halls are closed to students beginning Saturday, December 21, 2013, at 12:00 PM, and re-open Sunday, January 19, 2014, at 10:00 AM (for new students: Saturday January 18, 2014, at 8:00 AM). During this period students must find alternate housing.

#### **II. Termination**

A. This agreement acknowledges that living in the residence halls is a privilege. This agreement may be terminated upon written approval from Scripps College. The student shall be entitled to a prorated refund of board charges (no refund of room charges or fees) for any such period paid beyond the effective College-approved termination date, provided the student has completed the established checkout procedure and paid any outstanding amounts owed to the College. If a student vacates the student's residence before the end of an academic semester and continues to be registered, the student is held liable for rent for the remainder of the contract term. All decisions regarding exceptions to the Residence Halls Agreement are made by the Dean of Students Office.

B. The College may terminate this agreement for any one or more of the following reasons:

1. Indications that the student's behavior could result in harm to oneself or others. a. Emotional Distress

The College may elect to evict if, at any time, a student is determined to be emotionally unfit to live in College housing. In all such cases, determination shall be made by the Dean of Students Office. In cases of serious emotional crisis or incidents of alcohol overdose, substance abuse, bulimia, anorexia, emotional breakdown or other similar behavior, the student may be required to have a behavioral contract in order to continue to live in the Scripps residence halls and/or be subject to follow-up conduct action. Students who have attempted suicide, threatened suicide, commented about attempting suicide, or written suicide notes may be required to receive permission to remain in the Scripps residence halls from the Dean of Students Office. This permission will normally be based on an assessment and recommendation from a qualified psychological or medical practitioner.

2. Failure of the student to pay fees due in a timely manner (after receiving written notice).

3. Failure of the student to maintain full-time enrollment status with the College.

4. Violation of the housing contract or policies stated in the *Guide to*

*Student Life*. a. Unauthorized or Illegal Use of Assignment

The College may elect to evict if, at any time, a student uses the premises for an unauthorized illegal purpose or violates the terms of the Residence Halls Agreement. The College's decision to evict under this provision shall be made jointly by the Dean of Students and associate Dean of Students. An eviction under this provision shall be referred to judicial action for possible further and independent disciplinary action.

b. Continual disruption/Unacceptable behavior

Residents responsible for excessive noise and/or disruptive behavior who continually disrupt the environment may be subject to eviction as well as further disciplinary action.

### **III. The College Shall:**

A. Provide the student with an assigned space in the residence halls. The room may be either single, double, triple, or quadruple occupancy.

B. Provide each student with a single bed, mattress, dresser, study desk, desk chair, bookshelf, and wastebasket.

C. Furnish meals in campus dining halls in accordance with the student's choice of meal plan when the College is in session. All residential students are required to be on the meal plan, with the exception of students medically excused by the Dean of Students Office and students residing in the four person Senior Routh Apartments.

D. Provide cleaning service and maintenance for common areas of the residence halls (lounges, hallways, bathrooms and shower rooms).

### **IV. The Student Shall:**

A. Be enrolled as a full-time student during the period of the agreement unless alternative arrangements have been approved by the Dean of Students Office.

B. Pay all room and board charges in accordance with the dates and amounts set forth by Business Affairs.

C. Pay a \$350.00 security deposit by the date specified by the Admission Office.

D. Not change, alter, or modify the room, suite, or apartment, its furnishings or

fixtures without the prior approval of the director of campus maintenance and the Dean of Students Office.

E. Abide by all residence hall policies and procedures as identified in the *Guide to Student Life*. Violations may become basis for administrative and/or disciplinary action up to and including expulsion from the College. The *Guide to Student Life* section on residence hall policies and procedures is considered part of this agreement.

F. Be financially responsible for damages that occur in their room, suite, or residence hall. Such cost shall be established at the College's reasonable discretion, and payment of such costs shall be made by the student within 15 days of written notice from the College or be deducted from their damage deposit. In the event the cause of any loss or damage to the residence hall, its common areas, furnishings or fixtures cannot be determined after reasonable investigation by the College, the cost of such loss or damage shall be prorated to each student assigned to the residence hall (or suite, where appropriate) regardless of whether such student was present in the residence hall at the time of such loss or damage.

G. Be responsible for familiarizing all personal guests with Scripps' policies and assume full responsibility for any violation thereof or damage to property.

H. Leave the room and/or suite in a clean and orderly condition, which includes retrieving any stored college-owned furniture, when that student moves, or at the termination of this agreement.

I. Evacuate all the residence hall spaces in the event of an emergency.

J. Be entitled to a refund of their \$350.00 security deposit, less any damages charged against their deposit, upon graduation or withdrawal from the College. Exceptions to this must be approved by the Dean of Students Office and Business Affairs.

**V. It is Further Agreed That:**

A. Authorized College personnel may enter the student's room for cleaning, maintenance, or repairs, for purposes of maintaining compliance with health and safety regulations, and in the case of an emergency or building evacuation. All other entries will be in compliance with State of California and federal laws.

B. While all reasonable precautions will be taken to safeguard the personal property of students, the College assumes no responsibility and provides no insurance or financial protection for the student's personal property.

C. Unless given prior authorization by the Dean of Students staff member responsible for housing, the student will not enter the residence halls when they are closed.

**Consolidation**

Occupants may be required to change rooms or residence halls for the benefit of the College. Scripps College reserves the right, in the event of a vacancy, to consolidate student spaces.

**Search of Rooms**

A search of a student room by college staff may be authorized only by the Dean of Students Office. Such authorization will be issued in writing indicating the reason for the search and the objects or information sought. Except in emergency circumstances, an occupied residence hall room will not be searched without prior notification of the resident, with the opportunity for the student to be present at the time of the search if she chooses. If the search is conducted without the student being present, the student will receive notification that the search did occur and the reason for it. The College cannot prevent nor prohibit the search of student rooms on college premises by law enforcement officers acting in the performance of their duties.

The College is not liable for the loss of, or damage to, personal property for any cause not arising directly from the negligent acts of college employees acting within the scope of their duties. Private insurance is advised.

### **Maintenance and Inspection Access**

The College reserves the right to enter any room at any reasonable time, including vacation periods, for the purpose of inspection, maintenance, or repair. Additionally, the College reserves the right to enter any room in cases of emergency without providing written notice to students for the purpose of making repairs.

Individual room checks are conducted once a year. Staff checks each room to ensure that the room meets up to fire code and college standards; a health and safety check evaluation form will be left in each room to explain any hazards that need to be addressed. Students are expected to correct the hazard, and those who do not comply with College and fire code standards are expected to correct the hazard and may be subject to judicial action.

## **Residence Hall Procedures**

### **Check-in Procedures**

1. Each room will be cleaned and furnished by the maintenance and housekeeping staffs to prepare for occupancy.
2. All Room Condition Report (RCR) forms will be completed prior to the day of check-in by a member of the residential life or maintenance staffs. Upon arrival, each student receives a copy of the RCR and a room key from a member of the residential life staff. Students take a copy of the RCR form to their room and makes additions/corrections to it so that it reflects the condition of their room upon checking-in. The RCR must be returned to the Dean of Students Office within 72 hours with any corrections after the student assesses the room. In the case of roommates, all students in the room will be responsible for community living space, such as walls, lighting, carpeting, and bathrooms. Each resident's RCR should reflect the condition of the community space and each resident's own living space. A copy of the RCR will serve as a permanent record of the condition of each room.

### **Room Change and Mid-Year Check-out Procedure**

1. Should a student wish to check out prior to the end of the academic year because the student is moving to another room or is vacating her room for the remainder of the year, a member of the residential life staff will be responsible for collecting the student's room key.
2. Upon checking out, the residential life staff member will check the room against the RCR form and will note differences, if any. If there are any damages, lack of cleanliness, or a failure to check out properly, the residential life staff member will indicate this on the RCR. If the room is in need of repair, the Maintenance Office will assess the cost of the damage and/or missing furniture and will notify Student Accounts Office as to the amount the student(s) should be charged at a later date. The residential life staff member and resident will sign the RCR.
3. The residential life staff member will give a copy of the signed RCR to the resident. The original copy, the resident's room key, and any work requests will be given to the Maintenance Office.
4. The Maintenance Office will check the room for damages and general repairs.
5. If a student is changing rooms/halls, the student must also check-in with a member of the residential life staff in the student's new hall according to the check-in procedures listed above.

*NOTE: There is a two-week moratorium on room changes at the beginning of each semester.*

### End of the Year Check-Out

EVERY student is required to check out of the student's room at the end of the school year. Prior to the beginning of finals week, all students are required to attend a mandatory hall meeting where information about check out is presented. At this meeting, a student secures an appointment time to check-out. Check outs are conducted by members of the Maintenance, Housekeeping, and Residential Life staffs.

*NOTE: A full description of the check-out procedures will be provided prior to the end of the year.*

### Rooms and Furnishings

All rooms are furnished with a bed, study desk and chair, dresser, bookshelf, and wastebasket. When a student vacates a room, all items must be returned to the room unless the furniture was removed through a Furniture Removal Request. The student is responsible for all missing items and damaged furniture (see **Policy 4.13**). Any damages or missing furniture in the room at the time of check out will result in a fine for the occupant(s) of the room. The following is a list of charges for damages and missing furniture. The charges are general guidelines and may change depending on individual circumstances as assessed by a member of the Maintenance Office staff member.

### RESIDENCE HALL DAMAGE CHARGES LIST

\$15 Bed pad	\$150 Mattress
\$200 Bookcase (small)	
\$250 Bookcase (large)	
\$70 Bulletin board/White board	TBD Wall/Ceiling repair/repaint
\$300 Carpet (replacement)	\$85 No sag spring
\$300 Chest of drawers	
\$100 Closet doors (re-hang)	
TBD Missing Closet Doors	\$25 Recycling Bin
\$250 Coffee Table	\$125 Re-key room (ResHall)
\$500 Couch	\$150 Repaint/Refinish Door
\$400 Desk	
\$225 Desk chair	\$12 Screens (each)
\$250 End table	\$250 Student reading chair
\$400 Entertainment Center	\$25 Wastebasket
\$115 Lamp	
\$70 Lamp shade	
Loft/Bed frame	
\$500	

TBD=To Be Determined

Prices are subject to change without notice. Billing and other overhead costs may be added to charges.

Residents are responsible for all items marked on their RCR at check in (items may be added or removed only by submitting a work order request to the Maintenance Office through a residential life staff member). Scripps College is not responsible for any items left in the basement over the summer. Scripps College does not provide summer storage.

### Residence Hall Use During Vacations

During the semester break in late December and January, **ALL** residence halls and on-campus apartments are closed. During fall and spring break residence halls remain open. Food service is available at one of the colleges during fall and Thanksgiving break, but **not** during spring break.

### Summer Housing



Summer housing is not guaranteed and is subject to availability. Please contact the Summer Conferences and Special Events Office, located in Vita Nova Hall 126, ext. 18187 or 71870.

## **Appendix B - ACADEMIC CALENDAR 2014 – 2015**

(dates subject to change)

### **Fall 2014 Semester**

<b>Thursday</b>	<b>August 28</b>	Residence halls open at 8 a.m. for new students
<b>Thurs.- Mon.</b>	<b>August 28 -September 1</b>	Orientation and Registration
<b>Sunday</b>	<b>August 31</b>	Residence halls open at 10 a.m. for continuing students
<b>Tuesday</b>	<b>September 2</b>	Classes begin
<b>Monday</b>	<b>September 15</b>	Last day to add classes
<b>Wednesday</b>	<b>October 8</b>	Low Grade Reports due in Registrar's Office
<b>Mon.-Tues.</b>	<b>October 20-21</b>	Fall Break
<b>Thursday</b>	<b>October 23</b>	Last day to drop classes without academic penalty
<b>Tues. – Fri.</b>	<b>November 18-21</b>	Preregistration for spring semester
<b>Thurs-Fri.</b>	<b>November 27-28</b>	Thanksgiving recess
<b>Wednesday</b>	<b>December 10</b>	Last day of classes for first semester
<b>Thurs.- Fri.</b>	<b>December 11-12</b>	*Reading days
<b>Mon.-Fri.</b>	<b>December 15-19</b>	Final examinations
<b>Saturday</b>	<b>December 20</b>	Residence halls close at noon
<b>Monday</b>	<b>December 29</b>	All grades due in the Registrar's Office by noon

*\*Thursday and Friday of the last week of classes each semester are designated as Reading Days. Classes are suspended, but professors may hold study sessions, critique sessions, or reviews. No new material may be introduced at these sessions and **no exams may be given on Reading Days except to second-semester seniors.***

### **Spring 2015 Semester**

<b>Saturday</b>	<b>January 17</b>	Residence halls open at 8 a.m. for new students
<b>Sat.-Mon.</b>	<b>January 17-19</b>	Orientation and Registration for new students
<b>Sunday</b>	<b>January 18</b>	Residence halls open at 10 a.m. for continuing students

<b>Tuesday</b>	<b>January 20</b>	Second semester classes begin
<b>Monday</b>	<b>February 2</b>	Last day to add classes
<b>Wednesday</b>	<b>March 4</b>	Low Grade Reports due in the Registrar's Office
<b>Thursday</b>	<b>March 12</b>	Last day to drop classes without academic penalty
<b>Mon.-Fri.</b>	<b>March 16-20</b>	Spring Break
<b>Friday</b>	<b>March 27</b>	César Chavez Holiday- Colleges Closed
<b>Tues.-Thurs.</b>	<b>April 21-23</b>	Preregistration for fall semester
<b>Wednesday</b>	<b>May 6</b>	Last day of classes at Scripps ( <i>May 1 – HM; May 6 – CM, PZ, &amp; PC</i> )
<b>Thursday</b>	<b>May 7</b>	Capstone Day
<b>Thurs.-Fri.</b>	<b>May 7-8</b>	*Reading days
<b>Friday</b>	<b>May 8</b>	Senior grades due in the Registrar's Office by noon
<b>Mon.-Fri.</b>	<b>May 11-15</b>	Final examinations and end of spring semester
<b>Saturday</b>	<b>May 16</b>	Commencement begins at 5:00 p.m.
<b>Saturday</b>	<b>May 16</b>	Residence halls close at noon ( <i>non-graduates</i> )
<b>Monday</b>	<b>May 18</b>	Residence halls close at noon for graduating seniors
<b>Thursday</b>	<b>May 21</b>	All other grades due in the Registrar's Office by noon
<b>Tuesday</b>	<b>September 1</b>	Fall 2015 classes begin

*\*Thursday and Friday of the last week of classes each semester are designated as Reading Days. Classes are suspended, but professors may hold study sessions, critique sessions, or reviews. No new material may be introduced at these sessions and **no exams may be given on Reading Days except to second-semester seniors.***

## **Appendix C - Scripps College Committees**

### **Board of Trustees, Chair: Mark Herron**

#### **Board of Trustees Committees**

In accordance with the bylaws of the College, each of the following five committees of the Board of Trustees has two student members, one alternate student member, and two faculty members. Students and faculty members are selected annually by their respective constituencies. These representatives will serve from July 1 to June 30. Most committees meet four times per year, and meetings are usually held on the Scripps campus. Committee members, including alternates, are also expected to attend those meetings that are held at the annual Board of Trustees retreat. Transportation and lodging arrangements are made and paid for by the College. Early in the fall semester, senior staff liaisons to board committees will meet with student committee members to orient them to their

positions and provide a schedule of meetings and other committee materials. Student committee members are required to submit a report and/or notes from the meetings to SAS and post these materials on the SAS bulletin board and website.

### **Buildings and Grounds Committee (B&G)**

The committee is chaired by a trustee and staffed by the chief financial officer of the College. The committee concerns itself with the design, utility, and condition of the College's buildings, grounds, and utilities, and with the amount and adequacy of funds devoted to their maintenance and repair. It is also responsible for: developing the campus master plan; approving the design of new campus facilities; planning for the periodic refurbishment of campus facilities; overseeing the status of current major repairs and renovations; reviewing the five-year projection of recurring maintenance; and monitoring ADA compliance. It oversees the status of the capital construction, additions and renovations, and related real estate acquisitions, transfers, and sales. In its work, B&G articulates closely with the Finance Committee on funding capital projects, and the Institutional Advancement Committee on naming opportunities and other gift strategies. Student members are elected through SAS in the spring.

### **Educational Policy Committee (EPC)**

The committee is chaired by a trustee and staffed by the vice president and dean of faculty. The responsibility of this committee is to ensure that the educational program is consistent with the College's mission, that academic personnel and the academic budget reflect academic priorities, that faculty personnel policies and procedures are equitable, and that the quality of academic activities is evaluated. To meet this responsibility the committee regularly reviews such issues as: how to attract and retain the best faculty; reinforcing learning with new technologies; criteria for promotion and tenure; faculty development programs; issues of diversity relating to faculty and the curriculum; addition, deletion, or reduction of academic programs; and faculty evaluation procedures.

Upon the recommendation of the president of the College, the EPC takes action on personnel recommendations of the Faculty Committee on Appointments, Promotions and Tenure. With the exception of the vice president and dean of faculty and the associate dean of faculty, the faculty, student, and non-trustee committee members shall not be present at committee meetings when matters involving faculty welfare, appointments, reappointments, promotion, dismissals, changes in salary, or leaves of absences are being considered, nor be entitled to vote on them. The recommendations of the committee shall be presented to the Board of Trustees for action. Student members are elected through SAS in the spring.

### **Finance Committee (FC)**

The committee is chaired by a trustee and staffed by the chief financial officer of the College. The Finance Committee oversees all aspects of the College's financial operations, including the development of the annual operating budget, the capital expenditures budget, and cash flow forecasts. The committee recommends the policies under which the College may incur debt, and monitors adherence to such policies. The committee can recommend but not approve borrowings. In addition, the committee, working with staff, develops a ten year long-range plan and informs

the Board about the financial impact of various policy decisions. This committee works with other board committees such as Buildings and Grounds, Institutional Advancement, and Investment to develop a comprehensive view of the financial resources of the College. Student members are elected through SAS in the spring.

### **Institutional Advancement Committee (IAC)**

The committee is chaired by a trustee and staffed by the vice president for institutional advancement. Along with alumnae and parent volunteer chairs of key fundraising committees, this committee works to educate the Board and the College constituencies (including alumnae, parents, students, friends, corporations, and foundations) as to the role fundraising plays in the life of the College and the importance of the constituencies' participation not only in fundraising, but also in efforts to fulfill the mission of the College. Its responsibilities include providing financial support to the College; personally encouraging others' gifts to Scripps; ensuring that fundraising objectives align clearly with the key objectives of the College; setting fundraising goals and priorities; advising staff regarding fundraising strategies; and monitoring the operations and results of the College's institutional advancement program, including budget, staff, schedule, and use of counsel. With other board committees, it works to clarify current and long-range priorities of the College and sets policies for fundraising in support of those priorities. The IAC works with the Audit, Finance, and Investment Committees to achieve and maintain financial equilibrium to enable the smooth functioning of the College and to ensure the long-term financial stability of the College. Student members are elected through SAS in the spring.

### **President's Advisory Committee on Diversity and Inclusivity (PACDI)**

The President's Advisory Committee on Diversity and Inclusivity consists of committed faculty, students, staff, and alumnae who are appointed to the committee by the president of Scripps College to advise the president on issues of diversity and inclusivity. The mission of PACDI is to promote a diverse and inclusive community. See: <http://www.scrippscollege.edu/about/diversity/index.php>

### **Student Affairs Committee (SAC)**

The committee is chaired by a trustee and is staffed by the vice president and Dean of Students. The Student Affairs Committee has as its central tasks representing students' interests in the Board's policy-making activities and supporting adequate resources for student affairs programs of the College. The committee meets with the vice president and Dean of Students to discuss issues relating to the improvement of the quality and enrichment of the students' collegiate experience. These include career planning, counseling, academic advising, issues of attrition and retention, issues of diversity, athletics and recreation, drug and alcohol policies, residential life, student governance, issues raised by SAS, and clubs and organizations. The committee receives periodic reports on recruitment, admission, and financial aid from the vice president for enrollment. The Scripps Associated Students president serves as an *ex-officio*, non-voting member. Student members are elected through SAS in the spring.

## **Institutional Committees**

SAS members and/or other students represent the student body on the following

institutional committees:

### **Alumnae Association/Alumnae Leadership Council**

President: Trustee Libby DeMeo '95

### **Committee on Study Abroad**

Chair: Professor Dalton Krauss

The Committee on Study Abroad (COSA) meets 4 to 5 times per semester and is responsible for setting policies related to off-campus study and for reviewing applications and student petitions.

### **Emergency Readiness Committee**

Chairs: Cheryl Pump and Josh Reeder

The Scripps College Emergency Readiness Committee exists to help prepare all members of the College community for a major emergency or disaster through participation in training and drills. To learn more about it visit:

<http://www.scrippscollege.edu/emergency/index.php>

### **Faculty Executive Committee**

Chair: Professor David Andrews

The Faculty Executive Committee (FEC) addresses academic policy issues and solicits input from the student body. To obtain further information, contact the Dean of Faculty's Office.

### **Food Service Committee**

Chairs: Tom Adkins

### **Orientation Advisory Board**

Chairs: Dean of Students Charlotte Johnson and Dean of Faculty Amy Marcus-Newhall

### **Scripps College Safety Committee**

Chair: Director of Human Resources Jennifer Berklas

The Safety Committee of Scripps College meets as needed, but at least once each semester to consider reports and take action regarding physical safety on our campus. Crosswalks, emergency phones, signs, and general campus safety matters are examples of the type of work done. Should you encounter anything on campus which you feel is safety related, please contact a member of the committee.

### **Senior Class Gift Executive Committee**

TBA

### **Traffic Appeals Board**

### **Five-College Student Committees**

CC members and/or other students represent Scripps on the following five-college student committees:

#### **Five-College Budget Committee**

#### **Five-College Student Affairs Committee**

#### **Senate of The Claremont Colleges Consortium**

## Appendix D-Emergency/Disaster Preparedness Information

### HOW TO PREPARE PERSONALLY

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

### EARTHQUAKE

#### What to expect in the event of an earthquake

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

#### What to do during the earthquake

1. **REMAIN CALM**; stay where you are until the shaking stops
2. If indoors, **DROP down onto your hands and knees** (before the earthquake knocks you down).

This position protects you from falling but allows you to still move if necessary.

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

#### What to do after an earthquake

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

### LOCKDOWN

1. Once you receive notification by phone, email and/or text message OR Scripps



personnel, proceed to the nearest *safe room* (if you know the location) or go to the closest room that can be locked.

2. **Lock the door.** Move furniture to barricade the door if possible.
3. Shut the curtains/blinds covering the windows.
4. Turn off the lights.
5. Sit/crouch down in areas that are out of sight from doors and windows.
6. Switch your cell phone to *vibrate*.
7. **Don't open the door for anybody! Remain quiet and calm** until campus safety or police arrive and/or you are notified by phone, email, or text message.

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

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

### **Fire Safety Rules**

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

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

## **Appendix E - Information Technology Agreement**

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

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

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

These policies include the Claremont Colleges Appropriate Network Use Policy at <http://inside.scrippscollege.edu/it/appropriate-use-of-campus-computing-and-network-resources> and the Scripps Web Policy at <http://inside.scrippscollege.edu/it/computer-lab-rules-and-regulations>. Plus, there are additional policies that apply specifically to the computing resources at Scripps College, the Claremont College, and other institutions and sites on the Internet. It is the user's responsibility to become informed about the various policies associated with using either local or Internet resources and to adhere to those policies regulating the service.

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

If you are interested in connecting your PC or MAC to the Scripps Network from your residence hall, please obtain instructions, which can be found online at:

<http://inside.scrippscollege.edu/it/web-based-scripps-networking-installation>

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

I, (print student name): \_\_\_\_\_ have read the above introduction to the Scripps Network and agree to abide by these and the other rules that apply to appropriate use of Network resources at Scripps College.

Signature on file.

Student Copy

### **Information Technology (IT) Resources**

Scripps College has a combination of presentation classrooms and student and residential computer labs to facilitate the use of technology on campus. The Local Area

Network (LAN) supports a wide variety of software and Internet applications to be used for educational purposes and to carry out the legitimate business of the college. In addition to online help guides provided on the [Scripps website](#), students can request workshops from the IT staff.

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

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

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

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

**Smart Classrooms:** All classrooms (except Baxter 108) on the Scripps campus include a computer, projector and audio visual peripherals for faculty to use in teaching.

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

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

**Computer Network Access in Residence Hall Rooms and Wireless on Campus:** Scripps College has both wired and wireless support within the residence halls. Ethernet ports in every residence hall room are gigabit-capable high-speed connections. The wireless network supports the latest 802.11n standard as well as legacy 802.11a/b/g. User-friendly instruction sheets and IT staff are available to assist you in the installation of our “networking” software, which will provide you with Web, email, anti-virus and laser-printing services. Please visit <http://inside.scrippscollege.edu/it/web-based-scripps-networking-installation>.

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

PC	Macintosh
Desktop or laptop ~ 4 GB RAM min.	
Windows 7 Service Pack 1 installed	OS X 10.8 Mountain Lion w/latest updates installed

Windows Vista Service Pack 2 installed	OS X 10.7.5 Lion w/ latest updates installed
	OS X 10.6.8 Lion w/ latest updates
Category 5/5e/6 Ethernet Cable – 15ft. min for wired connection (provided by student) ~ Available at Huntley Bookstore	

FMI on Wireless please visit <http://inside.scrippscollege.edu/it/wireless-lan-information>.

## **APPENDIX G 2011 Fire Safety Report**

(Contains statistics for 2011)

### **Introduction:**

The Higher Education Opportunity Act requires all institutions of higher education that maintain on-campus housing to publish an annual Fire Safety Report. This report contains the information required by the HEOA for Scripps College including, our fire safety practices and a fire log with statistics regarding on-campus fires. The annual Fire Safety Report is available by October 1 to all students, prospective students, faculty, and staff. An email notice of its availability is sent to all current students and employees each fall.

### **On-Campus Housing Fire Safety Information/Policies**

#### **Fire Emergency Procedures:**

- If you see fire or smell smoke, activate the closest fire alarm.
- Evacuate to your designated evacuation area (as discussed with your Resident Advisor during your first hall meeting) and report to your Building Monitor or Resident Advisor
- Report the location of the fire to Campus Safety at (909) 607-2000 or ext. 72000.
- All persons within a building are required to evacuate when an alarm has sounded. Persons who do not evacuate present a danger to themselves and a liability to the college and will be referred to the college judicial process.

#### **Fire Alarm Systems:**

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

#### **Fire Safety Equipment:**

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

#### **Fire Sprinkler Systems:**

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

#### **Halogen Light Policy:**

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

**Open Flames:**

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

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

**Explosives:**

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

**Fire Safety Education:**

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

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

Scripps College complies with all local, state and national fire regulations. All of Scripps' residential buildings have fire alarms and manual fire extinguishers. Evacuation drills of all residential buildings are conducted each semester. Fire safety systems are routinely inspected and monitored as mandated by the County of Los Angeles. A log of these inspections is maintained by the Facilities Department.

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