

Student Handbook

2016–2017



Harvey Mudd College Academic Calendar 2016-2017

FALL 2016

Aug. 24	Wed	Residence halls open for new students; Orientation begins
Aug. 28	Sun	Residence halls open for returning students; first meal, brunch
Aug. 30	Tues	First day of fall semester classes; Convocation 11 a.m.
Sept. 5	Mon	Labor Day—most offices closed, classes in session
Sept. 12	Mon	Last day to add full semester and first half semester courses (by 5 p.m.)
Sept. 30	Fri	Last day to drop first half semester courses; last day to declare first half semester courses Pass/Fail (by 5 p.m.)
Oct. 14	Fri	Fall break begins after last class; first half semester courses end
Oct. 19	Wed	Fall break ends at 8 a.m.; second half semester courses begin
Oct. 20	Thurs	Last day to drop full semester courses (by 5 p.m.)
Nov. 2,	Wed	Last day to add second half semester courses (by 5 p.m.)
Nov. 15–18	Tues–Fri	Pre-registration for spring 2017
Nov. 18	Fri	Last day to withdraw full semester courses with a grade of “W”; last day to drop second half semester courses; last day to declare full semester course and second half semester courses Pass/Fail (by 5 p.m.)
Nov. 23	Wed	Thanksgiving recess begins after last class
Nov. 28	Mon	Thanksgiving recess ends 8 a.m.
Dec. 9	Fri	Last day of HMC, CMC and Pitzer classes (Pomona and Scripps classes end Dec. 7)
Dec. 12	Mon	Final examinations begin
Dec. 16	Fri	Final examinations end; last meal, lunch
Dec. 17	Sat	Residence halls close 8 a.m.
Dec. 29	Thurs	Grades due to registrar by noon
Jan. 2	Mon	Fall grades viewable on the portal

SPRING 2017

Jan. 15	Sun	Residence halls open at 8 a.m. for all students
Jan. 16	Mon	Martin Luther King Jr. Day, most offices closed; first meal, brunch
Jan. 17	Tues	First day of spring semester classes
Jan. 30	Mon	Last day to add full semester and first half semester courses (by 5 p.m.)
Feb. 17	Fri	Last day to drop first half semester courses; last day to declare first half semester courses Pass/Fail (by 5 p.m.)
Mar. 3	Fri	First half semester courses end
Mar. 6	Mon	Second half semester courses begin
Mar. 9	Thurs	Last day to drop full semester courses (by 5 p.m.)
Mar. 10	Fri	Spring break begins after last class
Mar. 20	Mon	Spring break ends 8 a.m.
Mar. 27	Mon	Last day to add second half semester courses (by 5 p.m.)
Mar. 31	Fri	César Chávez Day, offices closed; no classes
April 14	Fri	Last day to withdraw full semester courses with a grade of “W”; last day to drop second half semester courses; last day to declare full semester course and second half semester courses Pass/Fail (by 5 p.m.)
April 18–20	Tues–Thurs	Pre-registration for fall 2017
April 28	Fri	Last day of HMC classes (CMC, Pomona, Pitzer and Scripps classes end May 3)
May 1–3	Mon–Wed	Presentation days; no HMC classes
May 4–5	Thurs–Fri	Final exams for seniors; reading days for other students
May 8	Mon	Senior grades due to registrar (by 9 a.m.)
May 8–12	Mon–Fri	Final examinations
May 14	Sun	Commencement at 1:30 p.m.; last meal, brunch
May 15	Mon	Residence halls close 8 a.m.
May 18	Thurs	All other grades due to registrar by noon
May 24	Wed	Spring grades viewable on the portal

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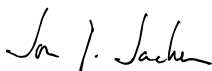
Message From the Division of Student Affairs

Dear Students,

The Harvey Mudd College years are an important time for personal development and intellectual growth. It's a time for exploring and experimenting, for living in a diverse community bound by the *Honor Code* and for strengthening one's individual ethical core and leadership abilities. As a college, we encourage students to engage in all of the opportunities available to them during their time here, while also promoting autonomy and adult responsibility. In partnership with you, we strive to create a campus environment where students can find themselves on their own terms, both personally and academically.

The Division of Student Affairs, which includes offices for residential life, campus life, community engagement, student health and wellness, institutional diversity and career services, plays a significant role in crafting and supporting the campus community and in promoting students' personal, social and academic development and wellness. We provide programs and services that complement, support and enhance the mission of the College and are strongly tied to academics through robust faculty participation in our programs and through our collaboration with the associate dean for academic affairs. We have created this family handbook to share answers to common questions, provide insight into the programs and resources available and to clarify how we can work together to ensure your student takes full advantage of the opportunities and resources available at Harvey Mudd College. For your convenience, we have also provided links so that you can access information online.

We hope you enjoy this handbook and find the information interesting and useful. We look forward to strengthening our relationship with your student, and you, over the coming years.



Jon Jacobsen

Vice President for Student Affairs and Dean of Students

Harvey Mudd College reserves the right at any time, without advance notice, to change any part, portion or provision of this student handbook.

Harvey Mudd College reserves the right to photograph and/or videotape students, faculty, staff and guests while on College property, during College-sponsored events or during activities where they are representing the College. These images and audio may be used by Harvey Mudd College for promotional purposes, including use in the College magazine, press releases, booklets, brochures, pamphlets, newsletters, advertisements, the College website and associated sites, and other promotional materials.

On July 31, 2008, Congress passed the reauthorization of the Higher Education Act of 1965 as the Higher Education Opportunity Act (HEOA). The Act requires colleges and universities participating in Title IV federal student financial aid programs to publicly disclose to consumers, including current and prospective students, information regarding financial aid, student success, student enrollment and institutional policies.

Harvey Mudd College is in compliance with the HEOA and has disclosed the required information on its website at hmc.edu/dean-of-faculty/higher-education-opportunity-act-heoa/.

Student Handbook produced by the Division of Student Affairs and the Office of Communications and Marketing
Harvey Mudd College
301 Platt Boulevard
Claremont, CA 91711

Division of Student Affairs Mission Statement

Educating Ethical Leaders

We believe the Harvey Mudd College mission statement enjoins us to educate ethical leaders who are committed to the well-being of society and the planet. For this reason, we focus our work around three concepts: Ethics, Care, Leadership.

Ethics

The Honor Code and the College's mission statement make it clear that teaching, learning and living an ethical life should be at the heart of the Harvey Mudd student experience. DSA programs create opportunities for students to

- explore, express and develop their own ethical commitments
- discuss how they and others live the Honor Code in dealing with classes, roommates, friends and the larger Harvey Mudd community
- learn about the ethics of their future professions.

Care

Students often say that taking care of each other is a central value of the student culture. The founders of the College intended that its students would become leaders who care for their local and global communities and the planet. DSA programs will create opportunities for students to

- understand their options and responsibilities as bystanders
- increase their understanding of, and empathy for, students whose experience of life is different from their own
- engage in meaningful work to benefit the College community, the local community that surrounds us, the global community and the planet.

Leadership

Leadership is at the core of the mission statement. Being a visible campus leader is only one of many opportunities for leadership. DSA programs will create opportunities for students to

- find their own leadership style and strengths
- understand that one doesn't have to be a "leader" to practice leadership
- learn to recognize leadership moments in many types of situations.

Harvey Mudd College's Aspirations

Linking these concepts are three themes that express Harvey Mudd College's aspirations for itself and the world: Diversity, Community Engagement, Wellness.

Diversity

Broadening STEM education to include more women, underrepresented groups and people with disabilities will help to expand the nation's highly skilled professionals while taking advantage of the rich variety of perspectives within the population. "A diverse STEM workforce is a competitive advantage that the U.S. is still struggling to develop. Higher education institutions that learn how to expand their reach to these groups have a strong advantage with respect to global competency as their graduates will be better prepared to work with the diverse people who define and interpret today's scientific and technological problems in many different ways." (From Harvey Mudd College's Strategic Vision, 2007)

Community Engagement

“Addressing the major global challenges, or even merely working in global science and engineering industries, requires individuals who are able to work with people from other cultures, and who have the language, organizational, leadership and communication skills to plan and carry out projects that may span nations, continents and oceans. ... [At the same time] Harvey Mudd College’s proximity to many high-need and ethnically diverse neighborhoods in Southern California places it in a unique position to make a difference in these communities while also providing Harvey Mudd students with more opportunities for community engagement.” (From Harvey Mudd College’s Strategic Vision, 2007)

Wellness

Harvey Mudd College is dedicated to nurturing and developing the whole person and to supporting personal growth and the acquisition of skills in areas such as creativity, leadership, teamwork, ethics and communication, in both curricular and co-curricular endeavors.

“Encouraging growth in these areas is important for all members of our community. For our students, these skills are necessary in order to become effective leaders in their future careers and in all other areas of life.” (From Harvey Mudd College’s Strategic Vision, 2007)

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Proctors and Mentors

Students take an active role in overseeing and preserving the residential aspect of Harvey Mudd culture by becoming dorm leaders. These positions give students the opportunity to manage the dorm's social and individual needs.

Proctors support the residential life program by developing a sense of community and are trained in crisis intervention, counseling, first aid, CPR, conflict mediation, issues of diversity and multiculturalism, event programming, fire safety and disaster preparedness. They are available to discuss personal or academic matters, help students figure out what to do or who to see to resolve a problem and give students access to their rooms when they are locked out.

Mentors support the residential life program by developing a sense of community and serving as peer advisors for both first-year students and sophomores regarding personal and academic issues. They are also instrumental in the facilitation of the Orientation program and work with the proctors to welcome and integrate first-year students into the residence halls and the Mudd community.

To see a list of the current proctors and mentors, visit the dorm staff page on the HMC website: hmc.edu/student-life/student-affairs/dorm-staff.

I. Academics Preamble

It is the intent of the College to develop in its students the capacity for critical judgment and to encourage the independent and sustained search for truth. As an indispensable condition for this search, it is the policy of the College to secure and to respect freedom to teach and freedom to learn in the classroom and the laboratory and the extracurricular opportunities provided to the students. The College also expects each member of the College community to respect the right of other members to teach and to learn.

A. Admission to Harvey Mudd College

The primary criterion for admission to Harvey Mudd College is demonstrated intellectual accomplishment offering evidence of suitability for the work of the College. Because students learn from each other, consideration is given as well to a variety of backgrounds and interests in the selection of candidates for admission. The College shall not discriminate against applicants for admission on grounds of race, color, religion, national origin, ethnic origin, ancestry, citizenship, sex, sexual orientation, gender identity, marital status, age, physical or mental disability, medical condition, genetic characteristics, veteran status or any other characteristic/status protected by applicable laws.

B. Freedom of Classroom Expression and Academic Evaluation

The professor in the classroom and in conferences shall encourage free discussion, inquiry and expression. It is essential that freedom be maintained with respect to political, religious or controversial opinions, but each faculty member may establish certain standards of academic conduct when they are related to a course. It is the responsibility of the instructor to explain and clarify such standards at the beginning of any course. Student grades shall be determined solely on academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression

Students shall be free to take reasonable exception to the data or view offered in any course of study, but they are responsible for learning the content of any course for which they are enrolled.

2. Protection Against Improper Academic Evaluation

Students shall be protected against prejudiced, capricious or otherwise unreasonable academic evaluation or academic standards by the right of direct appeal to the Scholarly Standing Committee (SSC) of the faculty. At the same time, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Release of Information About Students

1. Confidential Information

Information about a student gained in confidence, or in an advising or counseling situation, by faculty or staff shall be kept in confidence; such information shall be released only with the express consent of the student unless compelled by law.

2. Information Not Gained in Confidence

Information not gained in confidence, including opinions of character and ability, may be provided as dictated by the judgment of the faculty or staff member.

3. Records

The U.S. Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. A detailed list of these rights appears in the Harvey Mudd College Catalogue and later in this handbook. A selection of rights is listed here for emphasis.

- a. An official transcript of a student's academic record shall be released only with the written consent of the student whether they are then a student of the College or not. Transcripts, when appropriate, will note a student's suspension or expulsion for academic or disciplinary reasons. In no other instance shall matters of conduct or discipline appear on the official transcript.
- b. The originals or copies of other student records of whatever nature shall be released only with the written consent of the student.
- c. The central files concerning the student shall be open to others only with the approval of the president of the College and those designated by him or her. Files shall never be available to individuals outside of the College community, unless released by the student.
- d. Notwithstanding the foregoing provisions, information concerning students and documents and files containing such information shall be released upon legal compulsion, as for example, upon receipt of a subpoena or in response to a government regulation.

4. Records of Political Activities

The College shall not maintain records concerning the political activities or beliefs of individual students.

5. Destruction of Records

Disciplinary records relating to conduct, including correspondence concerning discipline, shall be destroyed five years after graduation or withdrawal from the College; all other non-academic correspondence will be reviewed at this time and destroyed as determined by the Office of the Registrar and the Division of Student Affairs.

II. Information for Crime Victims

In accordance with the Higher Education Opportunity Act, HMC will, upon written request, disclose to alleged victims of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this policy.

III. Student Life

A. Freedom of Association

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They shall be free to organize and join associations to promote their common interests.

B. Recognized Student Organizations

Recognized student organizations shall be those organizations chartered under the Associated Students of Harvey Mudd College (ASHMC) Constitution. These organizations are subject to the guidelines outlined in Article VII of the ASHMC Bylaws. The ASHMC Council should consult with DSA in regards to the chartering of any student organization.

C. Freedom of Inquiry and Expression

1. Students and student organizations shall be free to discuss all questions, to express opinions publicly or privately and to support causes by orderly means insofar as such actions do not obstruct or disrupt the regular and essential operations of the College.
2. Students and student organizations shall not make their public expressions in such a fashion that the academic or larger communities are led to believe they speak for the College.
3. Students may invite to campus and hear persons of their own choosing in accordance with the following regulations:
 - a. Recognized student organizations, joint student-faculty/staff organizations and unrecognized groups of 10 or more full-time registered students may invite non-College speakers to address meetings on campus.
 - b. All such meetings shall be chaired by a full-time registered student or faculty/staff member selected by the sponsoring group. It is the responsibility of the chair to state that the views expressed at such meetings do not necessarily reflect the views of the College.
 - c. All such meetings shall be open to all Harvey Mudd College students, faculty and staff.
 - d. The Division of Student Affairs shall be notified of any speakers coming to campus.

D. Shared Governance

Students have the right to organize a student body government and through that government to express views to the faculty and administration. Joint student-faculty/staff committees established by the students and faculty/staff shall serve as a vehicle for the interchange of ideas and the promulgation of joint student-faculty/staff resolutions. Student resolutions may also be presented to the faculty at regularly scheduled or special meetings of the faculty. Faculty meetings are scheduled and agenda items are determined by the president, the dean of the faculty (or the Faculty Executive Committee) or on the request of any five members of the faculty.

E. Student Publications

1. If any student publication is published through a student-owned and -operated corporation, then such publication shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies, news coverage and financial support.
2. If a recognized student organization, which is not a corporation (including joint campus publication groups), is the publisher of a publication, then all materials shall be subject to advance approval by the vice president for student affairs/dean of students or their designee. Restraints imposed by the College will be limited solely to those required to protect the College from possible civil or criminal liability.

3. College facilities shall not be used by unrecognized student groups to print or publish publications unless the approval of the vice president for student affairs/dean of students is first obtained.
4. Editors and managers of student publications shall in no case be subject to suspension or removal either from the publication or from the College faculty or administration because of College or public disapproval of content.
5. All student publications shall state on the editorial page or other conspicuous place that opinions expressed are not necessarily those of the College or the student body.

F. Right to Privacy

Authorized persons are allowed to enter student rooms at reasonable times for the purpose of housekeeping, utility inspection or repair. On-campus premises occupied by students shall not be entered and the personal possessions of students shall not be searched except (1) when authorized by the vice president for student affairs/dean of students or an individual authorized by the vice president for student affairs/dean of students, who shall be made known directly to the students, upon probable cause that a serious violation of College policy has occurred; or (2) upon probable cause that immediate physical danger (to life or property) exists. The College shall not knowingly permit any device to be used secretly in the residences on campus to intercept or record speech, actions or electronic communications unless under legal compulsion.

G. Publication of Standards of Conduct

The College shall formulate and publish, in a publication generally available to all students, rules, policies and standards of conduct that it considers essential to its academic mission and its community life. All rules, policies and standards of conduct shall be promulgated by the president of the College or his or her delegate, but representatives of the student body shall be entitled to participate in a significant way in the formulation and review of such rules, policies and standards of conduct.

H. College Authority and Civil Penalties

A student shall not be subjected to discipline by the College unless they violate a College policy. If College policies are violated in the course of involvement with civil authorities, the College sanctions may not reflect greater punishment or discipline because of civil punishment.

I. Status of Student Pending Final Action

Pending a final determination of guilt, neither the status of the student nor his or her legal rights shall be altered unless the safety or well-being of the student or of the College community dictates otherwise. Such alterations of a student's status shall be made only by the president, the vice president for student affairs/dean of students, or their delegates, and shall remain in force only as long as it is clearly necessary to meet a current emergency. Temporary suspensions undertaken for this purpose shall not be entered on a transcript of a student's record. A student subjected to such temporary suspension shall be permitted to complete academic assignments and examinations missed during this suspension without penalty for lateness if

completed within an interval immediately following the suspension not greater than twice the duration of the suspension.

J. Appeal

Students and student organizations may appeal decisions outlined in this section by submitting their appeal in writing to the ASHMC Council for preliminary hearing. Unless the ASHMC Council unanimously declares a complaint invalid, the complaint shall be forwarded, with the body's opinion attached, to the president for the final decision and action.

IV. Notification of Student Rights, FERPA

Per the Family Educational Rights and Privacy Act (FERPA), students at Harvey Mudd College are guaranteed certain rights in regard to the privacy of information from their education records. These rights are as follows:

The right to inspect and review the student's education records. Students should submit a written request to the registrar identifying the record(s) they wish to inspect. The registrar or, at the direction of the registrar, another appropriate College staff member will make arrangements for access and notify the student of the time and place where the records may be inspected. Applicants for admission who wish to review or to release to a third party their application documents (excepting letters of recommendation) should submit a written request to the Office of Admission identifying the records they wish to inspect (or have released to a designated third party).

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or an invasion of privacy. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or an invasion of privacy. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Hearings will be conducted by the appropriate College hearing body. Students also have a right to have their personal written statement submitted and retained by the record-keeper for as long as the objectionable record is retained. Should the objectionable record be disclosed, the record-keeper must also disclose the student's statement. Grades are not covered by this right-to-request amendment.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College, one of the other Claremont Colleges, or the Claremont University Consortium in an administrative, supervisory, academic (including faculty) or support staff position (including Campus Safety and Student Health Center staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a person assisting another school official in performing his

or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school at which students inform the College that they seek, intend to enroll and are enrolled. Some scholarship donors will require that students authorize disclosure to them of information pertaining to the student's academic progress. Acceptance of these scholarship funds from such donors will be considered as granting consent to the College to make these disclosures.

The right to request that the College not disclose directory information. At its discretion, Harvey Mudd College may confirm or disclose "directory information" to the general public. The College defines "directory information" in accordance with FERPA as follows:

- HMC ID number
- Campus mailing address
- Major field of study
- Dates of attendance and classification
- Degrees and/or awards received
- Previous academic institutions attended
- Date of birth
- Campus email address
- Photo

Under certain circumstances, home and cell telephone numbers may be released. The CMS Athletic Department may also release information about a student in compliance with normal practices for "team rosters," including height, weight and hometown.

Per the Solomon Amendment, the College releases recruiting information to military recruiters. Recruiting information includes directory information that has not been restricted and may include year in school, place of birth and telephone number.

Students may request that their directory information not be released by signing a non-disclosure form within two weeks of the start of any semester. All written requests for non-disclosure of directory information by current students will be honored until revoked by the students in writing. The College accepts requests for non-disclosure from alumni and honors such requests until revoked by the former student in writing. Harvey Mudd College assumes that failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Complaints should be directed in writing to the following address:

- Family Policy Compliance Office
- U.S. Department of Education
- 400 Maryland Avenue, S.W.
- Washington, D.C. 20202-5920

Students, faculty and employees of HMC have the right to expect a safe place in which to study and work. It is the responsibility of the community to follow all safety policies established by HMC. The safety of employees, students, the public and College operations is the responsibility of everyone. Safety is to take precedence over expediency and short cuts. Every attempt will be made to reduce the possibility of accident occurrence. The College intends to comply fully with all state and federal codes, regulations and laws.

Campus Safety, Pendleton Building, 150 E. Eighth Street
909.621.8170 / Emergency 909.607.2000
cuc.claremont.edu/campusafety

Campus Safety is responsible for maintaining security and safety for The Claremont Colleges community and for continually educating the community on safety awareness. Campus Safety also offers its services to all 5-College events. Other responsibilities include patrolling, traffic enforcement and vehicle registration. Sergeant Eric Chapman is the College's liaison officer. He can be reached at eric_chapman@cuc.claremont.edu.

Student Identification

Students are expected to carry their student identification card at all times. Students must identify themselves to Campus Safety or to a College official when asked. Students who run away, give a false name or refuse to identify themselves will be referred to Disciplinary and Judiciary boards.

Suspicious Activities/Persons

Do not hesitate to report a suspicious activity or person to Campus Safety. Officers will immediately respond and investigate the incident. HMC's greatest defense against crime is community vigilance. If you are a victim of a personal crime, immediately call Campus Safety to report the matter. If you witness a situation or person that is unusual or suspicious, do the following:

1. Call the Campus Safety dispatcher at 909.607.2000;
2. Identify yourself as a Harvey Mudd College student;
3. Give a concise description of the situation, and;
4. Provide a detailed description of the person(s) and his or her location or direction of travel.

LiveSafe

LiveSafe is a free personal safety mobile application that can be used to engage in two-way conversation with Campus Safety. It allows users direct access to Campus Safety and 911 emergency services and creates greater situational awareness and safety preparedness by educating the user on daily safety-related updates and statistics. It provides simple and immediate steps individuals may take to make themselves and their community safer. To download the app, open Google Play or the Apple App Store on your phone. Search for "LiveSafe" and download the option with the blue shield. Tap "Sign up." Fill in your profile information and create a password. "HMC" may pop up if you are close to the campus. If so, tap "Yes." Otherwise tap "Change" to select HMC.

Individuals can share information about anything from suspicious activity, mental health concerns or sexual assault and violence through text, photo or video directly from their smartphones—anonously, if they choose. Safety officers can monitor

real-time information from a command dashboard and respond quickly to help prevent incidents before they occur. The Claremont Colleges all participate in the LiveSafe system, increasing security on the consortium's five adjacent undergraduate campuses.

The LiveSafe app allows Harvey Mudd students, faculty and staff to:

- Anonymously share information with safety officials (text or call). Officials will respond immediately and send help.
- Access counseling services and other campus resources.
- Request a campus escort to get to their destination safely.
- Use SafeWalk™ with friends to see them get to their destination via map.

With the LiveSafe app, Harvey Mudd seeks to improve communication between students, faculty, staff and campus security, allow for faster emergency response in distress situations and enhance the overall safety of the campus by preventing crimes before they occur.

Security Notices

Periodically, an email alert about suspicious incidents and crimes at the College and the surrounding area will be distributed to all faculty, staff and students. In addition, each student will receive an annual report listing crime statistics and tips to prevent crime and stay safe. These will be also posted at cuc.claremont.edu/campusafety under "Campus Safety Reports."

Bicycle Theft

Bicycle theft is a frequent crime at The Claremont Colleges. HMC has responded by installing heavy-duty bike racks throughout campus. Bike registration is strongly encouraged, and registered bikes are much more likely to be recovered and returned to their owners. Bike registration is available through Campus Safety. In addition, discounted, heavy-duty U-lock bike locks and accessories are available for purchase from the Division of Student Affairs for \$10. The College also provides students with engravers to etch identification on bikes and other property.

Emergency Phones

Emergency phones are located all along the main east/west campus mall, parking lots, and various interior locations in the academic and administrative buildings. They are easily recognizable with either blue lights or large red buttons/signs on top of or nearby the phone unit. These phones serve a dual purpose. They direct-dial Campus Safety to allow individuals to report an emergency or a suspicious incident. The column exteriors also serve as loudspeakers for information and instructions in case of an emergency on campus.

Security Tips

1. There is safety in numbers; travel with a friend.
2. Always walk in well-lit areas. Avoid wooded, isolated areas, especially at night.
3. Always look alert and confident.
4. Always look through your peephole before opening the door to your dorm.
5. Always look into your car before entering it.
6. Report any security situation or person that seems suspicious or doesn't feel right.
7. Always lock your room and suite doors, and carry your key at all times.
8. Consider using a locking system to secure your computer to your desk.

Emergencies

I. Medical Emergency

- A. In case of minor injury or illness, contact the proctors. They have been thoroughly trained in first-aid procedures and know when to treat an injury or refer it to the hospital.
- B. If serious injury occurs on campus, immediately call Campus Safety at 909.607.2000. Give your name and describe the nature and severity of the medical problem and the campus location of the victim.
- C. You must be prepared to provide the nearest building address to the victim's location. Provide all information requested by the dispatcher. Do not hang up until instructed. If the victim is not in the immediate area, use a runner to convey information that the dispatcher may request.
- D. In a major emergency such as an earthquake, emergency medical services on and off campus will be severely taxed. The initial burden for treatment of serious injuries will fall on student proctors, students trained in first aid or emergency care and HMC personnel. The first aid response for serious injuries will follow as above, with consideration of the following items:
 1. All casualties should be reported immediately to the appropriate assembly site personnel;
 2. Student proctors and other emergency personnel will assemble at the sites to coordinate first aid responses;
 3. Unless there is immediate danger to the life of a victim, movement of the victim should not take place. Transfer to triage area, casualty collection site or local hospitals will be directed by the Division of Student Affairs.

II. Fire

- A. Activate the closest fire alarm and evacuate the building.
 1. To evacuate, feel the door with your hand. If the door is hot to the touch, do not open it. If you are on the first floor, attempt to evacuate using a window. If unable to do so, or if you are on the second floor or higher, put towels or cloth (wet, if possible) in the crack between the door and the floor. Phone Campus Safety at 909.607.2000 and tell them your location and situation. Stand by the window and wait for the fire department. Do not open the window. If the door is cool, slowly open it, exit the room and close door behind you.
 2. Call Campus Safety at 909.607.2000 to report the fire. If you call 9-911 from a campus phone or 911 from a cell phone, follow up with a call to Campus Safety.
 3. Only if it is a small fire, you have been trained on the use of a fire extinguisher and it is safe to do so, return with a fire extinguisher and extinguish the fire. Otherwise, evacuate the building and wait for the fire department.

B. Remember—evacuate in a calm manner. Do not attempt to remove any possessions. Do not re-enter the building until approval is given by the fire department.

III. Earthquake or Other Disaster

A. Safety Preparation

1. Keep your bed away from windows and anything that could fall on you (e.g., picture frames, hanging plants, bookcases).
2. Adhere objects to walls and countertops (use a non-marking product).
3. Keep a flashlight and shoes available at your bedside.
4. Close your curtains or blinds to deter flying glass.

B. During the Shaking

1. If you are inside, stay inside.
2. Take cover under a desk, table, or your bed protecting as much of your body as possible, especially your head and neck.
3. Stay away from windows and objects that may fall.
4. Do not run outside. Stay inside and ride out the earthquake.
5. After shaking stops, evacuate to the nearest evacuation area and report to the building monitors, back up as designated by your department or other emergency personnel.
6. If you are outside, move away from buildings and power lines. Stay in an open area.
7. Do not attempt to go inside.

C. After the Shaking

1. Put on shoes, examine your area, report to the nearest designated assembly area and check in with roll takers. If there is significant damage such as cracked walls, fallen or loosely hanging light fixtures or broken windows, report the damage immediately to the roll takers, your dorm proctor or Campus Safety.
2. Aftershocks can be deadly. Do not enter any buildings until advised to do so by authorized safety professionals.

IV. Emergency Contact Information

You should have at least one emergency contact indicated in your records in the registrar's office. This contact could be your parents or a local relative or friend whom we may contact in the event of an emergency. This information is requested when you first enroll at the College and should be reviewed and updated annually. You must notify the registrar if there are any changes in your emergency contact information.

V. HMC Alert Notification System

"Mudd Alert" is the College's mass emergency alert notification system used for rapid dissemination of crucial emergency information. Formerly called "Connect-ED," Mudd Alert is used to deliver rapid emergency alert notifications in the form of voice messages, text messages and emails. HMC automatically adds your campus email address into this system. On the registrar's Biographical Information Sheet, you should indicate whether you want emergency alert notification messages sent to your cell phone in the form of text and/or voice messages. Additional information about the HMC emergency notification system can be found on the web page of the Office of Emergency Preparedness and Safety: hmc.edu/emergency-preparedness.

VI. Missing Student Notification

Any concerned person who has information that a residential student may be missing must notify Campus Safety or the assistant vice president for student affairs as soon as possible so that an official determination may be made about whether the student is missing. A residential student is officially “determined to be missing” when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. Campus Safety, in conjunction with the assistant vice president for student affairs, will make the official determination of whether a student is deemed missing. All residential students have the opportunity to identify an individual or individuals to be contacted by the assistant vice president for student affairs no more than 24 hours after the time that the student is determined to be missing. Students should notify the registrar of any changes in emergency contact information.

For more information, refer to the Missing Student Notification Policy on page 54 of this handbook.

ASHMC stands for Associated Students of Harvey Mudd College. Every dues-paying student at Harvey Mudd College is a member of ASHMC, able to take advantage of all ASHMC-sponsored extracurricular and social events as well as participate in many facets of student governance. ASHMC members are bound by the Harvey Mudd College Honor Code and are expected to maintain proper conduct at all times in both academic and extracurricular activities.

See hmc.edu/student-life/about-ashmc for the ASHMC Constitution and Senate Bylaws.

Harvey Mudd College Honor Code

“All members of ASHMC are responsible for maintaining their integrity and the integrity of the College community in all academic matters and in all affairs concerning the community.” –ASHMC Constitution

Every dues-paying student at Harvey Mudd College is a member of Associated Students of Harvey Mudd College (ASHMC). ASHMC members are bound by the Harvey Mudd College Honor Code and are expected to maintain proper conduct at all times in both academic and extracurricular activities.

A. Standards of Conduct

Harvey Mudd College is an inclusive community of faculty, staff and students. Students entering the community are assumed to have an earnest purpose. Diligent pursuit of this purpose is enhanced by standards of conduct agreed upon by the community. These standards are:

1. Thoughtful respect for the rights of others;
2. Honesty and integrity in both academic and personal matters;
3. Responsible behavior both on and off campus;
4. Appropriate use of campus buildings and equipment, and;
5. Compliance with College regulations and policies.

Any student with visiting guests accepts responsibility for those guests' behavior, and the guests are responsible for observing the regulations of Harvey Mudd College and other colleges in the Claremont community. Any person who has been invited, either explicitly or implicitly, to one of the colleges in the Claremont community by a member of ASHMC is defined to be a guest of that member.

When students visit another Claremont college, they are responsible for observing the regulations of both that college and Harvey Mudd College. Students are reminded that they are at all times subject to federal, state and local laws. Students believed to violate these standards of conduct shall be reported to the Judiciary Board or Disciplinary Board chair, who will initiate the procedures stated in the Student Conduct Process.

B. Reporting Violations of the Honor Code

Each member of ASHMC is responsible for observing the Honor Code and abiding by the Standards of Conduct.

1. Any member of ASHMC who commits an Honor Code violation shall self-report to one of the student conduct chairs. By doing so, they agree that they have committed the act for which they are self-reporting and that the act is a violation of the Honor Code.
2. Any member of the Harvey Mudd community who observes an Honor Code violation shall report the violation to one of the student conduct chairs stating the offense and the names of all parties involved.
3. If a student conduct chair is advised that a person (or group of people) has committed a violation and there is no complainant, that chair shall encourage the reporting party to either act as a complainant or to tell the involved person(s) to self-report. It is not the responsibility of the student conduct chairs or the Honor Board to elicit self-reports from members of the student body.

Student Conduct System

The student conduct system exists to adjudicate violations of the Honor Code through peer accountability. The student conduct system is a model of shared governance amongst faculty, administration and students; it upholds the Standards of Conduct that guide our campus. HMC faculty and administration value the student conduct system and agree to report cases of suspected misconduct to one of the student conduct chairs. The faculty, administration and students agree to accept all findings by these boards, except in the case that there are grounds for appeal.

The primary purpose of the student conduct system is to educate students while correcting behavior that does not meet the Standards of Conduct for the HMC community. The goal of the student conduct system is to help students learn from their mistakes while helping them to understand the consequences of their actions and how their actions may have negatively impacted the HMC community.

Cases involving discrimination, harassment or sexual misconduct will not be handled by the student conduct process. Instead, they will be referred to the College's Title IX coordinator, who will initiate procedures as outlined in Section A of College Policies.

The student conduct system is comprised of the Judiciary chair, the Disciplinary chair and the Honor Board.

I. Judiciary Board (JB) Chair

The JB chair oversees violations of the Honor Code that are primarily academic in nature or that pertain to ASHMC Constitution and policies. The vice president for student affairs/dean of students serves as the advisor to the JB chair. If the JB chair is accused or is otherwise unable to carry out their duties, members of the community shall report cases to the Disciplinary Board chair, who shall assume the duties for the duration of the case. Should both chairs be unable to carry out their duties, members of the community shall report cases to the ASHMC president.

II. Disciplinary Board (DB) Chair

The DB chair oversees violations of the Honor Code that are primarily related to College policy or social responsibility. The assistant vice president for student affairs serves as the advisor to the DB chair. If the DB chair is accused or is otherwise unable to carry out their duties, members of the community shall report cases to the JB chair, who shall assume the duties for the duration of the case. Should both chairs be unable to carry out their duties, members of the community shall report cases to the ASHMC president.

III. The Honor Board

Representatives of the Honor Board are selected to serve for both Judiciary and Disciplinary hearings. The Honor Board consists of six student members elected from each of the junior and senior classes and four student members elected from the sophomore class. In addition, four members of the first-year class shall be elected during the fall semester and serve during the spring semester. For Disciplinary hearings, two faculty members and one staff member will be designated to serve on the hearing board. No person can serve as a member of the Honor Board while on judicial or disciplinary probation. If a board member is a plaintiff or defendant in a JB, DB or Appeals Board case, they shall be suspended from the board for the duration of the time the charge is lodged.

If a board member is investigating a case when suspended, another board member from the same class will replace them as investigator.

IV. Appeals Board

An Appeals Board may be convened to revisit a case previously heard. It is empowered to affirm or amend any decision of the original JB or DB hearing body if there are appropriate grounds for appeal as specified in Section I.3. Appeals Boards will be chaired by the chair who did not preside over the original case and will be comprised of two faculty members from the Honor Code Committee, two Honor Board members not involved with the original hearing, and two staff members (specifically the vice president for student affairs/dean of students and the assistant vice president for student affairs). Members of the Appeals Board must disqualify themselves from a case if they feel that they have a particular bias toward any involved parties.

V. Interpretation

- A. The JB chair shall convene the Honor Board to interpret any clause of the ASHMC Constitution, as it pertains to any specific situation, within two weeks (excluding vacation and final exam periods) of receiving a request to do so by any member of the Harvey Mudd College community.
- B. The DB chair shall convene the Honor Board to interpret any clause of non-academic College policies and regulations (with the exception of the Discrimination, Harassment and Sexual Misconduct Policy) as it pertains to any specific situation, within two weeks (excluding vacation and final exam periods) of receiving a request to do so by any member of the Harvey Mudd College community.

Student Conduct Process

I. Jurisdiction Within the Student Conduct System

- A. Upon receiving charges of an alleged violation or a self-report, the chair who receives the charges or self-report will determine whether there are grounds for an investigation. The chair will then decide which student conduct chair has the appropriate jurisdiction in the case, discussing this with the other chair if there is any ambiguity. In the event that the violation involves infractions related to both academic and College policies, both the JB chair and DB chair will hear the case together, chaired by the JB chair. In the event that a joint hearing is held, the following procedures shall be employed:
 1. Each member of the board has one vote. Neither the DB nor the JB chair has a vote.
 2. A three-fourths vote is required to make a determination. A simple majority is required to make a decision on sanctioning.
- B. Once jurisdiction has been determined, the appropriate chair will send a statement to each student member of the Honor Board. This statement will contain:
 1. The charges, with names of all parties withheld. Once the hearing board members have been selected, the chair will verbally provide the student members of the Honor Board with the names of the complainant(s) and respondent(s) and ask if any student Honor Board member wishes to be disqualified from the case.

2. A declaration of which student conduct chair(s) should hear the case.
 3. A declaration of which student conduct chair(s) the respondent believes should hear the case.
- C. Any Honor Board member's objection to the jurisdiction proposed shall be delivered in writing to both chairs within 48 hours of receipt of the statement.
- D. If no timely objections are received, the case shall be referred to the proposed student conduct chair(s).
- E. If an objection is received, the student members of the Honor Board shall discuss the jurisdiction. Jurisdiction shall be determined within seven days by a simple majority that requires quorum of two-thirds.
- F. If there is no majority consensus on the proper jurisdiction, a joint hearing will occur as outlined in Section I.A.

II. Rights of Charged Students

Students charged with a violation of the Honor Code have the following rights:

- A. The right to be notified in writing of any charge or complaint made against them and to be informed of the policy (or policies) alleged to have been violated
- B. The right to be informed of the sanction(s) to be applied if the student agrees the allegations are accurate in a Settlement Agreement with a student conduct chair
- C. The right to have an Honor Board hearing
- D. The right to request an administrative hearing process with a student affairs dean on the basis of rare and extraordinary circumstances
- E. The right to question the selection of the student conduct chair or Honor Board members on the basis of a conflict of interest or demonstrated bias
- F. The right to have an advisor. The advisor may not be legal counsel, but a member from the Harvey Mudd College community selected by the respondent. The advisor may only counsel the student, not speak with the student conduct chair, Honor Board, complainant or witness(es) during a hearing. The role of an advisor is to:
 1. advise the charged student on the presentation of a response to the allegations;
 2. accompany the charged student at student conduct meetings/hearings;
 3. ensure that the respondent(s) is aware of their rights and responsibilities throughout the student conduct process
 4. explain the student conduct hearing procedures in order to most effectively make the respondent(s) aware of the equitability of any settlement or procedural decision
 5. advise the charged student in the preparation of any appeal
- G. The right to appeal the decision of the Honor Board if there are grounds for appeal as specified in Appeals I.C

- H. The right to not be twice put at risk of punishment for the same offense, unless the Appeals Board has referred the case back to the original body for rehearing

III. Judiciary and Disciplinary Hearing Procedures

A. Selection of Hearing Representatives

1. For a Judiciary hearing, the Judiciary Board chair selects from the Honor Board two representatives from each of the sophomore, junior and senior classes in the fall to compose the Hearing Board, and one member to act as recorder. In the spring, the Judiciary Board chair selects two representatives from the first-year, sophomore, junior and senior classes to compose the Hearing Board and one member to act as recorder.
2. For a Disciplinary hearing, the Disciplinary Board chair selects from the Honor Board two representatives from each of the junior and senior classes and one member to act as recorder. The chair also selects one sophomore and one first year, if in the spring. Two staff members from student affairs will also sit on the board (specifically the vice president for student affairs/dean of students and assistant vice president for student affairs). Each member shall have one vote, except the chair and the recorder who shall have no vote.
3. Hearing Board members may ask that they themselves be disqualified if they feel they have a conflict of interest or should not participate due to some other circumstance.
4. All Hearing Board members must be present for any official action. If a member is disqualified, the chair shall find a replacement from the remaining Honor Board members of that class, or, if an Honor Board member from the disqualified member's class is not available, from the member's constituency. If a member is unable to attend, they shall select a proxy from the remaining Honor Board members; if one is not available, a proxy shall be selected from that representative's class.
5. A member's failure to attend an Honor Board meeting without a valid excuse, as determined by the Hearing Board, shall be reviewed by the Hearing Board. Any action felt necessary by the board shall be taken.
6. In all cases where a majority vote of the board is required, a majority of all members, including abstentions, is required.

B. Determination of Hearing

1. Once the proper jurisdiction has been determined as described in Section I, the appropriate chair will determine whether the case should immediately proceed to a hearing. The chair must make this determination within 48 hours of the determination of jurisdiction.
2. If the chair did not receive a self-report, but instead a charge from a member of the community, then the chair shall immediately initiate the hearing process.
3. If the chair received a self-report, but the chair determines that the respondent has previous Judiciary and/or Disciplinary violation(s) or sanctions relevant to the new case, then the chair shall immediately initiate the hearing process.
4. If the chair received a self-report, and the chair determines that the respondent does not have any previous violations or sanctions relevant to the new case, then the chair has the option of pursuing a Settlement Agreement prior to initiating the hearing process.

5. If the case pertains to multiple respondents, only some of whom are eligible for Settlement Agreements, then the chair may split the case into several distinct cases as necessary.

C. Settlement Agreements

1. If the chair determines a respondent is eligible to resolve the violation(s) by means of a Settlement Agreement, the chair shall notify the respondent and outline the Settlement Agreement procedure.
2. The chair shall draft a Settlement Agreement to which the respondent agrees. Any Settlement Agreement shall be mindful of precedent and shall respect the rights of the respondent. If the complainant is a faculty member who has charged the student with an Honor Code violation in their class, the faculty member should agree to the terms of the Settlement Agreement before it is presented to the student. Both the chair and respondent must sign the Settlement Agreement within seven days of the notification of the respondent. If a Settlement Agreement is used for a case resolution there will be no hearing.
3. If a Settlement Agreement has not been reached seven days following the notification of the respondent, the chair shall initiate the hearing process.
4. If at any time the chair feels that a Settlement Agreement cannot be reached, the chair may initiate the hearing process. The respondent may at any time request that the hearing process be initiated. The chair must initiate the hearing process within 24 hours of receiving this request.
5. To ensure consistency with precedent, all Settlement Agreements should be anonymously reviewed by the Honor Board before they are finalized.

D. Initiation of Hearing

1. Once a chair has determined a hearing will take place, the chair shall notify the Honor Board of the case, preserving the anonymity of all parties, and ask if any Honor Board members wish to be disqualified from the case. Once the hearing members have been selected, the chair will verbally provide the student members of the board with the names of the respondent(s) and the complainant(s) and ask whether any student Hearing Board member wishes to be disqualified from the case.
2. The chair shall notify the respondent(s) of the hearing and specific charges in writing within 48 hours of the initial self-report or charge notice. The notification should include mention of the respondent's rights, including the right to an advisor. The chair should include a list of all members eligible for selection as investigators, advocates or members of the Hearing Board.
3. The chair shall notify the complainant(s) of the hearing and specific policy violations the respondent is being charged with. The chair should include a list of all members eligible for selection as investigators, advocates or members of the Hearing Board.
4. The respondent(s), within 48 hours of receiving notice from the chair, shall designate their choice of advocate and investigator from among the elected junior and senior class members of the board. The advocate and the investigator may not be the same person. The respondent(s) must also request the disqualification of any board member(s) to whom they object.

5. The complainant(s), when relevant, shall also request the disqualification of any board member(s) to whom they object within 48 hours of receiving notice from the chair.
6. The chair, within 48 hours of the respondent's designation of an investigator, shall select a second investigator so as to ensure one junior and one senior investigator. If the respondent(s) do(es) not pick an investigator within 48 hours, the chair shall select both investigators, one from each class. If an advocate has not yet been selected for the respondent(s), the chair shall also select an advocate from the junior or senior classes at that time.
7. Within seven days of notifying the respondent(s) in writing, the investigators shall set a hearing date in conjunction with the chair. The hearing date shall not be fewer than seven nor more than 21 days, excluding vacation and final exam periods.
8. The designated investigators are responsible for investigating the charges, collecting evidence, obtaining statements from witnesses and presenting materials to the board. The investigators will present their views of the alleged violation(s).
 - a. Any evidence, including written statements from investigators, witnesses, respondent(s) or complainant(s), shall be made available to the chair at least 72 hours before the hearing and shall be made available to all respondent(s) and complainant(s) at least 48 hours before the hearing.
9. At any time prior to the hearing, the investigators may negotiate a Settlement Agreement between the respondent(s) and the complainant(s).
 - a. In the case of a self-report, the settlement is instead reached between the respondent(s) and the investigators.
 - b. If the defendant has previous Judiciary and/or Disciplinary violations or sanctions relevant to the case, then a Settlement Agreement shall not be an option.
 - c. Any Settlement Agreements must be signed by all respondent(s), complainant(s) and investigators and delivered to the appropriate chair within 48 hours of the time when the settlement was reached. If a Settlement Agreement is reached prior to a hearing, then there will be no hearing for the case.
10. If the investigators feel that there is insufficient evidence to proceed, they must present an argument for dismissal to the Honor Board, which will then vote to dismiss the case. A three-fourths majority is required to dismiss the case.

E. Hearing Procedures

1. All involved parties shall be heard. In the case of self-reports, the burden of proof rests upon the investigators who are responsible for presenting their views of the alleged violations to the Hearing Board. The Hearing Board shall use "clear and convincing" evidence as the burden of proof during a hearing. "Clear and convincing" evidence is more rigorous than "preponderance of evidence" but less rigorous than "beyond a reasonable doubt." Thus, the evidence must be prevailing and persuasive.

2. The chair shall appoint a recorder to take notes during the hearing and shall see that an audio or video record be made. The recorder shall be approved by a majority of the board (prior to the hearing) and shall neither have a vote nor be present for deliberations.
3. Each member of the Hearing Board shall have one vote. The chair, investigators and recorder shall have no vote.
4. The board shall keep in mind the rights of charged students as outlined in Section II.
5. The admissibility of evidence shall follow the standards outlined in Section III.G.2.
6. Procedural decisions on the hearing shall be made by the chair, unless overruled by a simple majority of the board.
7. All respondent(s), complainant(s) and Hearing Board members must be present at the hearing. Failure to attend a hearing without a valid excuse, as determined by the board, shall be reviewed by the Hearing Board. Any action felt necessary by the board shall be taken.
8. The formal hearing shall be closed unless mutually agreed upon by the respondent(s), the complainant(s) and the chair of the Hearing Board.
9. The hearing may be recessed and continued by a majority vote of the board.
10. Any witnesses who cannot attend the hearing may submit written statements.

F. Chronology of Hearing

1. The chair shall verbally outline the order of hearing procedures for the participants and shall summarize the charges. The defendant(s) may enter a plea at that time.
2. The investigators shall provide an uninterrupted joint summary of the events related to the alleged violation.
3. The respondent(s) shall be allowed to make an uninterrupted statement of the events.
4. The complainant(s) shall be allowed to make an uninterrupted statement of the events.
5. The respondent(s) may call witnesses to make their statements.
6. The complainant(s) may call witnesses to make their statements.
7. After each witness has presented testimony, they may be questioned by any participant in the hearing.
8. The complainant(s) may question the respondent(s), and the respondent(s) may question the complainant(s).
9. The complainant(s) may make a closing statement, which may include a suggested sanction. If the complainant is a faculty member who has charged the student with an Honor Code violation in their class, the faculty member should suggest any academic sanctions they believe to be appropriate for the violation.
10. The respondent(s) may make a closing statement, which may include a suggested sanction.
11. When the board, the respondent(s) and the complainant(s) have no further questions or remarks, all non-board members and the recorder shall be excused.

G. Deliberations

1. Deliberations shall be closed.

2. The board shall consider all admissible evidence and materials presented during the hearing. The board shall accord to such materials any weight as it shall determine based upon the character of the materials and the manner in which they were obtained. No new facts regarding the present suspected violation may be introduced during deliberations.
 - a. The chair must receive evidence and materials at least 72 hours before the hearing in order for them to be admissible.
 - b. Admissible materials must pertain directly to the charges in question. Evidence of prior violations or suspected violations as well as anonymous testimony and hearsay are not admissible unless such evidence pertains directly to the current charges.
 - c. The chair has the final discretion over the admissibility of evidence and materials. In the event of a joint hearing where the chairs disagree, the chair presiding over the hearing may make the final determination.
 - d. The respondent(s) shall have the right to review all confidential materials pertaining to the case with the exception of confidential materials pertaining to other cases that were consulted by the chair.
3. If the board requires a clarification of the record of the formal hearing, the appointed recorder may be consulted. All deliberations must be temporarily suspended during that time.
4. Agreement of three-fourths of the voting members of the hearing board shall be required to find the respondent(s) responsible for an Honor Code violation.
 - a. For Judicial hearings, five of six board members must agree in the fall and six of eight must agree in the spring, after first-year representatives have been selected.
 - b. For Disciplinary hearings, four of five board members must always agree.
5. If the respondent is found responsible, the chair shall inform the board of any prior Judiciary and/or Disciplinary violations and sanctions in the respondent's record to be used in determining sanctions for the current incident. The chair shall also inform the board of sanctions given in similar incidents. Sanction(s) shall be set by a simple majority of the board.
6. The board shall keep confidential all information from the deliberation period, except the hearing findings and sanction(s).

H. Report Findings

1. The hearing case file should include the recorder's transcript, a copy of all evidence and materials presented, the majority opinion and the audio or video recording. The case file should be stored in the student conduct files, housed within the Division of Student Affairs.
2. The board shall produce a majority opinion document of the case and deliver it to the chair within seven days of reaching a decision. The majority opinion document should outline the key factors that the board weighed in making its decision. This will serve to instruct future boards and chairs on how the Honor Code should be applied.
3. The board shall also produce a summary of the case, including the case's resolution. The chair shall anonymize the summary and release it publicly.

4. If the respondent is found responsible of offenses that compromise the integrity of any elected ASHMC position that they hold, the chair shall then meet with the respondent to recommend their resignation from the position.
5. A summary of all cases during the preceding semester shall be transmitted to the Harvey Mudd College community at the beginning of each semester.

Appeals

I. Right to Appeal

- A. The right to appeal is granted to the respondent(s), the complainant(s) and the College. The appeal must be in writing and must be directed to the chair who did not preside over the original hearing. The appellant(s) must file the appeal within 10 calendar days of the release of the original decision to the appellant(s) by the hearing board, except in the case of new evidence.
- B. The Appeals Board is empowered to affirm or amend any decision of the original hearing body.
- C. There are specific grounds for an appeal that must be met for the appeal to be considered. The grounds for appeal are as follows:
 1. Procedural error: A substantial procedural error, possibly affecting the outcome of the original case, is grounds for appeal.
 2. New evidence: New evidence is grounds for appeal if the appellant can prove that the new evidence could not have reasonably been discovered earlier than it was and might have affected the outcome of the original case. In this event, the Appeals Board will refer the case back to the original hearing body for rehearing.
 3. Unjust punishment: A disparity between the harshness of the penalty imposed and the seriousness of the violation is grounds for appeal in certain limited cases. First, only the more severe penalties of withdrawal from a course, on-record probation, suspension, expulsion, loss of housing privileges or penalties of similar magnitude may be appealed for this purpose. Secondly, a review will only be granted if it can be reasonably shown that the penalty imposed was not proportional to the violation.

II. Appeals Board

A. Appeals Board Composition

1. An Appeals Board may be convened to revisit a case previously heard. It is empowered to affirm or amend any decision of the original JB or DB hearing body if there are appropriate grounds for appeal as specified in Section I.3. Appeals Boards will be chaired by the chair who did not preside over the original case and will be comprised of two faculty members from the Honor Code Committee, two Honor Board members not on the original Hearing Board and two staff members (specifically the vice president for student affairs/dean of students and the assistant vice president for student affairs).
2. Members of the Appeals Board must disqualify themselves from a case if they feel that they have a particular bias toward any involved parties. In this event, they are no longer considered voting members of the board

for the remainder of the case. In the event that one or more members are disqualified, members will be replaced from their constituency to allow the board enough members to reach a decision. The disqualified member must select a replacement from their constituency, and the remaining board members must approve the replacement by simple majority.

3. Multiple appeals for the same case shall only be considered in the event of new evidence. In the event that multiple appeals are filed for the same case, only members of the original hearing board will be disqualified from the Appeals Board. A member of the Appeals Board may sit for more than one appeal of the same case.

B. Appeals Board Procedures

1. Upon receiving a statement of appeal, the appropriate chair has three days to notify the chair of the original hearing body, the Appeals Board, the respondent(s) and the complainant(s) of the appeal.
2. The chair of the original hearing body, within three days of the presentation of the statement of appeal, shall submit a written statement to the Appeals Board chair giving the reasons for the original hearing body's decision. The Appeals Board chair shall transmit this statement to the appellant(s) within two days of receipt.
3. The appellant(s) will have three days to file a response to the statement from the chair of the original hearing body with the Appeals Board chair.
4. Within seven days of receiving the appellant's response, the Appeals Board shall determine whether the grounds for appeal as stated in Section III.I.3 have been met and whether it will accept the case for review. This decision will be based solely on the written statement of appeal, the written decision of the original hearing body, the statement from the hearing body chair and the appellant's response to this statement.
5. If the Appeals Board decides to accept the appeal, the Appeals Board chair shall request in writing a copy of the case file from the original hearing body. The chair of that body has three days to comply with this request.
6. The Appeals Board shall reach its final decision entirely on the basis of the case file and the written statement of appeal.
7. Decisions of the board to overturn or otherwise alter a previous decision shall be by vote of four of its five members. All other decisions, including decisions whether to accept a case for review, shall be by a vote of three of its five members. If a voting member is absent, the number of votes required shall not change.
8. All decisions made by the Appeals Board must follow the regulations for the Honor Board.
9. The board shall transmit copies of the Appeals Board's decision to the respondent(s), the complainant(s), the original hearing body and the vice president for student affairs/dean of students.
10. An anonymous summary of the decision shall be released by the board to the Harvey Mudd College community.
11. All findings of the Appeals Board are final.

Maintaining Records

I. Maintaining Records

- A. Case files shall be retained by the Division of Student Affairs.

- B. Case files shall be confidential but remain available for examination by the JB and DB chairs.
- C. Disciplinary case files shall be destroyed five years after the respondent's graduation or withdrawal from the College.
- D. Judiciary case files shall be retained indefinitely.
- E. Anonymous written summaries and majority decisions shall be retained indefinitely.

Non-academic Graduation Requirement (As of May 2011)

Once a student has been accused of wrongdoing in a complaint that has been accepted for a hearing by the Judicial Board, the Disciplinary Board, the Appeals Board, the Title IX coordinator, or any officer of the College, that student shall not receive a bachelor of science degree* until the complaint has been resolved to the satisfaction** of the appropriate board, committee or officer.

*A student shall be deemed to have received a degree only after the chair of the Harvey Mudd College Board of Trustees has conferred the degrees in the annual graduation ceremony; thus, for purposes of this regulation, board of trustees approval does not, by itself, constitute the granting of the degree.

** "Resolved to the satisfaction..." shall include satisfying all penalties assessed.

Sanctioning

Sanctions

Sanctions imposed by the student conduct process may range from warnings to recommendations to the Division of Student Affairs for suspension or expulsion. The most severe penalties of failure of a course, on-record probation, suspension or expulsion must be recommended to the vice president for student affairs/dean of students for review and implementation. Failure to comply with assigned sanctions is a violation of the Standards of Conduct and will be adjudicated accordingly.

One or more of the following sanctions may be recommended during the student conduct process:

Warning: This sanction is given when a student is responsible for a violation that does not warrant severe action. When a student acknowledges responsibility or is found responsible, a warning is put on the student's student conduct record in the DSA office until graduation. A warning is intended for a student to learn from the experience and reflect on the importance of their behavior and its impact on the Harvey Mudd College community.

Fines: A student or residential community may be required to pay fines associated with violations of policies such as fire code, parking, pets and official residence hall closing/opening times.

Restitution: A student or residential community may be required to pay the costs for replacement, repair or special cleaning of any College property damaged by the student or community.

Relocation of Residence: A student may be sanctioned to relocate from a current residence hall room to another room on campus or to live off campus. This sanction is given primarily in cases that involve disrespect for the community in which the student resides. Relocation arrangements will be made specifically with the assistant dean for residential life.

Loss of Social Privileges: For a designated period of time, a student may not attend any College-sponsored social events, such as events sponsored by ASHMC. Under this sanction, a student loses all guest visitation privileges. The purpose of this sanction is to provide the student with time for reflection on the responsibility related to enjoying the privilege of attending social events and having visitors on campus. Specific questions about which events are prohibited will be addressed by the JB or DB chair.

Loss of Visitation: For a designated period of time, a student may not have any guests on HMC property.

Community Service: A set number of hours of community service may be assigned to a student. Upon completion of the service commitment, the student must have the supervisor sign a verification of community service form, which the student must then return to the JB or DB chair.

Substance Abuse Assessment: A student may be referred to a resource, either on campus or in the local community, that will conduct a substance abuse assessment by a health professional.

Educational Sanctions: A student may be required to complete workshops or attend programs on campus or in the local community on topics related to the violation, such as alcohol awareness. Students may be required to write a reflection paper, complete a module, make a presentation or complete a special project intended for learning from their behavior.

Academic Sanctions: The JB chair and/or the Honor Board may assign academic sanctions to a student. Any academic sanctions will be assigned in consultation with the professor of the course in which the Honor Code violation occurred. Possible academic sanctions include additional assignments, no credit for the original assignment/exam, a failing grade for the original assignment/exam, a reduced final grade for the course, a failing grade for the course, withdrawal from a course and/or the inability to take self-scheduled exams in the course.

Probation Level I: Probation Level I is given when a student is responsible for a violation that is of a serious nature. It is stressed to a student that this is a time for reflection and contemplation about what they have done and what it means to live and abide by the Honor Code. If a student is found responsible for an Honor Code violation while on probation, this additional offense may result in a more severe sanction.

Probation Level II: Probation Level II is the highest sanction a student may be issued and still actively attend the College. This sanction is given when a student is found responsible for a violation of a very serious nature but, in the chair's/board's judgment, should be allowed to continue their coursework at

HMC. Probation II may entail a loss of social privileges for the length of the sanction, as well as appropriate educational assignments and/or sanctions to fit the violation based on the decision of the Honor Board. Students on Probation II may lose the privilege of membership in campus clubs or organizations, the ability to study abroad, the ability to hold a campus leadership position or the ability to participate in intercollegiate athletics. If the student is found responsible for any other violation while on Probation II, this violation may activate a sanction of suspension or expulsion.

Interim Suspension: In certain circumstances, the president may impose an interim College suspension prior to a student conduct hearing. Further, the vice president for student affairs/dean of students may, in certain circumstances, impose an interim residence hall suspension prior to a student conduct hearing.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a credible threat of disruption or of interference with the normal operation of the College.
2. During the interim suspension from the College imposed by the president, the student shall be denied access to the campus (including classes) and all other College activities or privileges for which the student might otherwise be eligible as the president may determine to be appropriate.
3. During interim suspension from the residence halls imposed by the vice president for student affairs/dean of students, the student shall be denied access to the residence halls and other College activities for which the student might otherwise be eligible as the vice president for student affairs/dean of students may deem appropriate.
4. Interim suspension from campus or the residence halls will be followed with speedy access to a hearing for the suspended student(s).

Suspension: This sanction is given when a student is found responsible for a violation of an extremely serious nature or a repeat violation of the Honor Code. It may be immediate or take effect during the subsequent semester. If immediate, the student must leave campus within 24 hours unless they formally appeal the decision. A student who chooses to appeal should continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. Once the sanction has been served, the student is free to return to HMC. If a student chooses to take classes while serving this sanction, no credits will be transferable back to HMC.

Expulsion: This sanction is given when a student is found responsible for a violation that is of the most severe nature. This sanction is given when it is found that the student grossly neglected the importance of the Honor Code. The student must leave campus within 24 hours unless they formally appeal the decision. A student who chooses to appeal should continue attending classes during the appeal process. Continued class attendance, however, shall have no effect upon the outcome of the appeal. A student who receives the sanction of expulsion may not return to HMC's campus for any reason, including alumni events.

Definitions

An “**advisor**” is a member of the Harvey Mudd College community selected by the respondent who can advise the respondent as they prepare a response to the allegations for the hearing. An advisor may accompany a respondent to all meetings and hearings. An advisor educates the respondent about the student conduct process.

A “**charge**” is an allegation of a potential violation of the Honor Code.

A “**charged student**” is any student charged with a violation of the Honor Code.

A “**complainant**” is any person who submits information indicating that a student may have violated the Honor Code.

The “**Harvey Mudd College community**” consists of current students, faculty and staff members.

A “**Hearing Board**” consists of the voting members that have been selected from the Honor Board.

The term “**responsible**” means that a student has been found responsible for violating the Honor Code.

The term “**not responsible**” means that a student has been found not responsible for violating the Honor Code.

A “**respondent**” is a person who has self-reported or has been charged with violating the Honor Code.

A “**sanction**” is a penalty imposed upon a student after the student has either self-reported or been found responsible for a violation of the Honor Code.

The “**student conduct chairs**” are the Judiciary Board chair and Disciplinary Board chair.

The term “**writing**” refers to a written letter or an email.

The *HMC Catalogue* is the primary resource for all academic requirements and policies. Information in the catalogue supersedes all academic information found here.

Academic regulations are established by the faculty and appear in the *HMC Catalogue*.

Scholarly Standing Committee

The Scholarly Standing Committee (SSC) consists of four faculty members selected by the Faculty Executive Committee. The associate dean for academic affairs, vice president for student affairs/dean of students and the registrar sit on the committee as non-voting, *ex officio* members. The committee serves to vote on behalf of the entire faculty on all matters relating to academic regulations and academic records of each student. The committee is also responsible for considering student concerns for such things as waiving existing deadlines, academic appeals and academic standing. The SSC meets periodically during the academic year on posted days. Preceding the meeting there is a posted petition deadline, usually a few days earlier. Petitions for the SSC or subcommittees should be submitted to the registrar. For information on the committee, see the registrar's web page.

Faculty Advisors

Incoming first-year students are assigned a first-year advisor. In the spring semester of their first year, students are assigned a second advisor from the Department of Humanities, Social Sciences, and the Arts. When a student declares a major, an advisor from the major department is assigned to the student, replacing the first-year advisor. To change a major and/or advisor, the student should contact the Office of the Registrar. Advisors must approve students' schedules each semester before preregistration, but it is the student's responsibility to make certain all degree requirements are satisfied. In addition, many other procedures require an advisor's signature, such as dropping or adding a course or registering a course as pass/fail. If an advisor goes on sabbatical or extended leave, a temporary advisor will be assigned.

Student Portal

Current academic information is available for students through the student portal at portal.hmc.edu. Each student must have a user ID and password to use the portal. Students can view their class schedules, academic record and transcripts and can perform a degree audit and GPA projection. Students can also view The Claremont Colleges course schedule, which is displayed in real time. For example, it will display whether a course is open and how many seats are still available. Information on special requirements, such as prerequisites, is also available for each course if applicable. The registrar's office does not send out grade reports or copies of class schedules to students. Students can log in to the student portal to see their grades and to check their class schedules. For technical assistance, including help with login issues, contact the Help Desk at 909.607.7777 or help-desk@hmc.edu.

Home Address Changes

Report any changes in home address or home phone number to the registrar's office. Students will be asked annually to confirm home information that is on file.

Emergency Contact Changes

Report any changes in emergency contact information to the registrar's office. Students will be asked annually to confirm the emergency contact information on file. It is important that this data be kept accurate and up-to-date so that the College can contact the appropriate person(s) in the event of an emergency. Students should have at least three emergency contacts on file.

Enrollment Verifications

If students need verification of their student enrollment at HMC, they should contact the registrar's office to obtain verification. Enrollment verifications are sometimes needed for such situations as good student driver discounts for auto insurance, health insurance and scholarship renewal.

Cross Registration With Other Claremont Colleges

As members of The Claremont Colleges, HMC students may take courses at any of the other four undergraduate colleges. At registration time, the complete listing of courses, including within the 5-Cs, is available on the College website and the portal. Students should consult with their academic advisors about the appropriate courses for degree and major requirements.

Transcripts

Official copies of student transcripts are available through the Office of the Registrar. Fees apply for each official copy, whether provided to the student or sent to a third party at the student's request. Transcripts can only be issued if the student's financial obligations to the College have been paid in full or satisfactory arrangements have been made to do so. Requests for transcripts may be made electronically by following the instructions at hmc.edu/registrar. Unofficial transcripts are available at no charge to students and alumni online through the campus portal.

Academic Advisories

Academic advisories are distributed to students who appear to be having difficulty with their work at the midterm. These advisories are sent to the student, the associate dean for academic affairs and the student's academic advisor. In some cases, the student is requested to meet with their professor or the associate dean for academic affairs to discuss their progress.

Not all faculty send academic advisories, and it is possible for a student to fail a course despite not having received an advisory. Students are encouraged to meet with their professor if they have any concerns about their current course status.

Student Absentee Notices

Any student who knows that they will miss a class should contact their professors in advance. Within such notification there should be a plan for completion of missed work. In the case of a serious illness or an emergency, when it is known that a student will miss classes, student affairs staff will send a notice to the professors of those classes. The student or their proctor should contact student affairs with all relevant information, and the student must be seen at Student Health Services. Notices cannot be sent out after the fact, and all missed work must be made up at the discretion of the professor.

Involuntary Disenrollment Due to Non-Attendance

If a student fails to attend the first two meetings of a course (or one course meeting for courses meeting only one time per week) and the absences were not approved in advance by the instructor, the faculty member of record may ask the student's registrar to drop the student from the course. However, students will not automatically be dropped from a course they do not attend. The student may appeal to the home college for reinstatement into a dropped course before the add deadline only in instances when documented circumstances beyond the student's control prevented the student from attending the course and communicating with the instructor.

Involuntary Disenrollment Due to Student Conduct

When a prompt response may be essential, the Dean of Faculty has the authority to intervene in cases in which a student, after warning from the instructor, continues to engage in conduct which results in the substantial impairment of teaching or learning in a course. In such rare cases, the Dean of Faculty will interview the student, the instructor, other students in the course, and any additional persons deemed relevant, to determine a course of action—up to and including an involuntary withdrawal from the course. The student may invite any member of the Harvey Mudd community to act as an advocate on her or his behalf. This process is intended to remedy a situation that is disturbing the educational opportunities of other students and should not be interpreted as a disciplinary process. It thus does not preclude a case being filed with the appropriate judicial body by any party that believes the disruptive conduct constitutes a violation of any College code or policy.

Laboratory Equipment

No laboratory equipment or material may be removed from laboratories without appropriate academic department approval.

Access to Academic Buildings

The Libra Complex is open from 8 a.m. to 6 p.m., Monday through Friday. Entrance to the complex at other times is obtained by using the swipe card locks. Permission to enter individual rooms in the academic complex during off hours is determined by the academic departments. Keys may be obtained through the departments.

A list of persons authorized to have access, and the special regulations applying to the use of the facilities, may be posted by the appropriate academic department, shop or computer laboratory personnel. Authorized persons must be familiar with these regulations and observe them responsibly.

Authorized persons are also responsible for closing doors and preventing access by unauthorized persons. Buildings are checked periodically by Campus Safety. If doors are found propped open or if unauthorized persons are present, the building may be cleared of people and access privileges may be revoked.

Those students, faculty or staff who possess keys to any building or classroom may not copy or transfer the key. According to the California Penal Code, Section 466, possession of any unauthorized key or one that has been illegally duplicated is prohibited.

The policies in this section derive from federal, state and local laws and regulations. These policies may only be modified by representatives of the College. If the College fails to enforce these policies, it may be subject to fines and penalties, including, in some cases, loss of federal financial aid or federal funding for research.

It is the responsibility of all HMC students to abide by these policies. Violations of these policies will result in charges being brought to the Disciplinary Board or Judiciary Board chairs. Should the Honor Board fail to enforce these policies in a responsible manner, the College reserves the right to assign appropriate penalties.

I. Alcohol and Other Drugs Policy

A. Introduction

Harvey Mudd College strives to maintain an environment that promotes the health and safety of the community and the responsible choices and behaviors of its members concerning the use of alcohol. The College recognizes that the consumption of alcohol in moderation by persons of legal drinking age can be a component of the social environment at the College. Therefore, students of legal drinking age are granted the privilege of responsible alcohol use on campus.

The College expects students to conduct themselves in a moderate and responsible manner and in accord with the law and College policy at all times. The College complies with all federal, state and local laws and regulations governing the possession, use, sale and distribution of alcoholic beverages, illegal drugs and controlled substances by all members of the Harvey Mudd College community. The influence of alcohol or other drugs is not an excuse for unacceptable and irresponsible behavior and will not be seen as a mitigating factor in any proceeding to resolve alleged violations of College policy.

B. High-risk Alcohol and Drug Use Prevention Program

In compliance with the Drug-Free Schools and Campuses Regulations, Harvey Mudd College has developed this High-risk Alcohol and Drug Use Prevention Program Guide (hmc.edu/institutional-research/higher-education-opportunity-act-heoa). HMC electronically provides a copy of the AOD Guide as part of its *Student Handbook*, which is distributed to all students each August. HMC's AOD Guide includes the College's policies as well as guidelines to help students understand expectations for behavior and principles of collaborative enforcement.

C. Standard of Conduct Governing Alcoholic Beverages and Other Drugs

1. 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. As required by law, HMC has established the following policies regarding alcohol use on campus and at HMC-sponsored events off campus:
 - a. Possession or use of alcohol in public is prohibited. Public locations include all grounds and dormitory exteriors, except those areas designated for approved parties.
 - b. Events involving drinking games and/or promoting binge drinking are prohibited.
 - c. Alcoholic beverages may not be served on HMC property or at any HMC event where persons under 21 years of age

- are present, unless written approval has been granted by the associate dean for campus life and a plan assuring compliance with the law is registered.
- d. HMC 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 College policy.
 - e. Students are responsible for abiding by the California alcohol laws and College policy. Failure to abide by the law or College policy will result in disciplinary sanctions.
2. Federal and state laws govern actions by all members of the Harvey Mudd College community. As required by law, HMC has established the following policies regarding the possession and use of drugs that are consistent with the federal and state laws governing drug use:
- a. The use, sale, manufacture, possession or distribution (providing, sharing, jointly purchasing, purchasing for others or otherwise making available) of all forms of illegal drugs, including edibles and drinkables, is prohibited.
 - b. The use, sale or distribution of legally prescribed medication for use in a manner in which the medication was not intended (including use by someone other than the person to whom the medication was prescribed) is prohibited.
 - c. Medical Marijuana: Marijuana use on campus is prohibited in compliance with federal law. Documentation of medically prescribed marijuana does not exempt a student from this policy. A student who qualifies for medical use under California's Compassionate Use Act should speak with the assistant dean for residential life regarding their option to live off campus.
 - d. The display of drug paraphernalia, regardless of whether the item has an alternate legal use, is not permitted.

3. Dry Week

In order to allow new students time to acclimate to the College community, the Dry Week policy is in effect for each and every student the moment they arrive on campus for the fall semester and ends on Saturday, Sept. 3, at 6 p.m. (Other campuses may have different ending times.) During this time, students are not permitted to consume alcohol anywhere on the 5-C campuses. It is an Honor Code violation to do so. As decided by ASHMC, Dry Week begins for Summer Institute students when they arrive on campus.

Being “dry” means alcohol may not be consumed on campus. If alcohol is consumed elsewhere (in strict moderation, by people over age 21) and behavior upon return to campus is not disorderly, disruptive or does not involve associating with first-year students, it is considered acceptable for Dry Week. A modified form of Dry Week applies to the Admitted Student Program in spring.

II. Assistance Animal Policy

Harvey Mudd College recognizes the importance of “service animals” as defined by the Americans with Disabilities Act (ADA), and the broader category of “assistance animals” under the Fair Housing Amendments Act (FHAA), in providing physical and/or emotional support to individuals with disabilities.

Non-caged animals are generally not allowed in the Harvey Mudd College residence halls. However, the College will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an assistance animal that is necessary and reasonable because of a disability. Given the logistical considerations of having an animal on campus, specific processes are required to ensure safe and healthy interactions between the animal, the owner and the campus constituencies. The coordinator for student disability support facilitates this process, in collaboration with the student and additional administrative offices, as needed. The full HMC Assistance Animal Policy can be viewed at: hmc.edu/student-life/wp-content/uploads/sites/4/2016/02/HMC_Assistance_Animal_Policy.pdf

III. Bullying and Cyber-bullying Policy

Bullying and cyber-bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally. Bullying and cyber-bullying are not permitted at Harvey Mudd College. Students are encouraged to speak to a member of the student affairs staff or report to the DB chair if they believe they are experiencing of bullying or cyber-bullying.

IV. Dining Hall and Meal Plan

With the exception of residents living in the Atwood efficiencies or Linde, or non-frosh living in Sontag or Drinkward suites, all students living on campus must be enrolled in one of the three meal plans. The meal plan options involve Board Plus dollars—a set amount of dollars available for your use at any Claremont College dining hall or retail site. The choices are 16 meals and \$16 Plus per week, 12 meals and \$12 Plus per week and 8 meals and \$8 Plus per week. Changes in the meal plan can be made through the Office of Student Accounts during the first week of the semester. Additional money may be loaded onto a student’s ID/meal card as Claremont Cash. This creates a debit card that can be used at dining halls, the Huntley Bookstore and selected locations in the Claremont Village. The money on the card cannot be withdrawn as cash. Money may be loaded at the Claremont Card Center at the south entrance of Honnold/Mudd Library or online at <http://cards.cuc.claremont.edu>.

A. Hoch-Shanahan Dining Hall Regulations

1. All students must present a valid meal card upon entering the dining hall.
2. If the card is lost or invalidated, students must visit the Claremont Card Center located inside the south entrance of Honnold/Mudd Library within the next two meals to revalidate the card or obtain a temporary card. Failure to do so will result in not being allowed to eat the third consecutive meal without first going to the office.
3. Meal cards are not transferable. Students must use their own meal cards, although Board Plus dollars can be used to purchase meals for guests. Information on hours and menus may be found at the Dining Services website: hmc.dining.com.

V. Discrimination, Harassment and Sexual Misconduct Policy

Harvey Mudd College is committed to promoting and maintaining a working, learning and living environment that is free from discrimination, harassment and sexual misconduct. Title IX of the Education Amendments of 1972 (Title IX) prohibits sex (gender-based) discrimination and harassment in educational programs and activities at institutions that receive federal financial funding.

HMC prohibits discrimination and harassment based on a person's race, color, religion, national origin, ethnic origin, ancestry, citizenship, sex (including pregnancy, child birth or related medical conditions), sexual orientation, gender (including gender identity and expression), marital status, age, physical or mental disability, medical condition, genetic characteristics, veteran status or any other characteristic protected by applicable law. The College also prohibits discrimination and harassment based on the perception that anyone has any of these characteristics or is associated with a person who has, or is perceived as having any of these characteristics. Sexual misconduct is a form of sexual harassment and is expressly prohibited by this policy.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities and women who are pregnant and/or to accommodate religious practices.

For more information about Title IX, refer to the College's web page and full policy at hmc.edu/student-life/title-IX-sexual-misconduct.

VI. Fire Policy

A. Fire Safety Equipment

When fire alarms sound in the residence halls, residents must evacuate immediately. Tampering with the fire safety equipment (e.g., fire extinguishers, smoke detectors or fire alarm boxes) in the residence halls is a misdemeanor in the state of California. Covering, tampering with or disabling smoke or heat detectors is dangerous and unlawful and will result in Disciplinary Board (DB)/Judiciary Board (JB) charges. If students notice that a smoke or heat detector has been covered, tampered with or disabled, they must immediately contact the Office of Facilities and Maintenance (F&M) in order to avoid DB charges and fines.

B. Fire Hazards

Candles, incense, open flames and flammable liquids or gases are not allowed in the residence halls due to the hazards of fires. Birthday and Hanukkah candles are permitted if safely lit, constantly monitored and quickly extinguished.

According to the fire inspector, only one container of lighter fluid per barbecue may be stored in a dorm. College-owned wood pallets or other materials may only be used with permission from F&M.

C. Registered Fires

People who start a fire or participate in the burning of something outside the guidelines below will be referred to DB/JB. Excessive clean up of fires will follow normal DAC/F&M excessive-cleanup procedures.

Fires on campus must be registered with and approved by the Division of Student Affairs and the Los Angeles County Fire Department. To register a fire, a student needs to complete an event registration for student affairs. After being approved by student affairs, the student must then take the form to the local fire station (Station 101) to obtain a fire permit, which fire station personnel may or may not grant. Upon receiving a permit from the fire station, proof of the permit (in the form of a copy) must be provided to student affairs.

Campus Safety and College officials use the following guidelines to determine whether a courtyard fire is safe and non-damaging. The fire:

1. is fully contained (nothing hanging over the sides) in a barbecue grill fire pit that is elevated more than 6 inches off the ground and that is a maximum of 9 square feet in area and a minimum of 12 inches deep;
2. does not throw sparks or threaten anything nearby;
3. does not burn anything that gives off toxic gases, such as plastics or couches, or that can explode, such as aerosol cans;
4. does not have wood or fuel for the fire that exceeds 2 feet tall;
5. is constantly monitored by a trained fire watch with the building's fire extinguisher and a garden hose connected to a water supply;
6. is completely extinguished by the last person to leave the fire, and;
7. is in compliance with the fire code, as determined by the Los Angeles County Fire Inspector.

VII. Hazing Policy

Hazing can be psychologically and/or physically harmful to individuals, can damage organizations and teams, and undermines the educational mission and values of Harvey Mudd College. Hazing is strictly prohibited by College policy and California state law. No student, College employee, volunteer, student organization or athletic team shall conduct or condone hazing activities. Students are encouraged to speak to a member of the student affairs staff or report to the DB chair if they have knowledge of hazing or potential hazing activities.

California Penal Code, Section 245.6

- (a) It shall be unlawful to engage in hazing, as defined in this section.
- (b) "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current or prospective student of any school, community college, college, university or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.
- (c) A violation of this section that does not result in serious bodily injury 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.
- (d) Any person who personally engages in hazing that results in death or serious bodily injury, as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony and shall be punished by imprisonment in county jail not exceeding one year or by imprisonment in the state prison.
- (e) The person against whom the hazing is directed may commence a civil action

for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership, whose agents, directors, trustees, managers or officers authorized, requested, commanded, participated in or ratified the hazing.

VIII. Hate Crimes and Bias-related Incident Protocol

A. Hate Crime

A hate crime is a criminal act that is committed against the person or property of another because of the other person's actual or perceived race, ethnicity, color, religion, ancestry, national origin, disability, gender identity or expression and/or sexual orientation. Hate crimes also include any such crimes committed against the property of a public agency or private institution—including educational facilities and advocacy groups—because the property of the agency or institution is identified or associated with a person or group of an identifiable race, ethnicity, color, religion, ancestry, national origin, disability, gender and/or sexual orientation.

B. Bias-related Incident

Bias-related incidents are expressions of hostility against another individual (or group) because of the other person's (or group's) race, ethnicity, color, religion, ancestry, national origin, disability, gender identity and/or expression and/or sexual orientation, or because the perpetrator perceives that the other person (or group) has one or more of these characteristics. Depending on the circumstances, a bias-related incident may not be a crime and may be protected speech. Circumstances will be evaluated on a case-by-case basis to determine whether the activity and/or behavior is considered "protected" by the First Amendment.

C. Free Speech

Both the California Constitution and the First Amendment to the United States Constitution protect the right to free expression. Free speech laws can protect many forms of seemingly "hateful" and intolerant speech and expressive conduct, including that which occurs during such common College activities as debates, speeches, arguments, conversations, classroom discussions, lectures, distribution of fliers and displaying of posters. In certain contexts, courts have found to be protected certain speech and expressive conduct that many in our community would find repugnant. Such speech and expressive conduct, however, may be inconsistent with the College's community values, and it may present an opportunity for open dialogue, debate and better understanding of the scope of protected speech and the role of tolerance in a community. Circumstances will be evaluated on a case-by-case basis to determine whether the activity and/or behavior is considered "protected" by the First Amendment.

D. Responding to Hate Crimes and Bias-related Incidents:

Bias-related incidents need to be addressed because they reinforce the status quo, harm individuals, undermine civility and understanding in the HMC community and/or impede the educational process. Public discussion and education can promote awareness of prejudice and examination of the values that underlie the HMC community.

- All hate crimes and bias-related incidents should be reported immediately to the on-call AD or to DSA.

- Although hateful messages on such things as fliers, posters, email, answering machines, dry erase boards and graffiti are often disturbing, it is helpful to preserve them as evidence and not to disrupt or remove anything that could help identify the source and/or targets or other affected persons. Photos of the evidence should be taken and given to the associate vice president for student affairs for investigation purposes.
- When a hate crime or a bias-related incident is reported to DSA, the vice president for student affairs/dean of students will inform the president.
- In appropriate circumstances, the incident should also be reported to Campus Safety and law enforcement agencies.
- If a particular student has been targeted, DSA and Campus Safety will assist the student in documenting the event and will explain the options for addressing what has occurred.
- If the incident is a crime, the student will be assisted in contacting the police. If the incident involves the violation of a College policy, the procedures for investigation and resolution under that policy will be undertaken.
- DSA will try to ensure that the affected student feels safe in their residential environment and will, if appropriate, adjust campus housing and change course schedules.
- DSA will offer assistance in arranging counseling or other forms of support, including the campus escort service or help in initiating mediation between the affected student and the offender.
- Students who have been the target of such an incident have many support resources available. Such resources include the Office of Institutional Diversity, the Office of Student Health and Wellness, Monsour Counseling Center, the EmPOWER Center, the Office of Black Student Affairs, the Asian American Resource Center, Chicano/Latino Student Affairs, the Queer Resource Center, the chaplaincy, proctors, mentors and peer advocates.
- When hate crimes and bias-related incidents occur on campus, they can strain the fabric of the community. DSA will consider what sort of communication about the incident is appropriate, taking into account various interests such as personal safety and confidentiality.

IX. Hoverboard Policy

A. Safety risks and California state law:

Lithium ion batteries in hoverboards have reportedly caused explosions and fires. Assembly Bill 604 (AB 604, Olsen) regulates the use of hoverboards.

This law:

1. Prohibits the operation of an electrically motorized board upon a highway while under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug;
2. Requires the operator of an electrically motorized board to wear a helmet while operating an electrically motorized board upon a highway, bikeway or any other public bicycle path, sidewalk or trail;
3. Requires electrically motorized boards to be equipped with safety equipment, as specified in Section 3, 21293, and restricts the operation speed of electrically motorized boards.

B. Hoverboard usage and storage:

HMC students wishing to operate and/or store hoverboards on campus must adhere to the following safety regulations:

1. Students may not charge hoverboards when they are not able to observe the boards (e.g., while asleep or while away from the board).
2. Students must charge and store hoverboards in open, dry areas away from combustibles.
3. Students must not charge hoverboards directly after riding. The device must cool for an hour before charging.
4. Students must adhere to local, state and federal laws as they pertain to hoverboards. Students are encouraged to review campus (e.g., academic labs), local and state policies that address hoverboards and to stay up to date on developing legal requirements and safety recommendations from standard-setting organizations like Consumer Product Safety Commission or Underwriters Laboratories.
5. Students are encouraged to wear safety gear when operating a hoverboard.

X. Information Technology Policies

Guidelines for Use of Campus Information Technology Resources (revised 2008)

To further the College's mission, Harvey Mudd College makes computing and network resources available to all students, faculty and staff. These resources should be used appropriately in accordance with the College's educational mission and in a manner consistent with its standards of conduct.

Student use of information technology resources is governed by The Claremont Colleges Policy Regarding Appropriate Use of Campus Computing and Network Resources, available online at cuc.claremont.edu/it/appropriateuse.asp. Please read the policy carefully.

The computing and network resources of the College may not be used for commercial purposes without the explicit approval of the chief information officer, the Harvey Mudd College Computing Committee or the Harvey Mudd College treasurer. Here are general guidelines to consider when using College information technology resources.

- A. Students are responsible for all activities on their accounts. Students are responsible for the data stored, the messages sent and any actions taken from that account. Do not "share" accounts. Students are encouraged to create strong passwords for accounts and change them regularly.
- B. Respect the privacy and rights of others. Do not read, copy or modify files belonging to others (including system files and software) without the owner's explicit permission.
- C. The network is a shared and finite resource. Student use of computing and network systems should not interfere unreasonably with the activities of other users.
- D. Students are encouraged to express their opinions via electronic media. However, individuals' opinions must be clearly labeled as such and should be expressed in a manner consistent with the College's Standards of Conduct.

- E. Students also should be aware that there are federal, state and local laws which govern certain aspects of computer and telecommunications use. Members of the College community are expected to respect these laws.
- F. The following annual disclosure is provided as part of the College's compliance with the requirements of the Higher Education Opportunity Act:
1. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities.
 2. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at copyright.gov, especially their FAQs at copyright.gov/help/faq.
 3. The College pursues a vigorous program of accepting and responding to Digital Millennium Copyright Act (DMCA) notices. If the College receives notification of unauthorized file sharing of intellectual property (e.g., software, music, video), College personnel will notify the alleged offending user. Failure to comply with this notification within 24 hours may result in the user's access to the network being restricted. Repeat offenses may lead to further disciplinary action.
 4. A comprehensive list of legal sources of online content can be found at <http://goo.gl/dsRKe>.
- G. When there is evidence of inappropriate use of campus computing or networking resources, authorized College personnel will take steps to investigate. This may include monitoring traffic on the network, including its contents, and examining files on any system which has connected to the HMC network.
- H. If desired, students may connect their own computer to the HMC network in their dorm room to offer computing resources on the network. Such students are responsible for the resources offered and must register the resources. Violations of appropriate use may result in one or more of the following actions:
1. A written warning to the offender.

2. A restriction on the hours available to access a system for a specific term.
3. A revocation of system access for a specific term.
4. A statement of charges to the appropriate disciplinary body at the student's home college.

Questions regarding the appropriate use of computing and network resources at Harvey Mudd College should be directed to either the chief information officer or the Harvey Mudd College Computing Committee.

LISTSERV Policies

Official Policy as adopted by ASHMC Council

As of March 24, 2009

Students@g.hmc.edu is the all-campus mailing list. While it is primarily for students, anyone who has signed the Harvey Mudd College roster and wishes to subscribe may do so. Anyone else who wishes to subscribe may petition the ASHMC Council at their weekly meeting to be included in the distribution of students@g.hmc.edu messages. Students, faculty and staff of The Claremont Colleges may contribute announcements of events to this list at any time during the school year.

A student of Harvey Mudd College moderates the list. The student is to be chosen by the ASHMC Council. The moderator has final authority to send or reject any messages sent to the list. The moderator is not responsible for the content of messages sent out to the list. Mail sent to students@g.hmc.edu is treated as if it were a flier about to be placed in every student's mailbox. To make sure a message is approved, follow the guidelines below:

The email must be potentially useful to all the students of Harvey Mudd College. Announcements should be sent no fewer than three days in advance of the event. Last-minute announcements may be rejected. One message may be sent eight or more days before the event and one reminder seven or fewer days before the event. No reminders or the like will be issued through students@g.hmc.edu. Club announcements may only be sent out at the beginning of the year. After the initial announcement, the clubs are expected to keep their own mailing lists or other information distribution system. Make sure any announcement includes information about who is involved, what is happening, when and where the event is and a brief description. Make sure to include contact information, such as a phone number or email address.

Regular mailings that occur may include a 5-College (5-C) crime report (sent weekly) and the Weekly Events Calendar (a list of upcoming events for The Claremont Colleges). To have something included in these mailings, contact those responsible for them, not the students@g.hmc.edu moderator.

A College-wide lost and found message (which often includes other minor announcements) is also sent out sporadically (usually once or twice a week). To have something included in this, send mail to students@g.hmc.edu and it will be sent with the next message. Include "Lost: [item]" or "Found: [item]" in the subject line of the email. Be aware of an additional delay in posting these messages.

Messages that do *not* belong on the student listserv include the following: messages that are directed at a small number of students and not the entire student body, opinions or discussion, chain letters, humor files, etc. This list is for announcements. The moderator reserves the right to edit submissions to fix formatting problems, correct any obvious mistakes or trim non-essential information. Submitters will *not* be contacted to approve such changes unless they explicitly request otherwise in the message. The subject line may also be modified.

Mail sent to the student listserv is queued during the day and reviewed in the evening. It is usually sent out in the later hours of the night or early hours of the morning. Any messages sent to the student listserv are subject to this one-day delay and possibly more. Plan messages accordingly.

If a message is not posted to the student listserv, a response will be sent informing the sender that the message was not sent. Oftentimes, a reason will be provided along with this rejection notice. Rejected messages may be revised and resubmitted to the student listserv. If any questions arise, contact the moderator. Messages that are sent to the student listserv will be carbon copied to the sender.

There are ways to bypass the student listserv and still send email to all of the students. This is strictly forbidden. If a message needs to be sent out to a sizable subset of students (or more than two HMC classes, or more than half the dorm lists and/or dorm chat lists) in the student body, the message should be sent to the student listserv or to student-chat-I instead of through other means. Abusing the privilege of mass mailing to the College may result in a written or verbal warning from the moderator and possibly further disciplinary actions. If someone does abuse the mailing lists, only the moderator should contact the offender. If other students have problems with the use of the campus mass mailing lists, they should contact the moderator instead of the senders of the messages.

If students are not sure whether a message should be sent to the student listserv but need to reach a sizable portion of the student body, messages can be sent to student-chat-I@hmc.edu. Student-chat-I is an unmoderated list, so anything can be sent to it. However, students must be subscribed to student-chat-I to send to it. To subscribe to student-chat-I, send an email to listkeeper@hmc.edu with "subscribe student-chat-I" in the subject line.

Official Community-I Policy

Community-I is an unmoderated list consisting of faculty, staff and students of Harvey Mudd College. Any faculty member, staff member or student of the College may subscribe to community-I. Its primary goal is to provide an unmoderated forum for members of the HMC community to converse freely about whatever issues may be on their minds. However, the fundamental concept of the community-I is that it is totally unmoderated, so anything someone chooses to send to the list will be posted to all the subscribers. The hope is that the forum will be self-regulated to consist primarily of HMC-related issues, but it should be understood that tangents will spring up from time to time.

Community-I is not to be treated like the dorm chat lists. Simply because community-I is unmoderated does not mean participants should not exercise restraint when posting to it. Participants should think about what they write.

Peers, professors, colleagues and neighbors may potentially read the posts. By treating this forum with respect, participants will find the conversations rewarding. After much deliberation, it was decided that only people with an hmc.edu domain address will be able to subscribe/post to community-I. While this creates a minor inconvenience for people on campus who use alternate mail services like Hotmail or Yahoo, it was generally agreed that this inconvenience was worth the advantage of keeping community-I a tight-knit community of Mudders. While there are members of the other Claremont Colleges who are practically members of the Mudd community due to how much time they spend here, their numbers are relatively small and excluding them is worth keeping community-I from becoming an off-campus spam receptacle. Keep in mind, however, that there is no privacy guarantee. Anything posted to community-I may be discussed by people on campus and possibly spread to people at the other colleges. Those who do not want what they say to get around should not say it on community-I.

XI. Intimidation Policy

Intimidation includes intentionally directing verbal, written or electronic threats of violence or other threatening behavior(s) toward another person or group that reasonably leads the targeted person(s) to fear for their physical well-being. Intimidation also includes fear-inducing behavior(s) that deter or prevent the targeted person(s) from taking legitimate actions that they may otherwise take. Students are encouraged to speak to a member of the student affairs staff or report to the DB chair if they believe they are experiencing intimidation.

XII. Knives, Firearms, Fireworks and All Forms of Explosives

A. Weapons

All firearms, BB guns, pellet guns, projectile weapons, slingshots, illegal knives (those with blades longer than 2.5 inches), switchblades and display or collectable swords are prohibited on the HMC campus.

B. Artificial Weapons

Artificial, toy or handmade play weapons must be decorated with bright colors so they can be identified from a distance as safe. Use of these items is limited to recreation in the residences and dorm courtyards. They are not permitted in academic or administrative areas of campus without advance approval from DSA. If one of these items is perceived as dangerous or intimidating by a member of the community, the vice president for student affairs/dean of students will ask the owner to remove it from public areas on campus.

C. Explosives

Fireworks and all forms of explosives shall not be used or possessed anywhere on campus, except for the approved use of potentially explosive materials in campus laboratories. These prohibited materials include combustibles in containers, such as gasoline in cans and dry ice bombs. Students are reminded that California laws, Sections 12303.2 and 12312 of the Penal Code, establish stringent restrictions on these items. Students should also be aware of the Claremont municipal code that pertains to these areas. That code can be found at Chapter 9.92 at ci.claremont.ca.us/municipalcode.cfm.

XIII. Medical Insurance

All enrolled students at Harvey Mudd are required to have health insurance, whether through their parent(s) or through The Claremont Colleges. Every student is automatically enrolled in The Claremont College's Student Health Insurance Plan (SHIP) at the beginning of each academic year; it is the student's responsibility to opt out of this coverage by providing proof of comparable coverage by the posted deadline. For more information about opting out of the Claremont Colleges Student Health Insurance Plan, please visit DSA's deadlines checklist at hmc.edu/student-life/orientation/deadlines.

For students who participate in SHIP, Harvey Mudd College does not cover its costs with scholarship assistance. However, students needing assistance in covering the associated cost are welcome to contact the Office of Financial Aid and request loan assistance. The full annual cost of SHIP will be applied to the student's account in the fall semester.

XIV. Missing Student Notification Policy

A. Emergency Contact Designation

The purpose of this protocol is to establish procedures for the response to reports of missing students as required by the Higher Education Opportunity Act of 2008. This protocol applies to students who reside in campus housing.

A residential student is officially "determined to be missing" when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. Campus Safety, in conjunction with the assistant vice president for student affairs, will make the official determination of whether a student is deemed missing. All residential students have the opportunity to identify an individual or individuals to be contacted by the assistant vice president for student affairs no more than 24 hours after the time that the student is determined to be missing.

1. **Students age 18 and above and emancipated minors** will be given the opportunity to designate a confidential individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the missing residential student procedure. A designation will remain in effect until changed or revoked by the student. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. Students may update their missing person contact and their emergency contact information at any time by notifying DSA. This information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as required by law.
2. **Students under the age of 18 (not emancipated)** determined to be missing will require that the College notify a custodial parent or guardian, in addition to the student's designated contact, no more than 24 hours after the student is determined to be missing.

B. Missing Residential Student Investigation

If any member of the Harvey Mudd College community has reason to believe that a student may be missing, they should immediately notify

DSA at 909.621.8125 (Monday–Friday, 8 a.m.–5 p.m.) or Campus Safety at 909.607.2000 (24 hours a day). The College will immediately initiate an investigation into any report of a missing person. If a student is determined to have been missing for 24 hours, the College and/or Campus Safety will notify the appropriate law enforcement agency and initiate the notification of appropriate emergency contacts.

XV. Name and Gender Change Policy

The HMC community strives to identify students as they identify themselves. To request assistance with such changes, refer to the Name and Gender Policy and additional resources available on the OID web page: hmc.edu/diversity/resources-for-transgender-students.

XVI. Party Policy

All gatherings that exceed 20 people where alcohol is present are considered parties. All parties must be registered by someone who is 21 years of age or older with the Office of Campus Life a minimum of two weeks prior to the intended party. The social chairs are required to facilitate a Party Planning Seminar at the beginning of each semester. During the seminar, rules and regulations for parties are distributed. Only those who attended the seminar or have otherwise been approved by the social chairs may register a party. There are specific regulations and limits depending on the type of party being hosted. These regulations are outlined in the Social Handbook and communicated at the Party Planning Seminar and again when a party is registered. Students who host parties without proper registration and approval or who violate the party regulations should self-report or be reported to the DB chair.

Types of parties that can be registered include:

- Private party (60 people or fewer)
- Mudd-only party (61–100 people)
- 2-C party (maximum of 250 people)
- 3-C party (maximum of 350 people)
- 5-C party (maximum of 500 people)

XVII. Physical Harm Policy

Harvey Mudd College does not tolerate any form of physical harm by any member of the College community occurring on or off campus. Any student who violates the physical harm policy must self-report or be reported to the DB chair. Physical harm includes, but is not limited to:

- I. Inflicting bodily harm upon any person;
- II. Taking any action for the purpose of inflicting harm upon any person;
- III. Threatening to use force upon any person.

XVIII. Pranks Policy

Students at Harvey Mudd College have established a history of practical (and not so practical) jokes collectively referred to as “pranks.” Some pranks are one-time events, while others recur traditionally every year. Pranks are a regular feature of the HMC culture but are not common at the other Claremont Colleges. Students run the risk of civil/ criminal/campus judicial prosecution if they take or use property owned by the other campuses in the course of a prank.

Students planning a prank must be aware that public art is off-limits for pranking. Also, access to building roofs, fires and explosives are not permitted as components of a prank. All pranks should comply with the fire code. For example, the following are prohibited:

- Locking others in rooms
- Blocking off a courtyard area
- Any other prank which does not leave at least two unobstructed exits from any area

Students who plan pranks that involve campus facilities or equipment should seek approval from a facilities and maintenance representative in advance. As a result, when the prank is discovered, Campus Safety and the College administration can verify the legitimacy of the activity and not disturb the prank. Pranksters should also leave a phone number and name at the site so that those with questions or concerns can direct them effectively.

Individuals will be held responsible for any circumstances that are the result of a prank, including financial, time or academic commitments. Pranks that are deemed unsafe or that disrupt the business of the College will be reversed immediately. Pranks must be reversed within 24 hours of notification to do so.

Pranking Protocol

(The following passages are excerpted from a statement written by Robb Walters '01 and approved by the Dormitory Affairs Committee of ASHMC, September 2000)

“Pranking really has few rules. The most important of these rules is that each prank must be reversible. This rule is widely thought to be a sufficient safeguard against pranks getting out of hand. It does provide a simple way to rule out many bad ideas, but it is not enough to ensure that all pranks will be seen as fun and harmless by all of the involved parties. The problem is that no prank is reversible if someone feels violated or offended. It may be only a small minority that would respond negatively to a given prank, but it is important for the rest of us to respect the right of those students to a non-hostile school environment. Hazing is illegal and is not tolerated by the College.

“The only way to do this is to put more emphasis on consent. This means that we need to establish guidelines to ensure that everyone who is on the receiving end of a prank has given their consent and is comfortable with the activity. The specific pranks of “whirling” and “showering” already have a strict consent arrangement. A person may stop the prank at any time at their discretion. It would be an Honor Code violation to continue against someone’s will. We have extended a similar arrangement to all pranks on campus.

“We recognize that many pranks would be ruined if you had to ask those people whom you wished to prank for permission in advance. The element of surprise would disappear, taking the entertainment value of the prank with it. The solution to this problem is to obtain consent in advance. Everyone will implicitly give consent in advance to all pranks. Exceptions to this blanket consent need to be filed with the proctor of the dorm where the person lives. If you want to prank someone, you will be responsible for getting up-to-date information on whether the person you wish to prank has given their consent. This information will be available from the proctor of

the dorm where the person lives. If you intentionally or unintentionally prank someone who has withdrawn their consent, you will be referred to the Judicial or Disciplinary Board chair for violating the HMC Honor Code. With specific respect to pranks involving unauthorized entry, it is permitted to prank the roommate of a student on the no-prank list unless that person has specified “No entry.”

If you put your name on the no-prank list, you must not participate in pranks; if you put your name on the list only for a specific item, you are not completely prohibited from pranking others. You just may not prank that item of others. Participation in a prank when you are on the no-prank list is considered an Honor Code violation. You also cannot join the list to avoid retaliation for a prank you participated in.

“Faculty and staff will not be participating in this system. If you plan on pulling a prank that will affect one of these HMC community members, it is strongly recommended that you discuss your plans with the Division of Student Affairs in advance.”

XIX. Public Posting Policy

A. HMC Posting

Posters, signs, banners and table tents serve an important purpose on campus. They communicate upcoming events and activities and disseminate information on important issues. All posting must comply with the guidelines set forth in this policy. Publicity relating to an alcoholic event requires the approval of student affairs and may be denied approval if it does not comply with the guidelines set forth in “Content.” All posting must comply with the following specifications. Any posting for an alcoholic event must comply with the social posting policy given in the Party Planning Seminar packet as well as this policy.

B. Placement

1. Posting is not allowed on doors, windows, light fixtures, personal property, the ground or any other nonpermanent structure, unless the owner/resident agrees to the posting.
2. All posters need stamped approval by student affairs prior to duplication. Stamping allows for 5-College posting as well.
3. Publicity may not be placed on top of other publicity.
4. Platt Campus Center: Posting is allowed on the south-facing wall on the east side of Platt and on bulletin boards only. There is no posting allowed in the Platt courtyard. Fliers may not be stuffed into student mailboxes.
5. Posting is not allowed on the west end of Platt or the interiors and exteriors of the academic buildings.
6. Chalking must be approved in advance by student affairs and the senior director of facilities and maintenance.
7. Hoch-Shanahan Dining Commons: Posting is allowed on the north-facing wall on the east side of the building, on bulletin boards and on the inside tables only. “Clothesline” posters must be approved and hung by student affairs. There is no posting allowed in the courtyard and no posting on any walls west of the entrance doors. Posting on the donor wall is not allowed.

8. Academic and administrative areas: Posting is allowed on bulletin boards only. Permission to post publicity must be granted by the academic department where the bulletin boards are located.
9. Any publicity not adhering to this section may be removed by anyone.

C. Content

1. Publicity may not contain any reference to alcohol, drugs or violence.
2. Publicity must not advertise events that restrict attendance on the basis of age, race, religion, color, disability, sex (gender or gender identity), sexual orientation, national origin, ethnic origin or political affiliation.
3. All publicity must contain, on each separate poster, the contact name of one individual and the means by which to contact them. Allowable contact information includes dorm name and room number, telephone number or email address. If publicity does not contain contact information, it may be removed immediately by anyone.

D. Cleanup

1. Publicity removal is the responsibility of the organizing party that initially posted the publicity and must be done in a timely manner. Chalking may require power washing for removal. Those expenses will be charged to the hosting party.
2. Posters may not be removed before the end of an event unless done so by the organizing party or deemed offensive and removed under the guidelines stated under poster removal.
3. After the event has concluded, publicity may be removed by anyone.

E. Offensive Publicity

While it is not the intention of the HMC student body to post offensive posters, it may happen from time to time due to differences in personal taste, opinion or background. If a poster is thought to be offensive, it may be removed using the poster removal guidelines stated below. Moreover, any poster that does not meet the requirements listed under "Content" may also be removed under these guidelines. Election posters are not exempt from this policy.

F. Poster Removal

1. Only one of each offensive poster may be removed.
2. The individual given on the poster should be contacted using their given contact information. At this time, if the individual approves the removal of the publicity, all of the offensive publicity may be removed. If the individual cannot be contacted in a timely manner or the offended party wishes to remain anonymous, the Disciplinary Board chair, Judiciary Board chair, social chair or student affairs staff should be contacted. The board chair or DSA should then attempt to contact the individual given in the contact information on behalf of the offended party. The removed poster should be taken to the party contacted as evidence of its offensive nature.
3. If the individual cannot be contacted or does not approve of the removal of the publicity, the poster should then be taken either to the Disciplinary Board chair, Judiciary Board chair or Social Committee chair (in that order, if possible). If the chair approves the removal of the publicity, all offensive publicity may be taken down at that time.
4. If no board chair is able to be contacted within 24 hours by email,

- telephone or in person, the publicity may be taken to student affairs, in which case DSA may approve the removal of the offensive posters.
5. If either individual is not satisfied with the outcome and wishes to pursue the matter, a Disciplinary Board charge may be filed.
 6. Once the publicity is determined to be offensive and has been removed, it may not be reposted.
 7. Failure to follow these guidelines may result in Disciplinary Board action.

G. Five-College Posting

Each of the 5-College campuses has individual poster policies. It is each student's responsibility to visit the HMC Division of Student Affairs for stamped approval prior to posting. Publicity should only be posted in approved locations. In addition, these conditions apply:

1. Alcohol and other controlled substances may not be advertised explicitly or implicitly, in printed or pictorial form or through innuendo.
2. Multi-college events are private functions, and they may not be advertised off campus.
3. Names of sponsoring organizations or groups must appear on advertising.
4. The Claremont Colleges reserve the right to remove any advertising that does not comply with the above regulations.
5. Duct tape is not allowed at most of the 5-Cs. For the complete posting policy, please see the dean of campus life.

XX. Roofs Policy

Students are not allowed to access any campus building roof. Students are not permitted to temporarily or permanently place items on roofs. Because of the threat to individual safety and the potential damage to the integrity of the roof, violators will be held financially responsible for any damage and must self-report or be reported to the DB chair.

XXI. Separation From the College: Policies and Procedures

The Division of Student Affairs and the Office of Academic Affairs work closely to manage all separations from the College, including leaves of absence (voluntary and involuntary), withdrawals, suspensions and departures resulting from having been designated ineligible to re-register (ITR).

A. Withdrawals, Suspensions, ITRs

1. Withdrawal

Withdrawals are typically initiated by the student, often in consultation with the vice president for student affairs/dean of students and/or the associate dean for academic affairs (ADAA). In order to return to HMC after withdrawing, the student must petition the Scholarly Standing Committee (SSC).

2. Suspension

The student will be notified by the JB or DB chair that suspension has been recommended to the vice president for student affairs/dean of students. The vice president for student affairs/dean of students will notify the student of the particulars of the suspension, including start date, end date and any additional relevant information. Return from suspension must be approved by the vice president for student affairs/dean of students and may be contingent on the student having satisfied specified terms or conditions.

3. ITR

The student will be notified by the ADAA that they have been designated ITR. The letter will contain information on how to petition the SSC for reinstatement.

B. Leaves

1. Leave Process

Voluntary leaves are initiated by the student, vice president for student affairs/dean of students and/or the ADAA. Involuntary leaves may be initiated by the vice president for student affairs/dean of students, the ADAA or the president. All students departing on leave will receive a letter signed by the vice president for student affairs/dean of students or the ADAA. The letter should contain the last day of attendance (LDOA), the date when the student is expected to leave campus, the date when the student is eligible to apply for return and suggestions for actions to be taken during the leave period. Military and religious leaves should be treated as voluntary leaves. Note that students in good academic standing who withdraw or take a leave of absence to perform service in the Armed Forces of the United States (and in some circumstances the National Guard and Reserves) are entitled to readmission provided certain conditions are met. A copy of the letter will be given to the student and another placed in the student's file.

2. Last Day of Attendance (LDOA)

The LDOA is the date reported to the National Student Loan Data System through the National Student Clearinghouse and must be the last day the student is actively participating in the academic program. The LDOA for a student who leaves campus but continues to submit work for the semester must be the last day of the semester. Students are allowed to remain on campus for 48 hours to pack and remove belongings, but a "leave by" date should be clearly stated in the letter.

3. Notifications

One of the deans will email the following offices with the LDOA.

- a. Registrar (registrar@hmc.edu)
- b. Student Accounts
- c. Financial Aid
- d. Alumni Affairs
- e. Facilities and Maintenance
- f. Housing
- g. Mailroom

The associate dean for academic affairs will email the student's professors.

XXII. Sharps Disposal

Safely manage your sharps waste. State law (H&SC §118286) makes it illegal to dispose of home-generated sharps waste (hypodermic needles, pen needles, intravenous needles, lancets and other devices that are used to penetrate the skin for the delivery of medications) in the trash or recycling containers and requires that all sharps waste be transported to a collection center in a sharps container approved by the local enforcement agency. The proper way to dispose of sharps waste is to:

- Use state-approved sharps containers.
- Check availability at the county-designated distribution sites or ask your pharmacist or doctor.
- Keep your sharps containers out of reach of children and pets.

- When your sharps container is about 3/4 full, seal it securely.
- Bring your filled sharps container to a designated collection site for proper disposal.
- The city of Claremont Sanitation Division and Senior Program offer a free sharps disposal program to the residents of Claremont, which includes HMC students. The proper way to dispose of sharps is in an approved sharps container.
- Containers are available to HMC students at the Joslyn Center, located at 660 N. Mountain Ave., between 8 a.m. and 5 p.m., Monday through Friday. Full containers may be returned to the Joslyn Center for disposal, and an empty container will be provided.
- For more information regarding sharps disposal, please contact the Joslyn Center at 909.399.5488.
- More information regarding Sharps Disposal in California can be found at calrecycle.ca.gov/homehazwaste/sharps/

XXIII. Skateboarding

Students may use skateboards as a mode of transportation around The Claremont Colleges. However, due to the danger to others and potential damage to facilities, Campus Safety will stop anyone who is performing stunts, jumps or tricks. Skateboarding inside the academic and administrative buildings is not allowed.

XXIV. Smoking Policy

Harvey Mudd College is committed to providing a safe and healthy working, living and learning environment for all members of the campus community. In keeping with its commitment and in consideration of the health risks associated with smoking and secondhand smoke, the College has adopted a Smoking Policy.

A. Scope of Policy

This policy applies to all students, faculty, staff and other persons on campus, regardless of the purpose for their visit, and to all College-owned or -leased facilities and vehicles.

B. Definitions

“Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe, including a hookah pipe, or any other lighted or heated tobacco, plant or other product, intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

C. Policy

1. Smoking is prohibited in any facility owned or leased by Harvey Mudd College regardless of location.
2. Smoking is prohibited within 25 feet of an area that surrounds Harvey Mudd College-owned or -leased facilities, including entrances, exits, mechanical system air intake structures, and public and common areas for such facilities.
3. Vehicles: Smoking is prohibited in any College-owned or -leased vehicle, including electric carts.

D. Authority

The president's cabinet approved and adopted this policy July 2014. The State of California prohibits smoking in all public buildings and other enclosed areas of employment. Authority to issue this policy is based on California Labor Code Section 6404.5.

E. Smoking Cessation Programs

Additional information regarding programs available through HMC and Claremont Consortium for students, faculty and staff are identified below: The Los Angeles County Department of Public Health's Tobacco Control and Prevention Program—Project TRUST (Tobacco Reduction Using Effective Strategies and Teamwork)—aims to further reduce smoking prevalence and decrease exposure to secondhand smoke, especially in disadvantaged communities, by implementing evidence-based policies and environmental change strategies that promote tobacco cessation and smoke-free environments. Find more information regarding their programs at 1.800.NO.BUTTS or laquits.com/quitting/get-help-quitting.

- Students are encouraged to contact Claremont University Consortium, Student Health Services for programs or opportunities that may be available. For more information, contact Student Health Services at 909.621.8222 or cuc.claremont.edu/shs.
- Faculty and staff are encouraged to contact their health provider or the Employee Assistance Program regarding programs and opportunities that may be available. For more information, contact human resources at 909.607.7937 or hmc.edu/human-resources/benefits.

F. Accountability

The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All students, faculty and staff share in the responsibility for adhering to and enforcing this policy. Violations of the policy will be treated in accordance with general campus disciplinary procedures.

G. Designated Smoking Areas

There are five outdoor designated smoking areas (marked with signs) on campus: between the Parsons Engineering Building and Olin Building; between the Parsons Building and Shanahan Center; between Platt Campus Center and South Hall; between South Hall and North Hall; and in the area east of Linde and north of Case residence halls.

XXV. Stalking Policy

Stalking is a course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party. A course of conduct consists of at least two acts. The feared harm or injury may be physical, emotional or psychological, or related to the personal safety, property, education or employment of that individual. Stalking is prohibited at HMC, and students are encouraged to speak to a member of the student affairs staff or report to the DB chair if they believe they are experiencing stalking. Gender-based stalking is a form of sexual misconduct and students should speak with the Title IX coordinator if they are experiencing gender-based stalking.

XXVI. Soliciting Policy

The College does not allow solicitors, such as magazine salespeople, to enter the residence halls. The Division of Student Affairs can make exceptions to this policy in the case of nonprofit organizations, which must meet with a dean prior to soliciting. Students should immediately report solicitors to Campus Safety. Advertising for food delivery or other services may only be posted on bulletin boards in public areas of dorms and only when making an HMC student-initiated delivery to campus.

XXVII. Vehicle Regulations

All motor vehicles, including cars, trucks, motorcycles and scooters, must be registered with Campus Safety and must display parking permits during the school year. Only sophomores, juniors and seniors may bring motor vehicles to campus. First-year students are prohibited from bringing motor vehicles to campus and, as such, will not be granted a parking permit. Any exceptions must be approved by the assistant dean for residential life, in collaboration with the Office of Business Affairs, after careful consideration of the facts and circumstances and supporting documentation. It is expected that exceptions to the policy will be very limited and will be granted in compliance with the municipal code amendment to Chapter 16.069 Institutional Districts, Section 16.069.090 Parking.

- A. Permits cost \$30 per semester for students living on campus and \$20 per semester for students living off campus. The permit decal must be displayed on the lower windshield, passenger side; motorcycles should display the sticker on the front fork. Vehicles may also be registered at any time at the Campus Safety building.
- B. Any vehicle that does not display a valid parking permit will be ticketed and fined. After one unregistered vehicle ticket, the vehicle will be towed at the owner's expense. Violations of these regulations constitute violations of the Disciplinary Code and may be brought to the DB Chair.
- C. Vehicles that are improperly parked are also subject to citation and fines. Repeat violations will result in the vehicle being towed at the owner's expense.
- D. A temporary permit, for use with a short-term rental or by a visitor, may be obtained from Campus Safety at no charge.
- E. Each year, the student must obtain a new sticker stating the year of registration. The sticker permits parking only in lots marked as HMC lots. HMC students enrolled in courses at the other Claremont Colleges—or living at one of the other colleges—can request permission to park in a student lot at another Claremont College. Approval is reserved for those with serious health or scheduling problems. Consult the vice president for student affairs/dean of students for details.

- F. Vehicles are not to be parked on the grass, on landscaped areas or in any interior area of campus at any time. Parking in fire lanes (red curb) and spaces reserved for individuals with disabilities (blue curb or wheelchair logo) is prohibited and strictly enforced by Campus Safety, the Claremont Police Department and the Los Angeles County Fire Department. Gasoline-powered scooters, mopeds or motorcycles cannot be parked or stored in student rooms or anywhere within the vicinity of a residence hall or campus building.
- G. To accommodate the parking needs of faculty and staff who work in various buildings on campus, and to manage the potential impacts on surrounding neighborhoods, HMC has designated certain parking areas on campus for faculty and staff only, or student, faculty and staff as illustrated in the Parking Designation Plan: hmc.edu/facilities-maintenance/parking.
- H. No one shall work on and/or repair a vehicle in a campus parking lot for more than 72 hours. All surrounding areas must be clear of excess parts or debris. Under no circumstances will the careless handling of hazardous waste materials or the disposal of any such waste product be tolerated. All hazardous waste must be properly disposed of in accordance with local, state and federal regulations. Violators will be cited.
- I. Bicycles
- Although it is not necessary to register bikes with Campus Safety, it is recommended. Many bikes are stolen every year, and registration makes it more likely that, if found, bikes will be returned. Bikes may not be parked in corridors, stairwells or lounges by order of the Los Angeles County Fire Department Evacuation Code. Bicycles may not be secured to any dormitory bed frame. Acceptable bike parking is within a room (with roommate approval), in designated bike racks or in residence hall storage rooms (space permitting). Bicycling is not allowed inside any campus building due to the safety hazard it poses. Bicycles left unsecured or inappropriately stored at the close of the academic year will be discarded. For more information, see the Campus Safety web.

I. Appliances

Hot plates, hot pots and space heaters are not permitted due to their open coils and are fire hazards if left on unattended. Refrigerators and microwaves are permitted if UL-approved and in good working condition. Refrigerators should be dorm room-sized and Energy Star-certified. Residents should use power strips equipped with circuit breakers, rather than extension cords or “octopus” plugs. Extension cords are not allowed by order of the Los Angeles Fire Department. See further dorm furnishing regulations and suggestions at hmc.edu/student-life/orientation-2014/dorm-faqs/.

Residents who want to purchase cable television service for their rooms should contact Time Warner Cable at 888.255.5789 or visit the website at twc.com to arrange an account. Residents should be sure to cancel the cable television service at the close of the academic year to prevent continuous charges. Unauthorized cable television is a violation of FCC code. No rooftop aerials or satellite dishes are allowed. Residents seeking information on the cable connection in their main lounge should contact the assistant dean for residential life.

II. Break Periods and Campus Closures

A. Breaks

The residence halls remain open for all breaks and holidays during the academic year except for winter break. There are limited dining options available on the 5-C campuses during fall break, Thanksgiving break and spring break, and students are encouraged to prepare accordingly if they remain on campus during these times.

B. Campus Closures

For the fall semester, residence halls close at 8 a.m. the day after December final examinations end. For the spring semester, residence halls re-open mid-January and close at 8 a.m. the day after Commencement. Refer to the HMC Academic Calendar for exact dates.

Students are expected to check out of their rooms with a proctor or mentor before they leave campus each semester. Only students who are approved by DSA (authorized intercollegiate athletes, approved off-campus winter housing petitioners, residence life staff) may reside on campus outside of the official closure dates.

III. Chalking

No chalk or other penetrating substance is allowed on interior surfaces, nor shall any chalk or other penetrating substance remain on any exterior walls after the end of each semester. Should this occur, the College will charge the resident or dorm the cost of returning the area to its original, unblemished state.

IV. Damages and Fines

All students are responsible for maintaining their room and its furniture in good condition. Significant damages to the room or furniture will result in students being billed for the damages by the Office of Facilities and Maintenance (F&M). If a student does not feel that they are responsible for paying this charge, or the damage has not been repaired by the beginning of the following academic year, then the student should send an email to damage@hmc.edu. In the event that a mutually suitable agreement cannot be made between the student and F&M, the student may appeal

the room charge to the DB chair. The DB chair will hear the appeal and will issue a recommendation to F&M. F&M will take the DB chair's recommendation into account and may either reverse the charge or let it stand. If the reversed charge also applies to the student's roommates or suitemate, then the charge will be reversed on their accounts as well. The DB chair will notify the person who made the appeal of the outcome of the appeal. Students may not appeal charges of less than \$100. A charge to the dorm of \$100 or more may be appealed to the DB chair by only the dorm president.

V. Excessive Cleaning Policy

Students are expected to clean up after their use of public dorm areas so that everyone may enjoy the use of the space. Building attendants are employed to conduct normal cleaning and maintenance of the buildings. Sometimes, though, areas require extra cleaning that is beyond what is considered normal. Excessive cleanup will be considered, but not limited to: vomit and/or other bodily fluids; large quantities of beverage and food debris; floors covered in sticky residue; broken furniture; and other damage. Cleaning kits that include brooms, cleaning solution and other cleaning equipment are available for checkout from F&M. F&M shall, upon observation of an area in need of excessive cleanup, adhere to the following guidelines:

- College staff observe an area in need of excessive cleanup upon arrival at approximately 7 a.m. and notify the main F&M office by 8 a.m.
- F&M sends a message to the dorm email list before noon informing them that a cleanup must occur.
- The dorm has until 4 p.m. the same day to accept or deny responsibility.
- The dorm may only deny responsibility if no one in the dorm claims responsibility.
- If the dorm accepts responsibility, it is the duty of the dorm to clean the area before the next business day. Otherwise, dorm attendants will be asked to stay overtime to perform the necessary cleaning. Overtime charges and any necessary supplies will be charged to the dorm.
- If the dorm denies responsibility, dorm presidents must inform F&M of the people involved (if known).
- F&M informs the people involved of the necessary cleaning. Cleaning must occur before the next business day.
- F&M will photograph and maintain a log of the affected areas.

Suite lounges in Atwood, Drinkward, Linde, South and Sontag will not be considered public areas for the purpose of this policy. However, F&M will try to warn residents of a suite lounge problem that could incur additional costs at the end of the year if not cleaned promptly.

F&M must immediately clean up safety hazards. Examples include, but are not limited to: broken glass and other sharp objects; areas that are slippery or impede entrance and exit paths; and biohazards such as blood, vomit or rotting food. In addition, areas that will adversely affect visitors during a public campus event will be immediately cleaned. For both safety hazards and public events, the determination will be left to F&M and the cost of the cleaning will go to the dorm. Cleaning that requires specialized equipment (e.g., equipment needed to clean sticky floors) will be done for no charge by F&M, provided dorm residents clean all other aspects of the area.

F&M will have seven days from the date the cleanup occurred to inform the dorm presidents of the circumstances of the cleanup—including its cost and photographs of the area—or will lose the capacity to bill for the cleanup. The dormitory presidents shall, upon receiving the email from F&M, attempt to determine the responsible person(s) and shall report their findings to F&M via facilities@hmc.edu within two weeks. Students responsible for the mess may self-report to F&M. The students will be charged no more than the cleanup cost. If no responsible person is determined, the charges will be distributed equally among the dormitory residents. Disputes regarding charges must be presented in writing/email to facilities@hmc.edu prior to the two-week reporting deadline. F&M staff will respond to the dispute in writing/email within three business days. If further resolution is necessary, a written/email request must be submitted to the DB chair within one week of the final outcome of the original dispute. The DB chair, facilities and maintenance representative and student affairs representative will review the dispute request and their determination will be final.

VI. Five College (5-C) Living Exchange

Residents may live at Claremont McKenna, Pitzer, Pomona or Scripps (women only) if they find a student who wants to swap rooms. The exchange process occurs in April for the following academic year. Residents must find a resident on another campus who wants to live at HMC, agree to live for the entire year at the host college and abide by the regulations of the host and home campus. More information on this living exchange can be found at hmc.edu/student-life/residence-life/housing.

VII. Gender-Inclusive Housing

Students may live together in a double, triple or quad room regardless of gender identity, gender expression or biological sex. Students may select a room together in the spring room draw process. Students can also request a room change that creates a gender-inclusive room or suite, as long as all students who live in the room/suite are agreeable. Gender-inclusive rooms/suites will generally not be assigned to incoming students, but can be requested. East, North, West and Drinkward residence halls have gender-inclusive common bathrooms located in the back hall areas.

VIII. Glass

Intentionally breaking glass in a residence hall courtyard or other area on campus is a safety hazard. Students who break glass must self-report or be reported to the DB chair.

IX. Guests

Guests are non-HMC students or non-enrolled HMC students. Residents may host a guest for a maximum of two nights per week. First, the host must gain approval in advance for their guest's visit from their roommate and/or suitemates. The host should also notify their proctor of the identity of the guest and the duration of the visit, in case of an emergency. Hosts are responsible and accountable for their guests' behavior while on campus. HMC residents may not host other HMC students as guests during "early arrival" times prior to the beginning of semesters.

X. Housing Contract

Every student residing in College housing must sign a Housing Contract each year. This contract will be emailed to each student and must be completed before the student occupies the space. The Housing Contract can be found at hmc.edu/student-life/residential-life/housing.

XI. Keys, Card Readers and ID Cards

A. Keys

F&M issues each resident a key to their room at the beginning of the year. Residents of rooms that open directly to the exterior of the dorm and are not equipped with card swipes (North, West, Atwood efficiencies and column doubles, and Linde and Sontag suites) are required to return keys to F&M at the beginning of winter break. Campus offices and academic areas are completely closed to students living on campus during winter break (except authorized intercollegiate athletes, approved off-campus winter housing petitioners and students approved by DSA to return early). Since these rooms have direct access to the outdoors, the return of keys is necessary to ensure the security of everyone's possessions during break. All residents are required to return keys to F&M at the end of the academic year. Failure to return dorm keys will result in the resident being charged for the re-key of their room. The charge is \$150 per missing key issued to the resident. For the safety of each resident, no exceptions will be made. Students should carry their keys with them at all times and report lost or stolen keys immediately to F&M. These keys may not be copied or transferred. Proctors have master keys to all dorm rooms in case of accidental lockouts or for emergencies. Summer residents are subject to the same regulations as during the regular academic year.

B. Card Readers

Card readers have been installed on all doors in East; suite entrances in Linde, Sontag, Drinkward and South; and the L's and O's in Case. These provide greater security for student living areas, along with 24-hour access to dorm common areas, the Linde Activities Center computer room, the Platt Campus Center and the academic complex (via Parsons and Keck doors). Swipe and proximity authorization is coded on student ID cards, along with dining plan and library access. Only assigned residents of rooms/suites will be coded to have access. If students wish to allow other students to access their suites, they can visit hmc.edu/facilities-maintenance/dorm-resources/frequently-asked-questions-faqs/ for information on how to add access for guests. Each suite can give swipe access to only 10 people per suite member. Proctor suites are the exception to this restriction.

C. ID Cards

Students are expected to carry their ID cards at all times. If a student loses her or his ID card, she or he must notify F&M as soon as possible. The lost ID card will be deactivated. The student will need to get a new ID card from the Claremont Card Center as soon as possible. The cost to replace an ID card is \$10. The new card must be brought to F&M to be re-encoded for housing access. If an ID card is broken or damaged, a student may take the damaged card to the Card Center to replace the ID card at no cost.

XII. Lofting

Students are not allowed to bunk or loft their beds; however, on a first-come, first-served basis (considering limited equipment available), the College will take requests from students for bed lofting and bunking at the beginning of each semester. Students can adjust the height of their beds (different from lofting/bunking) by themselves and are urged to keep in mind personal safety in doing so. Students may also request F&M to adjust their beds during the bed adjustment period of each semester. To request bed lofting or adjustment, enter a work order at hmc.edu/facilities-maintenance/work-orders.

XVIII. Noise and Speakers

The primary mission of Harvey Mudd College is education. In pursuit of that goal, residents have the right to quiet time in which to study, rest and sleep. In the close quarters of college dorms, it is important to have respect and consideration for others at all hours. If residents are disturbed by noise at any time, they should approach the disturbing people and ask them to quiet down. If residents are disturbed by noise emitted by a dorm's speakers, they can email the dorm speakers' mailing lists and request for them to turn it down. If cooperation is not achieved, or the resident is intimidated by confronting the disturbing people, proctors are available to assist and mediate any problems. As a last resort, residents may phone Campus Safety to respond to the problem. Evening quiet hours are established by each residence hall at the beginning of the year and generally run between midnight and 9 a.m. (later on weekends). Dorms may not establish quiet hours that begin after 1 a.m. on weekdays. During final exam weeks, 23.75-hour quiet hours are in effect beginning at noon on the Sunday before finals and continuing until after the last exam is finished. Noisy Minutes guidelines are reviewed and distributed through ASHMC.

Speakers

Many dorms have speakers that play music in their courtyards. Sometimes these speakers may interfere with the sleep or studying of others. To address noise issues, each dorm on campus must have a speaker mailing list of the form [dorm name]-speakers-l@g.hmc.edu. This mailing list should have at least one current member of the dorm on it, who is then responsible for the speakers in the dorm. These lists are meant to foster inter-dorm communication about noise issues. For instance, students should be able to email these lists to request that music be turned down.

XIV. Outdoor Furniture Policy

College-owned Furniture

No indoor College furniture may be stored outside. Students are responsible for labeling the furniture that they will not be using and placing it in designated storage areas. At the end of the year, students are responsible for setting up their rooms in the same condition they found them. If rooms are not set up properly at the end of the year, charges will apply.

Acceptable Furniture and Approved Placement

In the four quad dorms, students may have personal possessions in the courtyards provided that doors or breezeways are not blocked. Furniture may not be placed on second-floor walkways or back halls in accordance with aisle width requirements as dictated by the fire code. Couches and chairs may be placed behind the dorms provided that they be "presentable" and have no open holes, tears or rips and that they abide by the fire code. The "presentable" nature of couches and chairs shall be at the discretion of the owner. However, should members of the HMC community (including students, faculty, administration and F&M) have any complaints as to the aesthetics of any furniture, they may bring their complaints to ASHMC, who will deal with them on a case-by-case basis.

In Atwood, couches and chairs may be placed on the second- and third-floor landings, wherever there are no bike racks, such that no walkways or exits are blocked, in accordance with the fire code.

In Case, no furniture is permitted on the second-floor bridge unless it falls within the limitations of the fire code. Furniture may be placed in the courtyard provided that no doorways or walkways are blocked. No furniture or stored items may be kept in the interior hallways.

In Linde, couches and chairs may be placed behind the dorm, facing Linde field, such that they are presentable. This furniture falls under the same guidelines as furniture behind the quad dorms. Furniture may be placed in the courtyard, but may not be placed in the walkways or alcoves in accordance with the fire code. No furniture is allowed on the second-floor walkway.

In Sontag, furniture may be placed in the courtyard, but it may not be placed in the walkways or alcoves in accordance with the fire code. No furniture is allowed on the second-floor walkway.

XV. Painting and Mural Policy

Students shall be able to paint their rooms and some common areas of their dorms as long as they adhere to the guidelines at hmc.edu/student-life/residence-life/dorm-affairs-committee-policies. Students may not paint until their submitted proposal is approved by ASHMC and F&M. Any resident painting their walls without authorization will assume full financial responsibility for expenses incurred by the College to return the room to its original state.

XVI. Pets

Cats and dogs are not allowed in the residence halls unless approved through the Assistance Animal Policy. Residents may keep small, caged pets such as fish or hamsters with the approval of their roommate and/or suitemates. The pet registration form is available at hmc.edu/student-life/residence-life/dorm-affairs-committee-policies/. Damages to dormitory rooms or furnishings that result from pets will be billed to the resident responsible for the pet. All pets must be kept clean, healthy and in well-maintained living spaces in student rooms only. Pets may not be brought to lounges, common spaces, the dining hall or other campus buildings.

XVII. Rights and Responsibilities of Residential Living

It can be great to live with someone going through similar experiences. Living with a new person, or even an old friend, is an opportunity to build a rewarding relationship and make great memories throughout the year. This relationship will require personal adjustments as students learn to live with another person in a small space. Roommates/suitemates must give continual attention and care to relationships in order to make living arrangements successful.

A. Roommate Rights

Living successfully with a roommate requires flexibility, respect and the willingness to openly and honestly communicate. The following are basic levels of respect roommates should show each other:

1. The right to undisturbed sleep;
2. The ability to study in personal rooms free of unreasonable noise and distraction;
3. The ability to access personal rooms at all times;
4. Security against physical or emotional harm;
5. A clean and safe environment;
6. Privacy in the room, and;
7. Security and respect for personal belongings.

B. Roommate Conflicts

If students are having roommate problems, they should first have a frank discussion with roommate(s) to express their feelings and seek a solution that is amenable to all. If communication and compromise are unsuccessful, they should consider involving a third person, such as a proctor or mentor, who can listen objectively to each roommate and assist in reaching a satisfactory solution. The assistant dean for residential life (ADRL) is also available to help negotiate a solution.

XVIII. Room Changes

- A. First-year students may change rooms after the second week of class. The reason for this “freeze” is to allow time to work through initial impressions and difficulties before deciding that the pairing simply won’t work. Upperclass students may change rooms at any time with approval of the ADRL, who will ensure room draw and housing regulations are upheld. Room changes that create gender-inclusive rooms must be agreeable to everyone living in the room and/or suite.
- B. Students wanting to change rooms should contact the ADRL. The ADRL will communicate all available spaces on campus. A student wishing to move needs to contact the potential roommates (and/or suitemates, if appropriate) to inform them of their interest in moving to the open space. If everyone is agreeable, the ADRL will authorize the move and arrange the exchange of keys with F&M.
- C. Students with unoccupied spaces in their rooms or suites should anticipate that someone may move into the empty space at any time. Students may not reject potential roommates/suitemates to preserve the extra space for themselves. If they feel that a potential roommate is someone they would truly not be able to live with, they should honestly tell the person why living with them will not work. Given the number of students in need of housing and equal room pricing, people without roommates in double rooms may not buy out the extra space for themselves. Additionally, the College retains the right to consolidate students when necessary.

Students may not switch rooms without first consulting with the ADRL. Room changes that contradict ASHMC-established room draw regulations or College policies will not be approved by the ADRL. Unauthorized room changes will be referred to ASHMC for resolution. Possible outcomes include, but are not limited to, a \$50 fine, restoring the original assignment and/or referral to the Disciplinary Board (DB) chair. In extraordinary circumstances, the College may change room assignments in the interest of health or general welfare of the residents or community.

XIX. Room Condition Reports

On-campus residents will receive a room condition report completed by F&M for their room. Students should carefully check the report to be sure it is accurate and add any changes. When F&M or the complex manager goes through rooms at the end of the year to assess damages, they will check the room condition report to see whether damage was reported when the student moved into the room. If it was, then a charge likely will not be deducted from the damage deposit. It is worthwhile to put

as much detail as possible into the form. If students do not sign or return a form, they must accept the damage charges assessed after move out.

XX. Termination of Residence Hall Privileges

Living in the residence halls is a privilege. The decision to terminate residence hall privileges is made by the Division of Student Affairs and/or the DB or JB. Students may be required to leave the residence halls for one or more of the following reasons:

- a. Indication that the student's behavior could result in harm to others;
- b. Failure of the student to make a required payment for room and/or board (after receiving written notice);
- c. Failure of the student to maintain full-time enrollment with the College, or;
- d. Violation of any state or federal law, the HMC Housing Contract or the policies stated in this *Student Handbook*.

XXI. Wall Hangings

Residents are encouraged to use non-damaging wall-hanging devices (e.g., poster mounts or non-abrasive putty). Poster mounts are available for free from proctors and F&M. Nails are not permitted. Residents are liable for damages caused to walls, such as chipped or discolored paint or holes in the walls. Duct taping things to walls will cause damage requiring repair charges. For fire safety, cloth or other flammable materials should not be hung over the center of a ceiling, near lights, heat or spark sources.

XXII. Work Orders

Residents should report a problem or maintenance request directly to F&M by completing a work order at hmc.edu/facilities-maintenance/work-orders. The system will generate an automatic copy of the work order for tracking purposes and will reply via email. Using this system allows residents to track the progress of their work order at any time by supplying the ID number provided. If the repair requires immediate attention (e.g., overflowing toilet), residents should call F&M at 909.621.8226. After business hours, residents can contact a proctor for assistance.

XXIII. Services

Air Conditioning

All residence halls are air conditioned. Please be aware of energy use. If air conditioning is running, close the room and suite windows.

Cable Television

Residents who want to purchase cable television service for their rooms should contact Time Warner Cable at 888.255.5789 or visit the website at twc.com to arrange an account. Residents should be sure to cancel the cable television service at the close of the academic year to prevent continuous charges. Unauthorized cable television is a violation of FCC code. No rooftop aerials or satellite dishes are allowed. Residents seeking information on the cable connection in their main lounge should contact the assistant dean for residential life.

Cleaning

College staff will regularly clean public spaces, such as all bathrooms, suite lounges, hallways, dorm lounges, laundry rooms and any other public spaces. Students are responsible for cleaning their private room spaces.

Furniture

Residence hall furniture provided by the College consists of a bed, mattress, desk, chair, dresser and window coverings for each resident. Suite furniture varies by building. F&M will inventory all furniture and draperies to ensure that they are in good condition at the close of each academic year. Residents are responsible for maintaining the good appearance and function of their dormitory furnishings. While normal wear is expected, excessive damage and vandalism will be charged to the resident(s) on a prorated basis. Residents should contact F&M if their furniture is unsafe or damaged.

The furniture placed in each student's room is intended to stay there throughout the year. Residents may choose to store unnecessary College furniture in the storage area provided in their dorm. Residents must clearly identify stored items with temporary tape and assume the responsibility of returning these items prior to vacating their room. Failure to return the original room furniture will result in charges. Residents assume all risk associated with storing College furniture and financial liability for replacement. Should loss or damage occur, residents will be billed on a prorated basis for replacement.

Laundry

All residence halls have coin-operated laundry facilities that accept Claremont Cash via student ID cards. If there is a problem with a machine, submit a work order with the machine number and nature of the problem. Each load costs \$1 to wash and 50 cents to dry.

Lockouts

If residents become locked out of their rooms, their proctor or another proctor (if theirs is not available) can let them in. The on-call proctor should not be called for this service. If no proctor is available, residents may call Campus Safety at any time, day or night, at 909.607.2000. They will charge \$25 per key service. In all cases, entry to rooms is provided only to the resident(s) of the room or with direct, personal authorization from the person who lives in the room.

Storage

At the end of each year, residents may store non-valuable personal items in designated residence hall storage rooms. The College is not responsible for the loss, theft or damage of any items left in storage. Under no circumstances will upperclass student residents be allowed to remove personal items prior to the opening of the halls unless items have been stored in designated "summer storage" or "early arrival" storage units. Space is limited, so residents should be considerate of how much they put in storage. For safe and affordable summer storage, students should investigate local mini-storage units. All storage space on campus is on a first-come, first-served basis. In addition to dormitory storage room space, the College provides portable storage units (at considerable expense). Any personal possessions remaining in vacated student rooms, suites, lounges or bathrooms that are not owned and properly identified by a summer resident will be discarded at the end of the academic year. All stored possessions must be removed from the storage areas no later than the second Monday following the beginning of classes to allow for cleaning. More information can be found at hmc.edu/student-life/orientation/dorm-faqs.

After the residence hall storage rooms have been cleaned at the beginning of the academic year, students may store empty boxes that they wish to keep in the storage rooms in anticipation of summer move out. Once the storage rooms have been cleaned in September, F&M will publish a clean-up deadline and post it for students (via students-l). After the deadline, any boxes remaining outside the dorm rooms and suites will be discarded.

During the academic year, students may place some personal possessions in the common lounges at the discretion of the dorm as a whole. However, if the common lounges fill up with too many personal possessions, rendering the lounges unusable by members of the dorm or creating a means of egress concern, F&M will contact dormitory presidents or bring concerns to ASHMC Senate to discuss the lounge furnishings.

F&M, in consultation with dormitory presidents, will identify items slated to be discarded with a pink tag noting what date the item will be discarded.

Telephones

Each room is equipped with a telephone port. However, due to the rise of cell phone use and a transition to voice over Internet protocol (VOIP) equipment in the dorms, telephone line access is now optional. While still free, students must indicate that they would like the port in their room activated. If residents wish to have their telephone activated, they should contact the Division of Student Affairs.

These policies govern all students at the seven Claremont Colleges. They are created by intercollegiate committees and approved by the President's Council of the Claremont Colleges. They cannot be modified or set aside by any single college. Each college is responsible for enforcing the policies on its own campus.

I. Banning Disruptive Persons From the Campuses of The Claremont Colleges

A. Background

The Claremont Colleges are composed of seven institutions of higher education: Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, 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 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, among other things, is 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.

B. 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 chief administrative officer of The Claremont University Consortium shall be the designated officials responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the president(s) of the institution(s).

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

The designated official may also issue a ban as the result of an investigation, with the opportunity for all parties to be heard, 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 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 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 is 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 CAO 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 (e.g., OBSA, CLSA, chaplains, etc.), the CAO 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.

C. Requests for Review, Modification or Removal of a Ban

(Date of approval by the Council of The Claremont Colleges: April 5, 2011.)

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. 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.

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.

II. 7-C Library Policies

Loan Periods and Book Renewals

- The loan period for all students (undergraduates, seniors and graduate students) is 28 days for books in the general collection. (As always, reserves, browsing books and other special loan periods are for a shorter time.)
- Students may keep track of the books they have checked out and renew most online by logging into Blais (<http://blais.claremont.edu>) and viewing the items they have currently checked out.
- If preferred, students may renew books in person at one of the libraries or by calling the Circulation Desk at 909.621.8372.
- The libraries will send an email reminder two days before the due date for books students have checked out.

Information about loan periods/overdues/charges can be found at libraries.claremont.edu/servicesandpolicies/borrowing/colleges.asp.

Using Laptops

If students bring laptops to the library and plug into a network connection, students will be required to register with the libraries. This process will help ensure that viruses are not shared across the network. If a wireless network connection is used, registration with the libraries is not necessary; however, students must register on their own campus for a Claremont-WPA wireless account. If students have questions about using a laptop in one of the libraries, they may contact Library/Information Technology at 909.621.8866.

III. 7-C Policy on Demonstrations at The Claremont Colleges

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

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

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

- Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person or that damage or threaten to damage property.

- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses or interfere with, or impede access to, regular activities or facilities of any of the colleges or CUC.

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

Any individual acting in a non-peaceful or disruptive manner, whether 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, handled through the home college's disciplinary procedures. The presidents and the chief executive officer of CUC may delegate their authority to act.

Enforcement Policy

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

1. The president(s) of the college(s) where activities are disrupted, or the chief executive officer of CUC in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. They will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The president of the college may summarily suspend a student of his or her college violating this policy. However, the president of the college or the CEO of CUC will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges—pending referral to the home campus disciplinary body.
2. The colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for suspension and take action that is consistent with and/ or allowed by disciplinary procedures at the home campus.
3. Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to CUC.
4. All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing. Persons who continue to trespass after

7-C Policies

notification are subject to arrest (by a peace officer or by private person; California Penal Code Section 834).

5. Individual Claremont Colleges and CUC may bill students or file civil suits to recover damages and costs.
 - a. Preference is for the first-level, on-call staff to be notified. Appropriate staff include RAs, proctors, sponsors and deans.
 - b. The chief student affairs officer is the vice president for student affairs and/or dean of students. The chief administrative officer refers to the CAO at CUC.
6. While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

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

I. Athletic Resources and Facilities

Harvey Mudd College operates in conjunction with Scripps College and Claremont McKenna College (CMC) to form the tri-college Claremont-Mudd-Scripps (CMS) Stags (men) and Athenas (women). The Stags and Athenas are headquartered at Ducey Gym on the CMC campus. The intercollegiate athletic program includes football, softball, water polo, diving, basketball, volleyball, soccer, cross country, swimming, track and field, lacrosse and tennis. The Stags and Athenas are members of the Southern California Intercollegiate Athletic Conference (SCIAC). For more information regarding specific athletic programs and team season game schedules, see cmsathletics.org.

Five-College Athletic Facilities

Listed here are the facilities available to the self-determined athlete and used by teams and club sport enthusiasts.

Tennis Courts

CMC has a tennis complex (Bisanz Tennis Center) containing 12 courts, located south of Sixth Street across from Burns Stadium. Courts are available to students only during those hours when classes or tennis team practice/matches are not being held. Night lighting is available. Pomona has 10 tennis courts at Sixth and Mills and four courts on the south end of campus bordering First Street. Four of the courts at Sixth and Mills and two of the four courts on First Street provide night lighting.

Swimming Pools

The CMC Axelrod Pool is usually open for workouts but has a lifeguard on duty only at certain times. Pool hours will be posted. This pool is usually used for team practices, swim meets and water polo games. The Scripps College Athletic Pool is located at the Sallie Tiernan Field House. Pool hours are posted on the web page scrippscollege.edu/wellness/. Climbing the fences is not permitted, and motion sensors and silent alarms are located throughout the pool area. Those caught in the pool outside authorized times are subject to disciplinary action.

Gymnasium Facilities

HMC's Linde Activities Center (LAC) has aerobics and weight rooms, meeting rooms, and basketball, badminton and volleyball courts. Additionally, the LAC offers video rentals, T-shirt-making facilities, sports equipment, hiking and surfing equipment rental, HDTV, ping pong, foosball and air hockey tables, a hangout room and a computing facility. Access and equipment are available to all HMC students and their accompanied guests. Call 909.607.1478 for more information.

The Roberts Pavilion on the CMC campus is the fitness and events center for Claremont McKenna College and the athletic center for the Claremont-Mudd-Scripps intercollegiate, intramural and physical education programs. Gym Facilities (shared by Scripps, HMC and CMC) are open each day and available for student use when classes or team practices are not in session. For information about hours, entry requirements and availability, call 909.607.7421.

Pomona Rains Center has a weight room and badminton, basketball and volleyball courts. Equipment for these sports is available. Students not attending Pomona College may use these facilities with a paid membership only when classes or team practices are not in session.

Pitzer Gold Center has a swimming pool and a climbing wall. Students not attending Pitzer must pay a small fee to use the facilities.

Scripps' Tiernan Field House is available to HMC students during most hours, with the exception of some Scripps-only and women-only times. ID cards are required for entry. The facility has an aerobics room, a weight room and a cardio machine room, as well as a pool. Hours are posted online at scrippscollege.edu/campus/tiernan-field-house/index.php, or call 909.607.8810 for more information.

Tracks

There are running tracks located at CMC's Burns Stadium and at the intersection of Mills and Sixth Street on Pomona's campus. They are open at all times, seven days a week. The track and field teams have first priority.

Club Sports

A. List of Approved Club Sports

A club sport is an athletic activity. An athletic activity is defined as being physical in nature and having a winner or loser determined by either score or time. To be recognized as such, a club sport (team) must meet the following test:

1. Participation is open to all of The Claremont Colleges members and their affiliates, if individual league rules allow.
2. The club (team) consists of participants from more than one institution.
3. The club (team) competes against off-campus competition.

Currently recognized club sports (teams) at The Claremont Colleges are:

Men's Rugby	Women's Rugby
Men's Lacrosse	Rowing – Coed
Men's Ultimate Frisbee	Women's Ultimate Frisbee
Pomona-Pitzer Men's Volleyball	Cycling – Coed Claremont-Mudd-Scripps
Men's Volleyball	Field Hockey – Coed Pomona-Pitzer
Women's Lacrosse	Equestrian
Raquetball – Coed	Roller Hockey

These are the only clubs or teams that should be considered for institutional funding and facility use. For any other club or team to be considered, it must meet the approval by the Office of Risk Management and the Club Sports program director. The criteria that would be used to consider other approved club sports would be:

- College willingness and ability to cover the proposed club (team) on the college's insurance plan.
- Availability of playing and/or practice opportunities for existing approved clubs.
- No duplication of a varsity sport sponsored by the athletic departments.

B. Use of name "The Claremont Colleges" by clubs

No club/team engaged in any athletic activity shall use the name "The Claremont Colleges" or any of the individual college names to define their club/team without being registered through the Club Sports Office. Should a club/team utilize the designation "The Claremont Colleges" without authorization, disciplinary procedures will be enforced by the appropriate agency of The Claremont Colleges.

C. Club Sport Funding

No organization that competes as a club sport (team) and is on the list of approved and sponsored club sports by “The Claremont Colleges” should receive any funding from any organization(s) associated with The Claremont Colleges unless they are registered with the Club Sports Office.

Intramural Program

The intramural program is designed to permit all students to participate in a variety of sports, including water polo, soccer and volleyball. For more information on the intramural program, call Roberts Pavilion at 909.607.7421, the ASHMC athletic director, any residence hall athletic representative or the HMC Division of Student Affairs.

II. Campus Life

Students seeking diversions that are athletic, religious, literary, artistic, social, political or simply frivolous in nature are likely to find a group at The Claremont Colleges that matches their interest. Many students find that the number of co-curricular activities that interests them far exceeds their spare time. Most student groups are always looking for new members. The key to making the academic experience a success is to supplement it with co-curricular activities.

At HMC, three student activity-coordinating groups exist to plan and implement a variety of events and programs. The Social Committee and the Committee for Activities Planning (CAP) are student government groups that provide funding and support for on- and off-campus events, respectively.

The associate dean for campus life and the assistant dean for campus life also plan and implement student activities on campus. A group of students (known as student activity assistants or DSA Muchachos) is hired yearly to work with CAP-appointed representatives to increase fun opportunities for students and coordinate non-alcoholic events.

Since 1998, HMC’s Linde Activities Center (LAC) has been the hub of students’ recreational and fitness activities. The LAC has aerobics and weight rooms, meeting rooms, a basketball court, video games, a television, an Xbox 360 and a gaming area, including foosball, billiards and ping pong. Located at the east side of campus, the LAC is open to all students of The Claremont Colleges.

III. Career Services

When seeking an on-campus job, internship, part-time or full-time position or tutoring job, students should contact the Office of Career Services (OCS) located in Platt Campus Center, 909.621.8091, hmc.edu/career-services.

OCS maintains an online career management system called ClaremontConnect that is shared with all The Claremont Colleges. It can be accessed by using a student ID number through the OCS website. Students are urged to set up a profile to learn about various opportunities and activities presented by OCS on behalf of employers and graduate school representatives seeking to recruit at HMC. These recruiters set up information sessions, hold on-campus interviews/office hours and attend fall and spring career fairs sponsored by OCS.

Whether students are considering an internship, summer research, a job or graduate school, there are three career counselors to help students prepare documents ranging from resumes and cover letters to personal statements for research experiences for undergraduates (REUs) or graduate school. Help is also available regarding internship/job search techniques, networking, decision making and much more.

Appointments may be scheduled Monday through Friday and can be made through the ClaremontConnect system. Students may stop by if they have a quick question, and there are designated walk-in hours on Mondays and Wednesdays. OCS information can be found on the digital sign in the mailroom, the sign stand in Hoch-Shanahan and the screen outside the OCS office, which is located in the Platt Campus Center behind the registrar's office. Hours are 8:30 a.m. to 5 p.m. during the school year and 8:30 a.m. to 4:30 p.m. during the summer. A description of services, programs and resources, including access to the Career Guide, is available at hmc.edu/career-services.

IV. Community Engagement

As one of the student support offices within the Division of Student Affairs, the Office of Community Engagement works collectively with on-campus constituents and the broader community to educate and empower one another to make meaningful contributions to society. The director and associate director for community engagement seek to achieve this by facilitating dialogue, sharing expertise and building capacity. For more information about getting involved with the Office of Community Engagement visit hmc.edu/community-engagement.

V. Directory

Faculty and staff directories for Harvey Mudd College and The Claremont Colleges can be found at hmc.edu/directory.

VI. Diversity

Headed by the associate dean for institutional diversity and the assistant dean for institutional diversity, the Office of Institutional Diversity serves as the hub of campus diversity and social justice education and as an additional resource for students, faculty and staff. This office, located in Platt Campus Center, coordinates campus diversity planning with a variety of committees and provides funding for cultural programs sponsored by student clubs. The OID also hosts the Summer Institute, an intensive, four-week summer residential experience for new students. See hmc.edu/diversity or call 909.607.3470.

Asian and Pacific Islander Sponsor Program at Mudd (API-SPAM)

API-SPAM provides support for new Asian American and Pacific Islander students through peer sponsorship and targeted enrichment activities. The group offers informal peer guidance during the first year of transition to HMC. It also hosts a welcome program during the on-campus Admitted Students Program and Orientation, as well as regularly scheduled social/cultural trips off campus. Contact information is available through the Division of Student Affairs.

Black Lives and Allies at Mudd (BLAM)

BLAM is a community for those of African descent and a space for education and ally building. All are welcome. Contact the Office of Institutional Diversity for more information.

PRISM

People Respecting Individuals' Sexualities at Mudd (PRISM) is HMC's queer-straight alliance. Chartered by ASHMC in fall 1999, PRISM meetings provide a comfortable gathering place for gay, lesbian, bisexual, transgender, queer, questioning and straight students, faculty and staff to meet and discuss the LGBTQ experience. The group works to make Mudd a place where all people are welcomed, safe and respected, regardless of their sexuality and/or gender identity. PRISM, while specific to HMC, has ties to the other 5-C LGBTQ organizations, including the Queer Resource Center and its Queer, Questioning and Allied Mentor Program (QQAMP). Contact DSA for more information.

Society of Professional Latinos in STEM (SPLS)

Formerly known as the Society of Hispanic Professional Engineers, SPLS promotes the development of Latinos in science, technology, engineering and mathematics to achieve educational excellence, economic opportunity and social equity. SPLS empowers the Latino/Hispanic community to advance in the STEM fields by inspiring the next generation to realize their potential. Contact the Office of Institutional Diversity for more information.

Society of Women Engineers (SWE)

It is SWE's mission to encourage women to achieve their full potential in careers as engineers and leaders and to demonstrate the value of diversity. SWE also hopes to expand the image of the engineering profession as a positive force in improving the quality of life for all. The HMC chapter of SWE hosts professional and social programs for all engineering students. It also sponsors a daylong program for high school girls to experience science, mathematics and engineering education on HMC's campus. Contact the Department of Engineering for more information.

Asian American Resource Center, Smith Campus Center

170 E. Sixth Street 909.621.8639

pomona.edu/administration/asian-american-resource-center/index.aspx

Pomona College's Asian American Resource Center provides programs and services for Pomona's Asian American students and their guests. Established in 1991, the center offers various forms of assistance for students. It also organizes and sponsors cultural and educational programs.

Chicano Latino Student Affairs Center (CLSA), Tranquada Center

757 N. College Way

909.621.8044

cuc.claremont.edu/clsa

The CLSA serves as the center for Chicano academic and social activities for The Claremont Colleges and offers academic and personal services such as counseling, advising, career planning, freshman orientation and cultural activities. The CLSA is a 5-College organization providing interested students with the opportunity to familiarize themselves with the depth and breadth of Chicano/Latino culture. The CLSA specifically strives to encourage enrollment of Chicano students, provide support services and promote unity, pride and diversity within The Claremont Colleges community. For more information, contact the Chicano Latino Student Affairs Center.

Queer Resource Center (QRC)

Walton Commons, 395 E. Sixth Street
909.607.1817
pomona.edu/administration/qrc

The QRC provides outreach and resources to gay, lesbian, bisexual, transgender, queer and questioning students of The Claremont Colleges. It has a library of books and information regarding resources in the L.A. area and beyond. Its services include bringing guest speakers to campus, showing films and organizing events concerning gay, lesbian, transgender and bisexual issues. The QRC is staffed daily, especially in the evenings. Everyone is welcome.

Office of Black Student Affairs (OBSA)

139 E. Seventh Street
909.607.3669
cuc.claremont.edu/obsa

The Office of Black Student Affairs addresses the educational needs of students of African descent. The office, through its cultural programs and academic services, seeks to create a supportive environment for students that will help them attain their undergraduate and graduate degrees. OBSA also hopes to help students develop emotional autonomy, coping skills, feelings of self worth and independence, a positive ethnic identity, mature relationships with peers, appropriate educational plans, mature career paths and a responsible lifestyle.

OBSA is committed to diversity. All of its programs and services are open to all students of The Claremont Colleges. It sponsors numerous activities, which include the New Students Retreat, Black History Month programs, leadership training, cross cultural programs, speaker series, poetry readings and other programs to enhance students' interpersonal skills.

Student Disability Resource Center (SDRC)

757 N. College Way, (first floor, Tranquada Center)
909.607.7419
cuc.claremont.edu/sdrc

The Student Disability Resource Center, which opened fall 2014, is the centralized resource center for support for students with disabilities across the 7-C campus communities. The SDRC works closely with the disability coordinators on each campus to ensure that students receive academic support services and accommodations to empower them to achieve their academic goals, while ensuring equitable treatment and access to all 7-C programs and activities.

International Place (I-Place)

Heggblade Student Center, 400 E. Ninth Street
909.607.4571
iplace.claremont.edu

International Place is a 5-College student center comprising a network of students, faculty, staff and community people. I-Place is located on the CMC campus with a lounge that is open weekdays from 9 a.m. to 5 p.m. Students are encouraged to drop by at any time for conversation or company.

Office of the Chaplains

McAlister Center, 919 N. Columbia
909.621.8685
cuc.claremont.edu/chaplains

The Claremont Colleges community is served by an interfaith chaplaincy. Jewish, Catholic, Interdenominational, Muslim, Hindu, Buddhist, Latter-Day Saints, Christian Science, Zen Meditation and other on-campus religious and spiritual groups meet at McAlister Center for worship services and programs overseen by the Chaplains.

There is a full schedule of weekday and Sabbath worship, as well as study and social programs sponsored by student organizations. The center also provides a 24-hour meditation chapel, lounge and library. Counseling and referral services are available through appointment.

VII. Health and Wellness

Student Health and Wellness at HMC

909.607.4101

The associate dean for student health and wellness and the assistant dean for student health and wellness serve as on-campus health and wellness consultants, program directors and resources for students. The associate dean's office is on the east side of Platt Campus Center, across from the mail room, and the assistant dean's office is located next to the OID office. The deans are available to meet with students regarding personal and emotional health concerns that impact their ability to thrive at HMC. The deans support and co-educate students as they strive to find and maintain their work-life balance and provide them the resources needed to thrive. The deans also provide connections to the Monsour Counseling Center and community mental health professionals for students who may require psychiatric or long-term therapy.

Student Health Services (SHS)

Tranquada Center, 757 N. College Way
909.621.8222
cuc.claremont.edu/shs

SHS is the primary outpatient care center for The Claremont Colleges community. It is open during the academic year Monday through Friday from 8 a.m. to 5 p.m. with extended hours on Wednesday until 7 p.m. Telephone lines open at 8 a.m. Regular appointments and emergency visits are free. If students call early, they can usually make a same-day appointment. Walk-in visits cost \$10 and are held from 9 to 11 a.m. and from 1 to 3 p.m. There is a \$10 charge for missed appointments not canceled two hours in advance. Students are responsible for minimal charges from prescriptions, lab work and supplies but do not have to pay at the time of service. Some of the services provided at SHS include stitches, immunizations, physical exams, STI tests and treatment, confidential HIV testing and counseling, pregnancy tests, birth control options and allergy injections. All students must have a health history and entrance physical examination on file to use the services at SHS. All information held at Student Health Services is confidential. For up-to-date information, visit cuc.claremont.edu/shs/.

Monsour Counseling and Psychological Services

Tranquada Center, 757 N. College Way
909.621.8202

cuc.claremont.edu/monsour

The center is open from 8 a.m. to 5 p.m., Monday through Friday, during the academic year. The staff, made up of four psychologists, four therapists and one psychiatrist, provides therapeutic and preventive education services for problems relating to or caused by depression, anxiety and stress, interpersonal relationships, sexuality, lack of motivation, procrastination, eating disorders, drugs or alcohol, cultural or racial issues and learning disabilities. Services include short-term individual therapy, couples therapy, stress management, theme-focused therapy groups, short-term structured groups and consultation services for those concerned about the emotional well-being of a friend. Counseling Center staff also conduct workshops and presentations on a variety of topics. There are no service costs or fees.

Health Education Outreach (HEO)

Tranquada Center, 757 N. College Way
909.607.3602

cuc.claremont.edu/healtheducation

HEO is open Monday through Friday from 10 a.m. to 5 p.m., except for Wednesdays (10 a.m. to 7:30 p.m.). HEO provides leadership in health education programming and serves as a resource for information on health and wellness. Services offered by HEO include: CPR and first aid courses for physical education credit; free and anonymous on-campus HIV testing during the semester; health books, periodicals, pamphlets and videos; referrals to local and national information and help lines; and free condoms. A vending machine that sells the emergency contraceptive Plan B is available on the second floor of Pomona College's Walker Hall Lounge in the Wellness Room.

EmPOWER Center: 7-C Sexual Assault Resource Center

1030 Dartmouth Ave
909.607.0690

7csexualmisconductresources.claremont.edu

The EmPOWER Center's mission is to create a culture where all members of The Claremont Colleges respect and look out for each other, and where students impacted by sexual violence, dating/domestic violence and stalking receive holistic support and care. The Center provides free, confidential advocacy, counseling and support to 7-C students impacted by serial violence, dating/domestic violence and stalking. The Center works collaboratively with students, staff, faculty and community partners to build awareness and sensitivity and provide educational programs to the 7-C community around healthy relationships, sexual violence, dating/domestic violence and stalking. The EmPOWER Center welcomes all gender identities and expressions, sexual orientations, ages, abilities, ethnic and racial identities, religious affiliations, cultural identities and immigration statuses. We are an open and affirming space for all.

VIII. Residential Life

The Office of Residential Life provides programming and education designed to foster community within the residence halls. The assistant vice president for student affairs and assistant dean for residential life work with proctors and mentors to

integrate principles of wellness, diversity, community engagement and opportunities for staff and faculty interaction for students within the residential community.

Proctors support the residential life program by developing a sense of community and are trained in crisis intervention, counseling, first aid, CPR, conflict mediation, issues of diversity and multiculturalism, event programming, fire safety and disaster preparedness. They are available to discuss personal or academic matters, help students figure out what to do or who to see to resolve a problem and give students access to their rooms when they are locked out.

Mentors support the residential life program by developing a sense of community and serving as peer advisors for both first-year students and sophomores regarding personal and academic issues. They are also instrumental in the facilitation of the Orientation program and work with the proctors to welcome and integrate first-year students into the residence halls and the Mudd community.

For more information about living on campus at HMC, visit hmc.edu/student-life/residential-life.

IX. Sustainability

As the world faces the consequences of anthropogenic climate change, Harvey Mudd College must do its part to reduce its ecological footprint. As such, the institution is investing in waste reduction, energy and water conservation and changes in food and material consumption. As an academic institution, the College seeks to educate students about environmentally sustainable behaviors and actions. Students, faculty and staff are encouraged to be mindful of the environmental impacts of their actions and make appropriate changes in their habits and practices.

This section explains what we community members can do reduce their ecological footprint and highlights the steps that Harvey Mudd College has taken.

Changing Habits

Here are a few steps students can take to become more eco-friendly.

<p>Conserve Energy</p>	<ul style="list-style-type: none"> • Turn off lights and electrical appliances when not in use • Use natural light when possible • Use surge protectors to easily turn off multiple appliances and electronics • Use cold water settings for laundry machines and use drying racks instead of a dryer • Turn off electronics to preserve battery life instead of utilizing sleep settings • Share refrigerators and other large appliances • Use clothing layers instead of A/C or heating • Use CFL or LED light bulbs • Only use Energy Star appliances, including mini refrigerators
<p>Conserve Water</p>	<ul style="list-style-type: none"> • Take shorter showers; aim for five minutes • Turn off faucets when not using water (e.g., when rinsing hands, brushing teeth, etc.) • Only do laundry when there are full loads
<p>Reduce Waste</p>	<ul style="list-style-type: none"> • Recycle all plastics #1–7 (this includes red SOLO cups), aluminum, steel and tin cans, all glass, and paper and cardboard. The City of Claremont accepts all of these (cleaned) • Take all electronic waste and broken appliances to the first floor of the Norman F. Sprague Center or the mail room • Take only as much food as can be eaten at dining locations • Use reusable dishware, utensils, canteens and mugs instead of disposable options and bottled water • Donate or sell furniture, appliances and other items instead of throwing them away • Use hand towels in bathrooms and kitchens instead of paper towels • Use both sides when printing on paper, or print multiple pages on one sheet • Consider purchasing items with minimal packaging
<p>Reduce GHG Emissions</p>	<ul style="list-style-type: none"> • Eat less meat and opt for more vegetarian/vegan choices • Carpool, use public transportation or bicycles, or walk instead of driving alone • Go to farmer's markets or other local food vendors instead of large stores

For other useful tips to reduce one's ecological footprint, pick up a Guide to Sustainable Living, provided by the Hixon Center for Sustainable Environmental Design.

Student Action

Students can join Engineers for a Sustainable World/Mudders Organizing for Sustainability Solutions (ESW/MOSS). This chartered student group works to make Harvey Mudd more environmentally sustainable and hosts a number of informative and fun educational and social activities oriented toward sustainability.

Academic and Research Opportunities

Harvey Mudd College offers multiple avenues for students to address environmental sustainability issues in their field of study.

Hixon Center for Sustainable Environmental Design (HCSED)

The Hixon Center for Sustainable Environmental Design is dedicated to promoting sustainability at Harvey Mudd College through science-based inquiry in research and pedagogy, active participation in local community actions and meaningful engagement at the global level. The center staff organizes events and brings speakers to campus throughout the academic year, funds student and faculty research projects and promotes scientific and environmental literacy among students and the greater community. If interested in pursuing research projects, campus sustainability and outreach activities with the Hixon Center, contact hixoncenter@hmc.edu or:

- Tanja Srebotnjak, director
909.621.8751 or tsrebotnjak@hmc.edu
Parsons Building 2363
- Louis Spanias, sustainability program manager
909.607.7623 or lspanias@hmc.edu
Sprague Center 411

Environmental Analysis at Harvey Mudd

The Emphasis in Environmental Analysis (EEA) is a curricular program supporting Harvey Mudd's mission to train students who combine technical rigor and engagement with pressing social issues. The program's guidelines are designed to help students move through their environmental studies in a coherent and cumulative fashion.

The EEA is not a major, but a coordinated program of study that allows students majoring in the sciences, engineering and mathematics the opportunity to address environmental issues from a range of perspectives so that they may better understand the impact of their work. Many eligible courses are taught at Harvey Mudd, but students are able to take courses from the other colleges in the Claremont University Consortium.

• Requirements

Students must declare their intention to pursue an Emphasis in Environmental Analysis in or before their fifth semester. This involves filling out a form approved by an EEA advisor on the Harvey Mudd College Emphasis in EA Sakai site.

• Certificate

Students who successfully meet the requirements for the Emphasis in Environmental Analysis will receive an EEA certificate upon graduation.

• Departments and Advisors

Biology – Adolph, McFadden

Chemistry – Daub, Hawkins, Van Ryswyk

Computer Science – Erlinger (on leave)

Engineering – Cardenas, Spjut

Humanities, Social Sciences, and the Arts – Evans, Steinberg

Mathematics – de Pillis, Levy

Physics – Haskell, Saeta

For more information, contact one of the EEA advisors above, or reach out to Tanja Srebotnjak (director, Hixon Center) or Louis Spanias (sustainability program manager).

The EEA Application and further details can be found at hmc.edu/hcsed/environmental-analysis-at-harvey-mudd.

Sustainability Policies and Initiatives

Harvey Mudd College recognizes that one of its largest institutional challenges is becoming more environmentally sustainable.

As part of its strategic vision, “HMC 2020: Envisioning the Future,” the College is reducing the rate at which it depletes natural resources, incorporating concepts of sustainability into its academic and daily affairs and increasing the use of renewable resources.

Harvey Mudd has two LEED-certified buildings (the Shanahan Center for Teaching and Learning and the Hoch-Shanahan Dining Commons), a specially appointed Sustainability Committee, and numerous faculty members and students involved in environmental research efforts here and abroad. President Maria Klawe also signed the American College & University Presidents Climate Commitment.

Campus Sustainability Resources, Groups and Initiatives

- HMC Magazine – Sustainability as we see it
- HMC Magazine – HMC Sustainability Reality Check/Recommendations
- Sustainability Throughout The Claremont Colleges
- ESW/MOSS: Engineers for a Sustainable World/Mudders Organizing for Sustainability Solutions
- Environmental Research at Harvey Mudd
- Environmental Audit of the Claremont Colleges: A Claremont Colleges Sustainability Initiative
- LEED-certified Buildings
- Landscaping and Recycling
- Revolving Green Fund (see below)
- Annual PowerDown Challenge

Recently Completed and Current Sustainability Projects

(See hmc.edu/facilities-maintenance/sustainability-on-campus/current-and-complete-sustainability-initiatives.)

X. Transportation

Zipcar Rental

The national membership car rental company Zipcar maintains a fleet of vehicles at The Claremont Colleges. For a \$25 annual membership fee, which includes a \$35 credit for the first month, students can rent vehicles for \$7+ per hour and \$66+ per day. Gas, insurance and 180 miles are free with rental. Membership applications are available at zipcar.com under the Harvey Mudd College partnership agreement.

Mudderbikes

The Linde Activities Center has mountain bikes available. Check with the staff at the front desk for details.

Student Affairs Van

Students may use the student affairs van for official events sponsored by recognized groups and organizations. Prospective drivers must submit an application form with their driver's license to the Division of Student Affairs. Van reservations are managed by Kim Nykanen in student affairs (909.621.8125). The cost of van usage is \$.575 per mile.

XI. Other Resources

Art Galleries

Ruth Chandler Williamson Art Gallery. Located in the Lang Art Building on Scripps campus. Highlights of the year include the student showcases in the spring and the Scripps Ceramic Invitational. For more information, call 909.607.4690.

Pomona College Museum of Art. Located at the corner of Bonita Ave. and College Ave. at Pomona College. Phone: 909.621.8283.

Graduate Art Building. Located on Eleventh and Columbia, two galleries in this building, the East Gallery and the Peggy Phelps Gallery, feature exhibits by graduate students. The Masters of Fine Arts shows are also held here.

Claremont Card Center / Claremont Cash Program

South Entrance of Honnold / Mudd Library, 800 N. Dartmouth Avenue
909.607.2273
cards.cuc.claremont.edu

The Claremont Card Center provides ID card services for The Claremont Colleges. There is no charge for a student's first ID card, though a replacement card costs \$10. The Card Center also manages the Claremont Cash program. Claremont Cash can be used to purchase both food and nonfood items throughout The Claremont Colleges, as well as at local merchants in and around Claremont. All students, faculty and staff of The Claremont Colleges have a Claremont Cash account established as soon as their ID card is created. Funds may be deposited into a student's account on the internet at cards.cuc.claremont.edu; with cash at The Coop Store or the Emmet Center Store; or with cash, check or MasterCard/Visa at the Claremont Card Center.

Unused funds roll over from one year to the next. There are no cash withdrawals permitted until students withdraw or graduate from The Colleges, at which time they can request a refund of unused funds. Claremont Cash may be used at all undergraduate college dining halls, all retail food outlets and all on-campus

convenience stores as well as at the Huntley Bookstore, Student Health Services, the libraries and the Card Center. More than 20 merchants in the Claremont area also accept Claremont Cash. Visit the website for more information on the program and to view a complete list of on- and off-campus locations that accept Claremont Cash.

College Libraries

libraries.claremont.edu

Honnold/Mudd Library is the central library of the campuses.

800 N. Dartmouth Avenue; Reference and Information, 909.607.3959; Periodicals and Reserves, 909.607.3968

Denison Library contains many periodicals as well as an extended collection in the humanities and fine arts. Scripps Campus, 1090 Columbia Avenue; 909.607.3941

Concerts and Recitals

Claremont Graduate University presents regular concerts during the academic year. The Joint Music Program of Claremont-McKenna, Harvey Mudd, Pitzer and Scripps Colleges hosts the Friday Noon Concert Series at Balch Auditorium, as well as concerts on evenings and weekends. In addition, other groups perform throughout the day in various dining halls, lounges and coffee houses. Look for current announcements and series posters.

5-C Theater

Located at Seaver Theater, this group stages several productions each year. For details, interested students should contact the theater department at Pomona College at 909.621.8186.

Emergency Fund

The Division of Student Affairs has an emergency fund to assist students in times of financial emergency. Students should talk to any student affairs dean regarding their financial situation and the need for short-term emergency funds.

Huntley Bookstore

Corner of Eighth Street and Dartmouth Avenue

909.607.1502

huntley.claremont.edu

Huntley is the source for all the textbooks required for students' course work. The bookstore offers a variety of other supplies including general books, art and office supplies, cards, gifts, snack foods, clothes and college paraphernalia. Other services include special book orders and sales of computer hardware and software. Huntley is open Monday through Thursday from 8:30 a.m. to 6 p.m., with reduced hours on Friday until 5 p.m., and Saturday from 10 a.m. to 5 p.m.

Leonard Fund at HMC

The Leonard Fund supports small-scale, student-faculty interaction by reimbursing faculty members for entertaining small groups of students in a mealtime setting. Additionally, students may use this fund to invite a faculty member (and their spouse, if desired) to share a meal with a small group of students. The donor defines "small" as a group not to exceed eight people. Pre-authorization by the Office of Academic Affairs is required for any use of the fund. The fund does not pay for alcohol.

Lost and Found

The central HMC lost and found is located in F&M in the basement of Platt Campus Center.

Mail Service

The student mailroom is located in Platt Campus Center. Enrolled students are assigned a mailbox. Students may access the mailroom using a combination code available from the mailroom staff or the Division of Student Affairs. U.S. Postal Service (USPS) mail is sorted by student staff daily, typically by dinner time. Package delivery is handled separately from letter service. Students will receive an email notice if they have a package available for pickup in the mailroom. The addressee's signature will be required before the item can be released. The mailroom is also a pickup site for DHL, FedEx, UPS and USPS packages. Students may leave properly addressed and prepaid outgoing packages with the mailroom staff for pickup. Students may also purchase postage stamps at the mailroom. The student mailroom is not a substation of the U.S. Postal Service or any other shipping company. The Claremont Post Office is within walking distance, at the corner of Second and Harvard in The Village.

Students send their mail to 301 Platt Blvd. Claremont, CA 91711

HMC Departmental Organizations

In general, each major has a social organization to promote student-faculty relations. Meetings are informal and on a non-academic basis. In addition, HMC, along with the other colleges, holds institutional membership in professional academic organizations, many of which nominate undergraduates for membership. Listed below are some of the student and professional organizations at HMC.

American Chemical Society

American Institute of Chemical Engineers

American Institute of Physics

American Mathematical Society

American Society for Biochemistry and Molecular Biology

American Society for Cell Biology

American Society for Engineering Education

American Society of Civil Engineers

American Society of Mechanical Engineers

American Society of Plant Biology

The Association for Computing Machinery

The Association of Symbolic Logic

Federation of American Societies for Experimental Biology

Institute of Electrical and Electronics Engineers

Mathematical Association of America

Pi Mu Epsilon (national honor society for mathematics majors)

Sigma Phi Sigma (national honor society for physics majors)

Sigma Xi (national honor society for scientists and engineers)

Society for the Advancement of Chicanos & Native Americans in Science

Society for the Advancement of Latino Scientific Achievement

Society of Hispanic Professional Engineers

Society for Industrial and Applied Mathematics

Society of Integrative and Comparative Biology

Society of Physics Students

Society of Women Engineers

Tau Beta Pi (national honor society for engineers)

ASHMC-Chartered Organizations

All HMC student organizations (not including professional societies) must have a charter ratified by the ASHMC Council to be recognized and considered for annual budgeting. For more information about these or other HMC organizations, or about the chartering process, contact the ASHMC president.

3CIV (Bible study)

APISPAM (Asian and Pacific Islanders club)

API-SPAM

Archery Club

BaconSHMC

Barnstormers (aviation club)

Black Lives and Allies at Mudd

CheeseSHMC

Club Tennis

CSL (Starcraft)

Delta H (Outdoors club)

DUCK! (Improv Comedy)

El Greco

Engineers for a Sustainable World/ Mudders Organizing for Sustainability Solutions (ESW/MOSS)

Entrepremudders (business club)

GameSHMC

H2Overdrive (surfing club)

Hashing

JamSoc (music club)

Magic The Gathering Club

Marc (amateur rocketry)

MMAD (Mudders Making a Difference - volunteering)

Muddraker (student newspaper)

Mudd Investment Fund

NerfSHMC

Poker Club

PRISM (LGBTQ club)

Sailing

Skate Society

Snow Club (winter sports)

Society of Women Engineers

Wallbangers (rock climbing club)

Wine Enthusiasts

Yearbook

Five-College Organizations

All 5-College organizations wishing to receive annual funding must register at the Associated Students of Pomona College Office on the Pomona Campus. For more information on the present status and leaders of 5-College organizations, contact the ASPC Business Office at 909.607.2268.

The following is a sample of 5-C organizations:

5-C Ballroom Dance

5-C Triathlon Club

9th Street Hooligans (a cappella)

After School Specials (a cappella)

Amnesty International

Badminton Club

CC Democrats

CC Republicans

Chinese Student Association

Circle K

Claremont Finance Conference

Claremont Shades (a cappella)

EKTA (South Asian)

Equestrian Team

Extravaganza Magazine

Feminist Remix

Figure Drawing

Club Hillel

Hindu Society

Hui Laulea (Hawai'ian)

International Club

International Festival

Jewish Mentor Program (JMP)

Jewish Student Union (JSU)

Kosher Chords (a cappella)

KSPC (radio)

Mariachi Serrano de Claremont

Men's Blue and White (a cappella)

Men's Ultimate Frisbee

ASHMC Officers 2016–2017

President	Shailee Samar
Senate Chair.....	Carla Becker
Treasurer.....	Joe Sinopoli
Judiciary Board Chair.....	Alex Ozdemir
Disciplinary Board Chair.....	Micah Pedrick
Honor Board Representatives, Senior Class.....	Samantha Hoang Calvin Leung Patrick McKeen Paige Rinnert Joe Sinopoli Michael Sheely
Honor Board Representatives, Junior Class	Ben Garbuz Varsha Kishore Jacob Roth Nick Sakowski Charlee van Eijk Josephine Wong
Honor Board Representatives, Sophomore Class	Charles Dawson Morgan Frisby Theo Hansel John Lee
Honor Board Representatives, First-year Class.....	TBD
Social Directors	Alex Echevarria Lupe MacIntosh
Club Chairs.....	Robert Cyprus Nicholas Gonzales
Committee for Activities Planning Director	Alejandro Baptista Mackenzie Vigoul
Residential Affairs Liaison	James Best
Executive Assistant	Sarah Silcox

Class Presidents

Senior Class.....	Annisa Dea Cesar Orellana
Junior Class.....	Sarah Silcox Jane Wu
Sophomore Class.....	David Olumese Jingnan Shi
First-year Class	TBD

Student Officers

Dorm Presidents

Atwood	Ian Schweickart Orpheas Petroulas Kharisma Calderon Arthur Reyes
Case	Varsha Kishore Rebekah Justice Abby Tisdale Lee Norgaard
East	Marina Knittel Renata Paramastri Liam Lloyd
Linde.....	Rilke Griffin Carli Lessard Nava Dallal Hamza Khan
Drinkward	Richard Liu Anjaneya Malpani Emily Swindle Lam Huynh
North.....	Amberlee Baugus Alexander Goldstein Christopher Kotcherha
Sontag	Anya Kwan
South	Mackenzie Kong-Sivert Samantha Andow Patrick McKeen
West.....	Anthony Romm Michaela Yaman James (Mike) Adams Ragini Kothari