

Sweet Briar College

Welcome

The Class of 2019, to the day, arrived at Sweet Briar College on the 150th wedding anniversary of Indiana Fletcher to James Williams. They married early in the morning at St. Paul's Church in Lynchburg, so that they could catch the train to New York. (The Story of Sweet Briar College, 1956) And, thus, their story began.

As your story begins and/or continues at SBC, it is hoped that you will appreciate your roots and background; create your own history within the history of SBC; and expand your scope by stepping out of your comfort zone.

While doing the aforementioned, you are encouraged and supported to work hard, to care about others, to "step up" when you see a need, and to challenge yourself as well as others. Stepping beyond what you believe capable will open doors and minds. Do each with GRIT: grace, resilience, integrity and tenacity.

As you live and learn under the Honor Code as is stated in the Students' Handbook of 1937, "The Honor system applies to every phase of college life. This includes not only examinations, but all class and daily work. A Sweet Briar girl's word is her bond and it is expected that every student will justify the confidence of her fellow students at all times and under all circumstances.

Consider the College to be your binding and book jacket. Your experiences and stories will become the text. This handbook will assist along the way. Use it as a reference, a guide, a resource, a process. Like life and the story of SBC, there will be changes. As President Stone recently stated, "All things are possible, for the impossible is a problem to solve here".

You are wished the very best academically and personally. Take advantage of all that SBC has to offer and begin to craft "herstory".

The Office of Student Life

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Sweet Briar's Mission

Sweet Briar is a four-year, independent college whose aim is to prepare women to be active, responsible members of a world community. Its curriculum is organized on the premise that a foundation in the liberal arts and sciences is an essential means to this end. Study of the liberal arts and sciences enhances the development of critical and creative abilities, develops the ability to synthesize disparate information, equips the student for graduate and professional education, and encourages the individual to continue to learn long after leaving Sweet Briar. A broadly based academic program teaches her to view her experience within wider contexts, to appreciate the achievements of the past, to understand the methods and major theories of science, to gain an appreciation of the arts, and to communicate with precision and cogency. At Sweet Briar, this study takes place within a residential environment that encourages physical well-being, ethical awareness, sensitivity to others, responsibility for one's actions, personal initiative, and the assumption of leadership.

Sweet Briar continues its commitment as a women's college in order to devote all of its resources to the education of women in the full range of the liberal arts and sciences, including those subjects that have been traditionally considered as male domains. The faculty teaches individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and the improvement of skills for life and livelihood. A highly qualified faculty, committed to undergraduate teaching of the highest standards, contributes to fulfilling these goals. The College continues to seek a diverse student body which is drawn from a national and international pool of applicants. As an independent college, Sweet Briar possesses the flexibility to respond to the many challenges that face higher education in a rapidly changing world.

Historical Sketch

Sweet Briar was founded in 1901 by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation and half of one million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

According to the following excerpt from her will, it was Mrs. Williams' desire that, "It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."

The first Board of Directors determined that the College should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens, and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses that lead to teaching certification in the State of Virginia as well as 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949. A chapter of Pi Gamma Mu, the international society in social sciences, was established in 1983.

College affairs are managed by a self-perpetuating Board of Directors consisting of no more than 32 annually elected members. The Directors include the President of the College, the President of the Alumnae Association, four alumnae nominated by the Alumnae Association, and three alumnae from successive graduating classes.

Sweet Briar's presidents include: Dr. Mary Benedict, who held office from the College's opening in 1906 until 1916; Dr. Emilie Watts McVea from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whiteman Jr. from 1971 to 1983; Dr. Nenah E. Fry from 1983 to 1990; Dr. Barbara A. Hill from 1990 to 1996; Dr. Elisabeth Muhlenfeld from 1996 to 2009; Dr. Jo Ellen Parker from 2009 to 2014; and Dr. James F. Jones Jr. 2014-2015 and Phillip C. Stone who was be invested as the 12th President on September 25, 2015.

New and Returning Students!

Welcome to Sweet Briar College,

Looking back on my first fall entering campus on a slightly damp day, I honestly believe that I did not find Sweet Briar College, rather, Sweet Briar College found me. I can only attempt to express the ways in which I have grown as a person and as a leader at Sweet Briar College. Every day from your first day on campus is a journey. I urge you to take advantage of all 3,250 acres while you have a chance! Whether it is signing up for “Hiking the SBC Trails,” taking a trip with the Outdoor Program, or just laying by the lake with friends, rarely will you have the chance to flourish in such a beautifully inspiring place.

At the same time, Sweet Briar College is more than just a pretty campus. While challenging yourself academically take time to explore interests beyond the classroom. Sign up for one of the 32 active clubs on campus at Quad Rocks your first Friday in Lower Quad! Learn to ballroom dance with cadets at Virginia Military Institute, cook something delicious, or speak fluent Spanish! Also, consider furthering your leadership skills and connection to campus through running for a Student Government Association position. Lastly, athletics at Sweet Briar College will provide you with a team full of friends and a year full of memories!

In my opinion, relationships are the most important part of Sweet Briar College. The alumnae who saved our school, felt strongly enough to save our Sweet Briar home due to the relationships they made between faculty, staff, and fellow students! Therefore, during your time here, connect with those on your hall—remember nobody knows everyone on the first day! If you are ever feeling lost or unsure academically, spiritually, socially, or physically, be sure to reach out to one of the student leaders on campus here to help you transition into our unique community. Also, get to know the staff of Sweet Briar College, they all have their own connection to our campus and a story to tell! Finally, your professors are more than just a presence within the classroom, they want to get to know you, learn about their quirks and hobbies, and they will be happy to connect to you on a personal level as well.

Please heed my advice: explore, learn, and connect! If you have any questions, comments, concerns, or general musings, feel free to contact me at Schuster17@sbc.edu.

Cheers,

Jessie Schuster

Section I: Student Government Association

The Student Petition (October 17, 1906)

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned the President and Faculty for legislative and executive control in non-academic matters.

On October 20, 1906, the Faculty endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes. While the College grants these privileges to the Student Government Association, the College reserves its right to bring disciplinary action in any circumstance where a student or group of students has violated College policies or regulations.

The Student Government Association, on March 29, 1985, proposed that faculty approval of the Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion.

Constitution of the Student Government Association

Introduction

The charter of Sweet Briar College grants the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.
3. The Student Government Association (SGA), through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:

1. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).
2. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).
4. The President, as the chief executive of the College, has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors.

Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Directors and,

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to instill in each other a sense of responsibility for the welfare of students in that academic community, and,

Whereas, in addition to meeting fully its obligations of nondiscrimination under federal and state law, the College is committed to supporting a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs. Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their place in a democratic society, we do hereby adopt the following Constitution and By-Laws.

Article I: Name

The name of the organization shall be the Student Government Association (SGA) of Sweet Briar College.

Article II: Purpose

The purpose of this organization shall be to:

- A. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such training as shall, in the judgment of the Directors, best fit them to be useful members of society.
- B. Promote the highest standards of honor and integrity in all phases of college life.
- C. Coordinate and promote student activity within the community.
- D. Provide a forum for the expression and discussion of student opinions and sentiment.
- E. Complement the educational aspects of student life.
- F. Advance the spirit of loyalty to the College and its undertakings.

Article III: Membership

- A. All students at Sweet Briar College shall be members of the SGA.
- B. The rights of the members of the SGA include:
 1. The presentation of petitions, appeals against the decisions of the Executive Committee, or proposals for amendments to the Constitution and By-Laws. Such petitions, appeals, and proposals must be considered by the Executive Committee.
 2. Participation in campus discussions.

Article IV: Legislative Powers

- A. The SGA officers shall exercise the legislative powers.
- B. These powers shall be to:
 1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
 2. Propose and discuss rules and regulations that must be referred to the Executive Committee prior to a vote.
 3. Approve the budget derived from the Student Life Fund, as proposed by the Budget Committee, only after notification to the entire student body of the proposal prior to approval.
- C. The SGA reserves the right to change rules and regulations within its authority at any time during the academic year. Upon alteration, the Constitution will be updated online. Once posted, the online copy will be the copy used for all proceedings.

Article V: Executive Powers

1. The SGA officers shall exercise the executive powers of the SGA.
 2. The voting SGA officers shall consist of the following:
 1. President, Vice-President, Secretary, Treasurer, and the Electoral Officer and the Publicity Officer of the SGA, who shall be the Executive Committee.
 2. The Co-Chairs of the Judicial Committee.
 3. The Vice Presidents of the four classes.
 4. The President of the Campus Events Organization.
 5. The Chair of the Academic Affairs Committee.
 6. The Non-Traditional Chairwoman.
 7. The Residence Life Representative.
 8. The President of Inter-Club Council.
 9. The Inclusivity Liaison.
 3. The non-voting SGA officers shall consist of the Presidents of the four classes.
 4. The executive powers of SGA shall be exercised by the officers of the Executive Committee and shall be to:
 - A. Administer the SGA Constitution and By-Laws.
 - B. Explain to students the meaning of the SGA's Constitution and By-Laws.
 - C. Consider all petitions, appeals, and proposals for amendments to the SGA Constitution and By-Laws, and refer each to the proper authority with a recommendation.
 - D. Consider any petition or written complaint for the removal of an officer of the SGA, and if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by SGA. When an officer is thus removed, the Executive Committee shall make provision for replacement, based on Section V. C.10-11 of the By-Laws. If said officer is on the Executive Committee, she will be excluded from any and all discussions and proceedings related to her removal.
 - E. SGA Officers are required to attend all SGA meetings. Upon the first unexcused absence, a warning will be issued from the SGA Executive Committee indicating that a second unexcused absence is potential grounds for removal from office. If
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SGA Officers are tardy two times, it is grounds for removal from office upon review by the Executive Committee. All SGA training sessions are mandatory, unless a proper excuse is provided. An unexcused absence from any training session will be counted as a tardy on the absent officer's attendance record for the year. All attendance policies expressed herein apply to the Executive Committee of SGA. The choice of what constitutes removal from office is at the discretion of the Executive Committee by a majority vote.

- F. SGA Officers must be in good honor standing. If an SGA Officer is found guilty of an Honor Code violation, she is expected to resign her position (in order to maintain her rights to confidentiality) or to turn the matter over to the rest of the Executive Committee for a vote. If a member of the Executive Committee is found guilty of an Honor Code violation, she may turn the matter over to the Executive Board for a vote.
- G. Consider all petitions, appeals, and proposals for changes to the SGA rules and regulations as stated in the *Student Handbook*, and refer each to the proper authority with a recommendation.
- H. Oversee all SGA elections.
- I. Keep under constant review the SGA rules and regulations and advise the President of the SGA of desirable changes in connection with her annual written report.

Article VI: Judicial Powers

Judicial authority of the SGA shall be exercised by the Judicial Committee. The composition and powers of the Committee are detailed in Section II of the By-Laws.

Article VII: Amendments

- A. Amendments to the SGA Constitution may be proposed by any Board, Council or Committee of the SGA, by a member at any meeting of the SGA, or by a special committee appointed by the President of the SGA. All recommendations and/or proposals should be referred to and studied by the Executive Committee.
- B. Approval of an amendment requires a two-thirds vote by the SGA voting officers during a meeting of the SGA.

By-Laws of the Student Government Association

SECTION I: Meetings of the Association

- 1. The SGA Officers shall hold open meetings every two weeks during the academic year.
- 2. In the event of class cancellations, SGA meetings will be cancelled.
- 3. The Executive Committee shall hold closed meetings as needed.
- 4. A quorum for all SGA meetings will be at least two-thirds of the voting officers.

SECTION II: Executive Branch

- A. Executive Officers
 - a. The duties of the President shall be:
 - a. Call and preside over the meetings of the SGA and the Executive Committee.
 - b. Represent the students either personally or through a proxy from the Executive Committee when the need arises.

- c. Appoint special committees when necessary.
 - d. Make an annual report to the Board of Directors at the April meeting.
 - e. Make a written report to the President of the College at the end of her term of office.
 - f. Consult regularly with the Dean of Student Life, Dean of the Faculty, President of the College, Vice President for Finance and Administration, Student Liaison to the Faculty Executive Committee and any other administrators or faculty when necessary. Meet regularly with the Dean of Student Life.
 - g. Consult with the SGA Officers as needed.
 - h. Be available for confidential appointments with students, offering referrals when necessary.
2. The duties of the Vice-President shall be:
- a. Perform or assume the duties of the President in her absence or withdrawal until the end of the term.
 - b. Supervise all SGA programming, including the fall Blood Drive.
 - c. Coordinate leadership development activities, including chairing the Student Leadership Fund Committee with the four class Presidents, implement community service activities on a regular basis, and consult regularly with the Dean of Student Life.
 - d. Serve as parliamentarian.
 - e. Represent the students to the Board of Directors on the Buildings and Grounds Committee.
 - f. Collect and monitor monthly status and activity reports from the Standing Committees and Class Officers.
3. The duties of the Secretary shall be:
- a. Record and distribute the proceedings and activities of the SGA, keeping a permanent record in the SGA Archive, in addition to distributing a copy to the Dean of Student Life, Dean of the Faculty, President of the College, and the Vice President for Finance and Administration. She should also provide courtesy copies of the minutes to any guest speakers present at the SGA Meeting.
 - b. Record confidential minutes of the Executive Committee at the discretion of the SGA President.
 - c. Attend to all correspondence of the SGA.
 - d. Record and distribute minutes of Campus Discussions.
 - e. Keep a record of votes made on all motions during SGA meetings.
 - f. Keep a record of attendance at all SGA and Executive Committee Meetings.
4. The duties of the Treasurer shall be:
- a. Serve as the financial advisor to all Student Government Clubs or Organizations (CO's)
 - b. Serve as the co-chair of the Budget Committee, along with the ICC President.

- c. Administer the Student Life Fund in accordance with the budget adopted by SGA and the Budget Committee.
 - d. Keep a record of all monies of the SGA and expend the same according to the direction of the Executive Committee of the SGA.
 - e. Make interim reports of the finances at the request of the SGA
 - f. Serve as Chief Financial Officer of the Student Business Office and the Executive Committee. Serve as a resource to the Student Business Officer and together with the SBO consult regularly with the Director of Student Involvement and Programs.
 - g. Attend all ICC meetings to address issues related to SBO and budgeting.
 - h. Render a complete report of the year's work to SGA at the close of the fiscal year.
 - i. Perform audits of selected clubs, groups, and organizations.
 - j. Sit on the External Affairs Committee of the Board of Directors.
5. The duties of the Electoral Officer shall be:
- 6. Supervise and coordinate all aspects of SGA elections, including but not limited to election forums, packets, and publicity.
 - 7. Set up all election schedules.
 - 8. Responsible for emailing all platforms for all elections to the student body.
- a. The duties of the Publicity Officer shall be to:
- 1. Coordinate publicity for all SGA activities.
 - 2. Maintain and update the SGA Facebook page, website, and bulletin board to keep the Sweet Briar community and outside communities informed of SGA business.
 - 3. Display voting records of motions on the SGA bulletin board and on the SGA website.

B. Standing Committees

- a. A full constitution or set of procedures and guidelines of each Standing Committee is on file with the President of SGA. The officers of SGA shall approve all constitutions and by-laws of standing committees. Constitutions and by-laws of standing committees shall be amended by the same procedure as that used for amendments to the SGA Constitution. The Standing Committees included under SGA are the following:
 - a. Academic Affairs Committee
 - b. Campus Events Organization
 - c. Non-Traditional Student Committee
 - d. Inter-Club Council
 - e. Judicial Committee
 - f. Inclusivity Liaison

C. Subcommittees

1. Budget Committee

- a. The committee is co-chaired by the Treasurer of the SGA and the Inter-Club Council President and consists of the Treasurer of the senior class, President of CEO, the SGA President, the SGA Vice President, and one CO Treasurer to be chosen at random each semester.
- b. No member of the Budget Committee, excluding the co-chairs, the President and Vice President of SGA and the President of CEO, shall be members of the SGA Board.
- c. Its duty shall be to prepare a budget of the monies from the Student Life Fee to all CO's on campus.
- d. If a Budget Committee member should not be in attendance during a committee meeting after proper notification, the meeting shall continue as scheduled.

b. Student Business Office (SBO)

- A. The SGA Treasurer will be the Chief Financial Officer of the Student Business Office.
- B. The Student Business Office (SBO) Accountant is funded by the Director of Student Involvement and Programs and supervised by the Coordinator of Campus Student Employment. This position will hold weekly office hours.
- C. The duties of the office will be to account for all monies allocated by the Budget Committee, and conduct business for all Classes and CO's on campus.
- D. Month-end reconciliation and day-to-day activity will be recorded and completed by the SBO Accountant. All check requests and deposit slips will be handled by the SBO Accountant.
- E. The SGA Treasurer and the SGA President will be co-signers on the SGA bank account.

c. The Non-Traditional Student Committee (NTSC)

Section III: SGA Budget

1. Budget Cycle and Timing

- a. There shall be a budget allocation cycle per semester upon receipt of the Student Life Fee checks received by the SGA.
- b. The Fall Budget shall be presented to the SGA for a vote no later than one week after the Business Office releases the Student Life Fund.
- c. Should the proposed budget not pass, the following shall occur:
 1. The Budget Committee shall immediately reconvene to prepare a new budget proposal.
 2. An emergency SGA meeting shall be set for the following Monday, regardless of previously scheduled events, with the sole purpose of reviewing a new budget proposal.

2. Organizational Requirements

- a. The CO must be recognized by ICC as an active CO at the time of budget allocations.
 - i. If a CO's account is frozen at the time of budget allocations, no funds will be distributed to that CO.
 - ii. CO's that are awaiting ICC approval must wait until they are officially recognized before they apply to receive SGA funds.
 - b. In order to request SGA monies, the CO must have fully completed all club registration forms, the hazing statement, CO authorization signature form, and have submitted a current copy of their constitution.
 - a. The Briar Patch, The Voice, Red Clay and WNRS and Paint n' Patches are required to propose any new contracts before being signed with the assurance that SGA will cover reasonable costs.
 - b. If any of the forms or documents listed above is incomplete or missing at the time of budget allocations, the CO's budget request will be denied.
 - c. Media clubs requiring signing of contract for more than one academic year must present three varying proposals to SGA.
 - d. CO's requesting money to attend conferences or leadership activities must apply for Leadership Funds. In their budget request forms, the application must include: a detailed outline and explanation of any conference related fees, travel, lodging, conference registration and any other conference related fees, excluding food, and also provide a proposal to describe how the CO intends to share their experience/knowledge with the Sweet Briar community in a formal way within 2 weeks after they attend said conferences or leadership activities. If a CO's application is approved, the CO must invite the SGA Board, proposed department/ organization benefiting from their attendance, and Student Body to this formal presentation of their experience.
 - c. All monies requested by the CO must be delineated so that the Budget Committee can evaluate the allotment of funds on a case-by-case basis.
 - d. All forms must be submitted by the specified time on the date that they are due. Late budgets will not be accepted for any reason.
 - e. SBO Accounts
 - a. All monies distributed by SGA will be deposited in a Student Business Office account in the name of the appropriate CO.
 - b. If a club is inactive for one academic year (two semesters), and fails to register as an active CO the following semester, existence of the CO will no longer be recognized by ICC or SGA. The CO's account will then be closed, and the balance will be redistributed by SGA in the next budget allocation.
 - c. In the spring of a class's senior year, the treasurer should leave instructions with the SBO Accountant for the use of the class's remaining balance.
 - d. Any CO requesting dissolution will have its SBO account closed. In this situation, the CO may request the remaining balance at time of dissolution be donated to a campus related cause.
 - e. The account of any involuntarily dissolved club will be closed. The balance will be redistributed by SGA in the next budget allocation.
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- f. The following honor societies should register with ICC and may keep an SBO account, but no funds will be provided from the SGA budget: Alpha Lambda Delta, Alpha Psi Omega, Delta Phi Alpha, Phi Beta Kappa, Eta Sigma Phi, Iota Sigma Pi, Psi Chi, Omicron Delta Epsilon, Sigma Delta Pi, Phi Alpha Delta, Pi Delta Phi, and Omicron Delta Kappa.

C. Funding for CO's

1. Off-Campus Policies

- a. No money will be allotted for travel expenses that may include, but are not limited to: gas, mileage, toll, hotel, and vehicle rental expenses.
 - a. Given the nature of their organizations, CEO, the Outdoor Program and The Voice are exempt from this rule.
- b. No money will be allotted for conferences due to the fact that students and organizations may apply for the Leadership Fund to cover these expenses.

b. Direct Funding/Contributions

- A. No funds will be allotted for stipends, which are fixed and regular payments such as salary or allowance with the exception of instructional purposes.
- B. No funds will be allotted as direct contributions, which are charitable gifts to nonprofit organizations. Direct contributions will be considered on an individual basis by the SGA board provided that the requesting CO presents a detailed description of the event and where the funds will be going.
- C. No funds will be allotted for fundraising due to the fact that CO's may apply for monies from the Fundraising Loan.

3. Miscellaneous

- a. No funds will be allotted for the purchase of alcohol.
- b. If an organization does not hold an event during the previous budget cycle that it requested money for that organization may be denied funding the following budget cycle.
- c. A CO may apply for a CEO grant or funding from Student Involvement and Programs to cover event programming expenses.
- d. As needed, funds may be requested from the Surplus account. To allot these funds, a motion should be made to the SGA board and passed with a majority vote.
- e. A Leadership Fund will be maintained. This account should be replenished by the committee by each budgeting cycle. Allotment from this account will be at the discretion of the Leadership Fund Committee, which consists of the SGA Vice President and the four class presidents, based on published guidelines.

d. Funding Limits

- If a CO requests funds for postage, they will receive the amount equivalent to one book of stamps.
- If a CO requests funds for duplicating, they will receive a maximum of \$20.00.
- If a CO requests funds for office supplies, they will receive a maximum of \$20.00.

- Only CO's that provide a specific explanation for the need of additional postage, duplicating or office supplies will receive additional funds, at the discretion of the Budget Committee.
 - Tap Clubs will not receive any budget monies with the exception of Paint n' Patches for theater ticket subsidization. A maximum of \$3,000 may be allocated in the fall semester.
 - If a CO requests funds prior to a budget allocation cycle in order to sign a contract/ request funds for an event over \$5000, the requesting CO will need to provide a detailed description of the contract, services included and explanation of where the funds will be going. The approval of such contractual funds will be granted to the CO at the discretion of the Budget Committee and 2/3 of their votes.
- e. Class Budgets
- a. Individual classes will not be able to collect class dues for members to participate in class activities.
 - b. First-year and sophomore classes will each receive a budget allocation each semester of at least \$1000.
 - c. The junior and senior classes will receive a budget of at least \$500 each semester.
 - d. Classes are able to charge students for special events e.g. Junior Banquet and Senior Week.
- f. The SGA and the Budget Committee reserve the right to deny any/all funds to any CO for failure to comply with any of the SGA Budget By-Laws.

SECTION IV: Campus Discussions

- A. Campus Discussions will be called by the SGA Executive Committee, and presided over by the President of SGA. The SGA Secretary will record and distribute a transcript of the discussion.
- 1. Campus Discussions shall be open to the Sweet Briar community and will serve as the principal agent of communication between students, faculty, and administration.
 - 2. Campus Discussions will be held in place of a regularly scheduled SGA meeting. All officers of SGA are required to attend. The standard attendance policy for officers will apply.
- B. Campus Discussions may discuss any major policy question or matter affecting the College community, which is brought to the attention of any of its members. If necessary, participants will make recommendations to the proper body regarding topics discussed.

SECTION V: Elections

- A. Distribution of Available Positions
- 1. Class distribution of offices. The entire student body shall elect:
 - a. From the rising senior class: Chair of the Academic Affairs Committee.
 - b. From either the rising senior class or the rising junior class: The President of the SGA, the Vice President of the SGA, the Secretary of the SGA, the

Treasurer of the SGA, the Co-Chairs of the Judicial Committee, the Inter-Club Council President, the Campus Events Organization President, and Academic Affairs Vice-Chair, and the Inclusivity Liaison.

- c. From the first-year class: the CEO Secretary
 - d. From any rising class: the Electoral Officer of the SGA, the Publicity Officer of the SGA, the AAC Representative, Vice President of CEO and Non-Traditional Student Chairwoman, and the Judicial Committee Secretary.
2. The non-traditional students will elect the Non-Traditional Chairwoman.
 3. The senior, junior and sophomore classes will elect for their class:
 - a. Judicial Committee Representatives (2).
 - b. Class Officers (President, Vice-President, Secretary, and Treasurer).
 - c. The sophomores will elect for their class: AAC Representative (1).
 4. First-year elections consist of:
 - a. Judicial Committee Representatives (2).
 - b. Class Officers (President, Vice-President, Secretary and Treasurer).
 - c. Academic Affairs Committee (AAC) Representative (1).
- B. Timing of Elections
1. First-year elections should be held before the second SGA meeting of the fall semester.
 2. Spring Elections should begin two weeks prior to Spring Break.
 3. Senior Elections should be held at the end of March or the beginning of April.
 4. All Student Government positions for the following academic year shall be elected before the new SGA Board holds its inaugural meeting in the spring. In the vent of unfilled positions, they will be elected during the fall of the new school year.
- C. Guidelines for Nominations for every elected position:
1. To be a candidate for an elected office, a student must submit her name at a time and place designated by the Electoral Officer of the SGA. In the event that a student is abroad, she may either nominate herself or may have a resident student nominate her by proxy. The position of SGA President may not be filled by a student who is abroad during the spring semester of her junior year. All students must be enrolled in SBC classes on campus during their term.
 2. With self-nomination, each student is required to submit three hard copies and one electronic copy of a platform that includes her intentions and will be displayed in two locations on campus upon verification and approval of the candidates meeting the election criteria.
 3. Each student must have a minimum 2.7 GPA, be in good academic standing, and have the proper class status in order to nominate herself. *All nominations will be sent to the Registrar's Office in order to verify eligibility.* If a student falls out of good academic standing during her term in office, she will not be permitted to run in a spring election for the upcoming academic year.
 4. Any judicial candidate must have been in good honor standing for the entirety of her college career.
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5. All students must be in good honor standing in order to self-nominate, run for, and hold office. Good honor standing is defined as not having received a judicial sanction in the current academic year as defined in the Judicial Constitution by I.C.b-k. If a student falls out of good honor standing during her term of office, she will face removal from her position at the discretion of the SGA Executive Board. If a student falls out of good standing during the election process, she will be removed from the election, and the election will be rerun with the remainder of the original candidates.
 1. Spring Elections shall consist of: Group I Elections (the six Executive Committee Officers), Group II Elections (Academic Affairs Committee Chair, Campus Events Organization President and Vice President, Inter-Club Council President, Judicial Committee Co-Chairs, and SGA Representative of Non-Residential, Turning Point and Transfer Students), Group III Elections (all class officers, Judicial Committee Representatives, and Sophomore Class AAC Representative), and if necessary, Group IV Elections (unfilled positions). Fall elections shall consist of first-year class officers, Judicial Representatives, AAC Representative, and CEO Administrative Assistant and any unfilled upper class positions.
 6. All candidates will participate in mandatory candidate forums once the candidates' platforms have been approved and posted. These candidate forums will be organized and executed by the SGA Electoral Officer. Should a candidate miss the forum and not provide a proper excuse, the Electoral Officer reserves the right to disqualify the candidate. If a candidate is running opposed, misses a candidate forum, and does not provide a proper excuse, she will be disqualified from that election.
 7. SGA elections shall be conducted by the SGA Executive Committee in place of the Electoral Officer at the time it deems best (for instance, when the Electoral Officer is a candidate in an election).
 8. Newly-elected officers shall assume their duties at spring transition with the understanding that old officers complete their already-begun projects and those students sitting as representatives to the Board of Directors represent the students at the spring Board of Directors Meeting. In the event that the new officer is abroad in the spring of her new term, then the current officer will hold her position until the end of the academic year, unless otherwise determined.
 9. If a position remains unfilled and Group IV Elections must be run, restrictions based on class status and experience shall be lifted. The class status restriction shall not be lifted for either Judicial Chairs. An election forum will not be held for Group IV elections, but platforms will be posted as with normal elections. The students must have a 2.7 GPA, be in good academic standing, and be in good honor standing.
 10. If a position remains unfilled after Spring Group IV Elections, or on the occasion of a resignation from or vacancy of an elected office, the SGA Executive Committee will discuss and decide how to address the opening on a case-by-case basis. The SGA Executive Committee will present a formal recommendation to the SGA Board, and an emergency SGA meeting may be called in this situation, unless otherwise noted.
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D. Guidelines for Campaigning

1. Verbal campaigning is permitted so long as there is no door-to-door campaigning. Campaigning shall be conducted in a manner that only benefits the candidates. No candidate can use public slander in order to diminish another candidate's credibility, in accordance with the regulations stated in the *Student Handbook*. There will be no door-to-door campaigning.
2. Electronic campaigning of any sort is prohibited. This includes but is not limited to social networking sites, email, and instant messaging programs.
3. Third party campaigning shall be prohibited. Third party campaigning is defined as asking or allowing any person other than the candidate in question to campaign for a certain candidate. Any third party campaigning will be considered a violation of the non-academic honor code and the candidate and/or the third party will be turned over to the Judicial Committee, as is appropriate for the situation. If it is determined that a candidate was in violation of this guideline, she will not be permitted to run for any SGA position during that academic year.
4. An 8.5 x 11 inch flyer may be submitted to the Electoral Officer for approval by an electronic and hard copy. Once approved, the candidate will receive twelve copies of her flyer to be posted appropriately around campus.

5. Guidelines for Elections

1. For each regular election, there will be one "no vote" on the ballot for each position to be filled. This will apply to both opposed elections and unopposed elections. If a candidate receives fewer votes in her favor than "no votes" for that position, she will be disqualified from that election. If all candidates for one position receive fewer votes than "no votes," another election will be called by the Electoral Officer of the SGA, and none of the disqualified candidates will be eligible to run for that position.
2. The winner of an election must have the majority of the votes.
3. The election results shall be verified by the Electoral Officer. This group should include, but is not limited to the Electoral Officer of the SGA and one other member of the Executive Committee of SGA, as appropriate. In the event that she is a candidate for office, or if the Electoral Officer is unavailable, the election verification will be supervised by another SGA Executive Committee member. Results should not be disclosed by any verifying member at any time. Such disclosure will be a violation of the Non-Academic Honor Code.
4. The electronic copies of the results will be kept for 6 months after the elections occur. After these 6 months, the elections results will be deleted from the database. Only the President and Electoral Officer may request election results, and results may only be requested for the specific position of the candidate. This may be done by contacting the Electoral Officer. Each candidate who chooses to view election results must sign a confidentiality agreement. Any disclosure of results will, as above, be considered a violation of the Non-Academic Honor Code. Results may not be published or posted at any time.

Section VI: Appeal Process

If a member of the SGA Board is removed from office, she has the right to appeal the decision to the SGA Executive Board. An appeal may be made on two grounds: in the event of new information or malpractice in the original decision. The appeal is to be made by submitting an official letter within five business days to the SGA President and the SGA Advisor explaining the grounds of the appeal. A meeting will be called between the SGA Executive Board and the SGA Advisor whereupon a final decision will be reached in the case. This meeting will take place within a week upon receiving the candidate's letter of appeal. The candidate will be informed of the decision by official letter within 24 hours of the end of the meeting.

Section VII: Pink and Green Award

The Pink and Green Award will be awarded each month by the SGA Board. Any student who has gone above and beyond her call of duty is eligible to win this award. Generally, any action taken as part of duties for a job or position of leadership will not qualify a student to win the Pink and Green Award. This guideline does not apply when she had taken up the duties of another student in addition to her own regular duties out of necessity or sheer good will. Nominations for the Pink and Green Award for any given month will be taken at the first SGA meeting of the next month. The award will then be given out at the next SGA meeting. As appropriate, this schedule may be adjusted to accommodate cancelled meetings, College closings, and holiday breaks. Any SGA member or guest present at the appropriate SGA meeting may nominate a student, and anyone present at that meeting may vote for the award. The nomination with the plurality of votes will win the award.

Section VIII: SGA Investigations

Should accusations of a violation of any SGA constitutional rules arise against any member of the SGA Board or any candidate for office, SGA may conduct an investigation. The investigation will be conducted by members of the Executive Committee, in the manner of a Judicial Committee investigation. Once the preliminary investigation is complete, the Executive Board will convene to discuss the matter, question those involved as it is deemed necessary, and reach a conclusion in the case. Sanctions may include but are not limited to removal from office and disqualification from election. Such investigations may be conducted in conjunction with a judicial investigation and hearing. At no time will SGA investigations or sanctions be included in a student's academic or non-academic College records. SGA sanctions will only apply to SGA matters and activities. All such proceedings are to be considered confidential. Violation of this confidence by disclosure of any such proceedings will be considered a violation of the non-academic Honor Code because such disclosure violates the privacy of another student.

Section IX: Amendments to By-Laws SGA and Standing Committee

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution.

Section X: Robert's Rules of Order

Unless otherwise specified, all procedural methods adopted by the SGA will be in accordance with Robert's Rules of Order.

2016–2017 SGA and Class Officers

SGA Executive Officers

President.....	Jessie Schuster
Vice President.....	Chrissy Rabusse
Secretary.....	Kate Borgemenke
Treasurer.....	Madalyn Lee
Electoral Officer.....	Marina Biel
Publicity Office.....	Emily Hawk
Academic Affairs Chair.....	Hannah Beall
Inter Club Council President.....	Jessica Lusby
CEO President.....	Annabeth Griffin
Judicial Committee Non-Academic Chair.....	Baylee Worth
Judicial Committee Academic Chair.....	Jordyn Elliot
Interim Non-Traditional Student Committee Chairwoman.....	Morgan Deal
Residence Life Representative Advisor.....	Kerri Bond
Honor Advisor.....	Tasha Gillum

Class Officers

President	
Vice President	
Secretary	
Treasurer	
Judicial Committee Representative	
Judicial Committee Representative	
Advisors to each class	
Senior.....	Kelly Kraft-Meyer
Junior.....	Tasha Gillum
Sophomore.....	Kate Macklin
Frist Year.....	Tasha Gillum

Inter-Club Council

The Inter-Club Council (ICC) represents all club and organizations (COs) as defined below. The business of COs is managed by the ICC, which consists of the President of the Inter-Club Council, who shall serve as Chair of this committee, Vice President, Secretary, Director of Community Service, Director of Membership, Director of Hazing Prevention and Director of Enrollment. The President will be elected from the entire student body, and must be either a junior or senior. The other board members will be selected via an application process by the incoming ICC President, Advisor, and current ICC Executive Board. The advisor to Inter-Club Council will be the Director of Student Involvement and Programs or a designee. ICC is a subsidiary of the SGA and serves as a governing and resource body for member COs.

A list of clubs and organizations can be found at:

<http://www.sbc.edu/student-involvement/student-organizations>.

Constitution of the Inter-Club Council

(As passed on November 29, 1999; modified on March 19, 2001; March 26, 2001; February 11, 2002; March 4, 2007; April 2008; April 6, 2009; February 21, 2011; March 19, 2012; April 29, 2013; March 31, 2014; February 22, 2016)

Article I: Name

The name of the organization shall be the Inter-Club Council of Sweet Briar College, hereafter referred to as the ICC.

Article II: Purpose

The purpose of the ICC, a standing committee of the Student Government Association (SGA), shall be to:

- A. Foster the establishment and participation of clubs and organizations (COs) needed to enrich student life on campus.
- B. Dissolve inactive clubs.
- C. Educate all students about the Policy on Hazing and Standards of Group Behavior.
- D. Encourage communication, collaboration, and community.

Article III: Membership

All students at Sweet Briar College shall be members of the ICC. The rights of members include:

1. Participation in COs of the College as outlined in each COs Constitution.
2. Present amendments to the ICC Constitution and Bylaws.
3. Create new COs as approved by the Officers.

Article IV: Executive Powers

- A. The powers of the ICC shall be exercised by the officers, consisting of the following: President, Vice President, Secretary, Director of Community Service, Director of Club Affairs, Director of Club Relations.
- B. All Officers, excluding the President, shall have one vote. In the event of a tie, the President shall have the deciding vote.
- C. The Powers exercised by all of the Officers shall be to:
 1. Administer the ICC Constitution and Bylaws.

2. Consider amendments to the Constitution and Bylaws in accordance with ICC and SGA guidelines.
3. Review all petitions for removal of any Officer. In the event it is determined by a majority of the ICC Officers that an Officer was negligent in her duties, the ICC shall bring the matter before the voting members of the SGA as described in the SGA constitution.
4. Approve petitions for new CO's.
5. Review and approve constitutions of all COs annually.
6. Review CO activity every semester, and, when necessary, declare COs inactive or dissolved.
7. Conduct training workshops for CO Officers as needed, but no less than once a year.

Article V: Amendments

- A. Any member of the ICC may propose amendments to the Constitution to any of the officers in writing at any time.
- B. Officers shall review and vote on all proposals and make recommendations to the SGA. A vote of 2/3 of officers is required for a recommendation to SGA, and a majority of the officers must be present for the vote.
- C. All amendments must be voted on and approved by the SGA members in order for the Constitution to be modified.

Bylaws of the Inter-Club Council

(As passed on November 29, 1999, modified on March 19, 2001; March 26, 2001; February 11, 2002; March 4, 2007; April 2008; April 2010; February 2011; March 19 2012; April 29, 2013; February 22, 2016)

Section I: Meetings

- A. The ICC shall meet once a month.
- B. CO Presidents or one of the other officers is required to attend, as well as all ICC Officers. Other CO Officers are strongly encouraged to attend, and all students, faculty, and staff advisors are welcome.
- C. In the case of a CO President's absence, she must send an officer as her designee and inform the Secretary, in writing of both her anticipated absence and the identification of her designee.
- D. In the rare case of an ICC Officer's absence, she must inform the President at least one full day before the meeting.
- E. The ICC officers shall meet as needed, but not less than twice a semester.
- F. Meetings can be postponed or canceled at the President's discretion.

Section II: Executive Branch

- A. The duties of the President shall be to:
 1. Call and preside over the meetings of the ICC, including training workshops and meetings of the officers.
 2. Inform the SGA, Campus Events Organization (CEO), Student Business Office (SBO), and SGA Treasurer of the status of COs as changes are necessary; including the ineligibility, inactivity, or dissolution of COs.
 3. Serve as the Co-Chair of the SGA Budget Committee and make financial recommendations as needed.

4. Oversee the transition of CO Officers at the end of her term with the assistance of her successor.
 5. Keep an updated directory of all CO leaders, including advisors.
 6. Collect and maintain records of all CO constitutions as approved.
 7. Meet as needed, but not less than twice a semester, with the ICC Advisor and the SGA President.
 8. Represent her constituents to the SGA as a voting member.
 9. Maintain the ICC email account.
 10. Must be a member of the junior or senior class.
- B. The duties of the Vice President shall be to:
1. Perform or assume the duties of the President in her absence or withdrawal until the end of the term.
 2. Attend the meetings of the ICC, including training workshops and meetings of the officers.
 3. Organize and host the Student Involvement Fair in the fall.
 4. Organize and host the Club and Student Recognition Ceremony in the spring.
 5. Organize workshop details during the monthly ICC meetings
 6. Maintain the ICC email account.
- C. The duties of the Secretary shall be to:
- a. Attend the meetings of the ICC, including training workshops and meetings of the officers.
 - b. Record and maintain attendance records from the meetings of the ICC.
 - c. Record and distribute minutes from the meetings of the ICC.
 - d. Record and distribute minutes of ICC Officer Meetings to the ICC Board.
 - e. Inform and remind COs of upcoming ICC meetings.
 - f. Ensure that copies of forms and information pertaining to ICC matters are always available in Student Life.
 - g. Maintain the ICC email account.
 - h. Must be a member of the sophomore, junior or senior class.
- D. The duties of the Director of Community Service shall be to:
- a. Attend the meetings of the ICC, including training workshops and meetings of the officers.
 - b. Collect and document all community service applications received from member COs and ensure that applications and projects meet ICC requirements.
 - c. Notify COs of their Community Service standings.
 - d. Communicate member CO statuses to the ICC President on a regular basis and at least once per semester.
 - e. Present new community service opportunities to COs as they become available.
 - i. Maintain the Community Service tab of the ICC website with updated opportunities
 - f. Maintain the ICC email account
 - g. Must be a member of the sophomore, junior, or senior class
- E. The duties of the Director of Club Affairs shall be to:
- a. Attend the meetings of the ICC, including training workshops and meetings of the officers.

- b. Collect and maintain membership lists of all member COs.
 - c. Communicate member CO statuses to the ICC President on a regular basis, but at least once per semester.
 - d. Introduce at the of the ICC, new club proposals
 - e. Assist the Vice President with the planning of the Student Involvement Fair in the fall
 - f. Manage and inform the Sweet Briar community of upcoming CO events
 - g. Handle all inquiries with regards to the formation of new COs
 - h. Maintain the ICC email account
 - i. Must be a member of the sophomore, junior, or senior class
- F. The duties of the Director of Club Relations shall be to:
- a. Attend the meetings of the ICC, including training workshops and meetings of the officers.
 - b. Collect and document all Hazing forms.
 - c. Plan and implement Hazing Prevention Week in the fall.
 - d. Partner with Non-Academic Judicial Chair for CO advisor training.
 - e. Serve as a mediator for inter-club and inner-club disputes.
 - f. Maintain the ICC email account
 - g. Must be a member of the sophomore, junior, or senior class

Section III: COs

- A. COs, with the exception of tap clubs, are open to all students. All COs must endeavor to contribute positively to the College life by enriching the environment of Sweet Briar College. They must have at least five active, interested members, including officers.
- B. Tap clubs are limited membership groups of individuals that must also have at least ten active, interested members, including officers. New members are chosen and have their membership affirmed into the club by current members, for the purpose of furthering the stated unique aims of the tap club.
- C. Media organizations may have less than five members, including officers. Their purpose is to complete a specific project or task that may be planning, educational, or training in nature. Organizations such as the radio station, The Sweet Briar Chronicle, and Red Clay are student-led organizations. Participation in Media organizations is open to every student on campus regardless of their chosen course of study or specific skills. As student-led organizations, they are under the governance of the Inter-Club Council, the regulatory body for all student-led COs, and as such, they receive funding from the Student Government Association.

- D. Club Sports may have less than five members, including officers, as outlined in the Guidelines for Varsity and Club Sports maintained by the Department of Physical Education. Club Sports are those sports that are deemed eligible for future varsity status by the College. Club sports that are categorized as either Recreational or Intercollegiate are under the governance of the Inter-Club Council, and therefore, are eligible for funding from SGA. Intercollegiate Club Sports are also under the governance of the Department of Physical Education. Please refer to the *Guidelines for Varsity and Club Sports* to determine if a CO may be considered a Club Sport. Club Sports are considered Community Clubs for the purpose of reporting. For the complete document, *Guidelines for Varsity and Club Sports*, please contact the Department of Athletics, Physical Education and Recreation.

Section IV: Activity and Recognition

- a. All active COs must Maintain and follow an updated constitution. In order to be acceptable, constitutions are required to include:
- i. A clear and unique statement of purpose.
 - ii. Requirements for membership, if any.
 - a. Tap Club constitutions must include a statement of understanding of the tapping guidelines set forth by the college
 - iii. Dues, if any.
 - iv. Procedures for election and removal of officers.
 - v. Procedures to amend the constitution, including vote needed by the CO members to pass amendments.
 - vi. The Constitution must be filed with the ICC President as needed, but not less than annually, and must include the vote of members by which it was passed.
 - vii. Have a faculty or staff advisor.
 - viii. Requirements for attendance, including, but not limited to, club meetings and community service events
 - ix. Submit to the Director of Club Affairs a current roster that lists all active members and officers once per semester. Active members are students who:
 1. Pay dues, if applicable.
 2. Participate in activities and projects sponsored by the CO, including CO open business meetings.
 3. Participate in ICC meetings, training, hazing information/education, and club fairs.
 4. Read, sign, and adhere to the Policy on Hazing and Standards of Group Behavior.
 5. Follow the attendance policy set forth by the CO constitution.
 - x. Sponsor no less than two community service projects per semester. One for the external community outside of Sweet Briar and one for the Sweet Briar community. The external community event can include Sweet Briar community members, but should not be limited to Sweet Briar students, faculty, or staff. Sweet Briar community service can be in the form of an event.
 - a. Media Clubs must submit a production schedule to ICC.
 - xi. All club community service events must be pre-approved by the Director of Community Service through the club community service approval forms.
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- Xii. Clubs, groups and organizations (COs) categorized as Media are exempt from performing the community service and community event obligations required of all COs that are under the governance of the Inter-Club Council.
- Xiii. COs are encouraged to fundraise as needed.
 - b. All recognized COs receive privileges from the ICC that include:
 - a. SGA/CEO/SBO funding (active COs only).
 - b. Representation on the ICC and SGA.
 - c. Participation in leadership development programs.
 - d. Right to use Prothro boards and post advertisements throughout the College.
 - e. Right to use College facilities to host CO events and activities.
 - f. Listing in the *Student Handbook* and other College publications.
 - C. All COs must be sanctioned by Sweet Briar, and therefore must follow all ICC regulations.

Section V: Requirements of Existing COs

- A. To maintain a recognized CO, a CO must:
 - a. Submit to the appropriate Director or Officer:
 - a. A constitution that adheres to ICC guidelines.
 - b. A list of properly elected officers, and a faculty or staff advisor.
 - i. Advisors must be a full time faculty or staff member, not currently on sabbatical leave. If an advisor takes a sabbatical leave, the CO must find a temporary advisor.
 - ii. Faculty and staff advisors must be employed by Sweet Briar College for at least one academic year prior to acceptance of advisor position.
 - iii. Faculty and staff advisors may be advisor to no more than two clubs at a time.
 - c. A roster of active members, consistent with the CO description.
 - i. Tap Clubs need to only register revealed members
 - d. A signed Anti-Hazing Agreement.
 - b. Fulfill all other duties assigned to COs once recognized.
 - c. All COs are required to fulfill club Treasurer Training in the fall.
- B. Failure to follow ICC requirements will result in:
 - 1. 1. The first offense will result in a documented warning from ICC. The CO will be flagged for review at the end of the semester.
 - 2. The second offense will result in an immediate review of the CO by the ICC Executive Board.
 - 3. The ICC Board reserves the right to review all offenses on a case-by-case basis to determine the appropriate action through consultation of the Student Handbook.

Section VI: Formation of COs

- A. To apply for CO status, a potential CO must:
 - 1. Contact the Director of Club Affairs in writing as to the intentions of becoming a CO.
 - 2. Complete the new CO packet that can be found in Student Life or by contacting the Director of Enrollment.
 - 3. If applicable, a meeting is also part of this process in cases of which:

- a. COs have the potential to have a higher degree of liability, e.g. potentially high-risk or athletic-related COs.
- b. COs are unsure if they are able to meet ICC requirements.
- 4. Submit to the Director of Club Affairs:
 - a. A Constitution that adheres to ICC guidelines.
 - b. A list of proposed officers, and a faculty or staff advisor.
 - c. A roster of potentially active members, consistent with the CO description.
 - d. A signed Anti-Hazing Agreement.
- B. The ICC Board will review the potential COs submission and vote on whether the group will be granted status as a CO. The ICC Board is required to vote, and a majority is required for approval. In the event of a tie, the ICC President will be the tie-breaking vote.
- C. All ICC Board members with potential personal conflicts related to the CO are required to disclose those conflicts to the other Board Members and the ICC President prior to voting on the potential CO.
- D. The potential CO must prepare a presentation of their mission, purpose, and an overview to show in person at the monthly ICC meeting decided upon by the ICC Executive Board.

Section VIII: Hiatus, Inactivity, and Dissolution

- 1. All COs shall be reviewed by the Officers of ICC at the end of each semester to determine inactivity. **Inactivity** is defined as the following:
 - 1. Failure to turn in required paperwork.
 - a. COs are required to submit their Anti-Hazing forms by the first ICC meeting of the fall semester. Failure to turn in the paperwork will result in immediate inactive status.
 - b. If new members are added at any point during the academic year, new members will need to sign the CO's Anti-Hazing form by contacting the Director of Club Relations.
 - 2. Failure to attend any monthly ICC meetings.
 - 3. Not completing required community service events for the semester; or for media clubs, not completing production schedule for the semester.
- B. The ICC Board shall declare inactive any CO not fulfilling and maintaining all of the requirements of active and recognized COs.
- C. In the circumstances that a CO is dissolved during the semester due to inactivity, the ICC Board will meet to vote on the dissolving of a CO.
- D. Once the Officers declare a CO inactive, it has until the end of the following semester to pay all outstanding debts and work on regaining full CO status.
 - 1. Any CO on inactive status must have all events or meetings approved by ICC three days in advance as well as any correspondence.
 - 2. During this time, a CO is not allowed to use Sweet Briar resources towards maintaining the CO. This includes, but is not limited to using the following Sweet Briar resources:
 - a. printers, physical plant requests, making room reservations to host meetings or events, or having access to SGA delegated funds in a COs account.
 - 3. During this time, an inactive CO will be required to complete one extra community service, along with the mandated two community services as required of all clubs.
- E. An inactive CO will not have access to SGA funding as of the date the CO is declared inactive. In addition, inactive Tap Clubs will not have the right to tap new members.

1. Any CO or tap club that does not receive any funding from SGA will not have their business office account frozen, but will still be limited by the aforementioned restrictions to Sweet Briar resources.
- F. If the inactive CO meets all ICC requirements by the end of the inactive semester, then it shall be granted full CO status during the ICC semester review of all COs and will have all rights, funding and accounts restored effective in the semester following inactivity.
 - G. If the inactive CO fails to meet any or all requirements within a semester, then the ICC Officers shall declare it *dissolved* during the ICC semester review of all COs. In the event of dissolution, all SGA/CEO/SBO funding and accounts, as well as money held by off-Campus sources such as banks, shall revert back to the SGA account after all debts have been paid.
 - H. A CO that is on *hiatus* is defined as a CO that *requests* to be inactive for a period of a semester or year.
 1. A CO cannot be on hiatus/inactive for longer than two semesters. A CO cannot be declared inactive one semester, and then request a hiatus the following semester.
 2. COs that are on hiatus do not have to fulfill ICC requirements to maintain CO status.
 3. All restrictions on use of campus resources are still in place for COs that are on hiatus.
 4. A CO on hiatus may have one interest meeting during the semester to discuss the future direction of the CO.
 - a. Previously appointed executives of a CO may meet as needed to assess the state of the CO.
 - b. A written request for hiatus must be provided to the ICC President by the first ICC meeting of a semester.

Section IX: Violations of Hazing Policy

An alleged violation of the Policy on Hazing and Standards of Group Behavior may be reported by any student to the President of ICC, the Director of Club Relations, the Non-Academic Chair of the Judicial Committee, or a representative of the Office of Student Life, usually the Director of Student Involvement and Programs. **All COs should seek clarification from the Student Handbook regarding the state and college hazing policies.**

Section X: Amendments

- A. Any member of ICC may propose amendments to the By-Laws to any of the officers of ICC at any time, so long as the proposed amendments are in writing.
- B. Officers shall review and vote on all amendment proposals and make recommendations to the SGA. A vote of 2/3 of officers is required for a recommendation to SGA, and a majority of officers must be present for the vote.
- C. All amendments must be passed by the SGA voting members in order for the By-Laws to be modified.

Intercollegiate Club Sports and Recreational Club Sports

Sports are categorized as NCAA/ODAC varsity, intercollegiate club or recreational club. Intercollegiate clubs compete against outside groups and do not normally participate in ODAC conference play. Varsity sports and intercollegiate clubs operate under the direction of the Department of Physical Education, Athletics and Recreation. Recreational club sports student-run organizations are under the direction and guidelines of Student Life. Recreational club sports do not compete against outside groups.

Current Intercollegiate Clubs include Cross Country.

Recreational clubs could include one of the following: basketball, bowling, cross country, fencing, field hockey, golf, ice hockey, lacrosse, rowing, rugby, skiing, soccer, softball, swimming, tennis, track and field (both indoor and outdoor), volleyball, or water polo.

Starting a recreational club requires a meeting with the Director of Student Involvement and Programs or a designee, followed by presenting a plan to ICC. The manual on clubs and organizations can be found in the Student Life Office.

Note: Steps to be a recreational club, intercollegiate club or varsity team:

- A. Apply to be a recreational club team. Once granted, the group needs to fulfill all ICC requirements to remain in that status.
- B. To move to intercollegiate club status, the group would compete as a recreational club for a minimum of two years and fulfill all the requirements of ICC. Following this, they would apply to the Athletic Department for intercollegiate club status. Consideration requires meeting the club status criteria (VB.1-6) for a minimum of two years.
- C. To move to varsity status, the group must meet all the club status criteria (VB.1-6) for a minimum of two years then apply to the Athletic department for varsity status.

Campus Events Organization Constitution

Article I: Name

The name of the organization shall be the Campus Events Organization (CEO) of Sweet Briar College.

Article II: Purpose

The purpose of this organization shall be to promote, fund, plan, and provide entertainment in all facets of student life.

Article III: Membership

- A. All students of Sweet Briar College shall be members of CEO.
- B. The members of CEO shall have the right to present proposals, appeal the decisions of the officers, or propose amendments to this Constitution. The officers must consider such proposals and appeals.
- C. All CEO Board Members are required to attend all major CEO events.
- D. All CEO Board Members are required to attend all regularly scheduled board meetings.

Article IV: CEO Board Officers

A. President

- a. Calls and presides over the meetings of the CEO Board.
- b. Oversees the operations of the organization.
- c. Is a voting officer of the Student Government Association (SGA).
- d. Shall serve as the at-large member of the SGA Budget Committee.
- e. Works closely with the Director of Student Involvement and Programs or a designee and the Inter-Club Council (ICC) President.
- f. Is responsible for overseeing CEO finances.
- g. Serves as a liaison between CEO and campus clubs.
- h. Has office hours appropriated by the CEO executive board.
- i. Is required to attend the National Association for Campus Activities in the fall unless she provides academic documentation that would prevent her from doing so.
- j. Must return to campus one week early for Campus Events Organization training.

B. Vice President

- A. Works closely with the President of CEO.
- B. Oversees the operations of the CEO Board members.
- C. Shall attend all SGA meetings when President is unable to do so.
- D. Have office hours appropriated by the CEO executive board.
- E. Is required to attend the National Association for Campus Activities in the fall, unless she provides academic documentation that would prevent her from doing so.
- F. Must return to campus one week early for Campus Events Organization training.
- G. Must complete one day of training in the spring in addition to fall training.
- H. Assist with the coordination and creation of planning and training schedules.
- I. Is responsible for team development of the CEO Board.

C. Secretary

1. Works closely with the CEO President.
2. Serves as a liaison between CEO and the first-year class.
3. Assists with tasks associated with CEO, acting as a full officer of the organization.
4. Attends all first-year class meetings and is available for questions and class concerns.
5. Records minutes at all CEO meetings and general members meetings.
6. Is responsible for organizing and executing one event during the spring semester with the Treasurer.
7. Has office hours appropriated by the CEO board and must meet with the Director of Student Involvement and Programs once per week.

D. Treasurer

1. Serves as the internal accountant of CEO and keeps open communication with the SGA Treasurer.
2. Supports fiscal operations of the organization in consultation with the president of CEO.
3. Will report regularly to the board with regard to financial matters of the organization.
4. Will maintain the CEO grant fund.
5. Attends all CEO board meetings as well as the general member meetings.
6. Turns in club registration and budget request each term as discussed with the president of CEO.

7. Maintains records of monies spent, and evaluations of events to be compiled in a yearly report with the Director of Student Involvement and Programs.
8. Have office hours appropriated by the CEO board and must meet with the Director of Student Involvement and Programs or a designee once per week.
9. Is responsible for check requests, deposits, and transfer of funds with the Student Business Office and Sweet Briar College Business Office.
10. Must return to campus one week early for Campus Events Organization training.
11. Must plan one event in the spring with the CEO Secretary.

E. Marketing Coordinator

1. Works closely with the Event Planners to create effective marketing strategies and materials.
2. Ensures that marketing fits the guidelines and image of the Sweet Briar campus and CEO.
3. Must submit marketing materials to Event Planners in a timely manner as directed by the Event Planner.
4. Will assist the Event Planner in advertisement placement around campus.
5. Is required to attend the National Association for Campus Activities in the fall unless she provides academic documentation that would prevent her from doing so.
6. Must return to campus one week early for Campus Events Organization training in the fall and one day of training in the spring.
7. Is responsible for coordinating general publicity for all CEO activities.
8. Is responsible for maintaining and updating the CEO Bulletin board.
9. Is responsible for all designs, logos and blurbs for all events.

F. Communications Coordinator

1. Works closely with the Marketing Coordinator to keep the campus informed.
2. Works closely with the Marketing Coordinator in coordinating general publicity for all CEO activities.
3. Is responsible for outreach to general members at least once per month.
4. Is responsible for making and managing all CEO surveys.
5. Is responsible for updating CEO's Facebook, twitter, and website page.
6. Is responsible for taking minutes at each meeting until the Secretary is elected and will coordinate training of secretary.
7. Encourages campus clubs, organizations, and classes to participate in CEO events.
8. Is responsible for Spring Fling registration.
9. Is required to attend the National Association for Campus Activities in the fall unless she provides academic documentation that would prevent her from doing so.
10. Must return to campus one week early for Campus Events Organization training in the fall and one day of training in the spring.
11. This position must be held by a sophomore in good academic standing.

G. Event Planner

- A. Must attend all CEO Board Meetings.
- B. Ensures that programming fits the needs of the Sweet Briar campus and community.
- C. Is required to plan at least 1 event per semester.
- D. Submits space reservations and work orders for CEO events.
- E. Submits budget proposals and check requests to Treasurer 2 weeks in advance.

- F. Submits events to marketing coordinator 2 weeks in advance.
- G. Encourages campus clubs, organizations, and classes to participate in CEO events.
- H. Functions effectively within their duties by coordinating and soliciting input and feedback from all committee members.
- I. Acts on the needs of all constituents.
- J. Has office hours appropriated by the Board.
- K. Is required to attend the National Association for Campus Activities in the fall unless she provides academic documentation.
- L. Must return to campus one week early for Campus Events Organization training in the fall and complete one day of training in the spring.

Article V: Powers of the Organization

- a. Administer the CEO Constitution.
- b. Consider the proposals, appeals against the decisions of the officers, or proposed amendments to the Constitution by members of the CEO.
- c. Distribution of CEO Grant monies.
 - 1. A portion of the CEO budget, to be determined each semester by all members of the Board, will be designated.
 - 2. Events will be approved, denied, or returned with a request for additional information according to the majority vote of the CEO Board.
 - 3. Events must be open to the entire campus and free of charge.
 - 4. Alcohol may only be served through Sweet Briar College catering with a registered bartender.
 - 5. Funding will be provided for approved events only.
 - 6. CEO funding cannot be used for club fundraising purposes, and may only be used to profit a charitable organization.
- d. Plan and Promote Events.
- e. The members of this club will adhere to the College's Policy on Hazing and Standards of Group Behavior.
- f. The club members must vote to approve all purchases of \$200 or more made with club funds.

Article VI: Meetings of the Organization

- A. The Officers and Board members shall meet as a group weekly.
- B. General Member meetings are open to all students and outreach should be administered once per month.

Article VII: Election and Application Process

- A. Officers
 - 1. The President shall be elected in SGA Group 2 elections. The President must be a rising sophomore, junior, or senior.
 - 2. The Vice President shall be elected in SGA Group 2 elections. The Vice President must be a rising sophomore, junior, or senior.
 - A. In the event that a Vice President is not elected through SGA elections or SGA emergency elections the position will be filled by another member of CEO, or appointed by the Director of Student Involvement and Programs.
 - 3. The Secretary shall be elected in the SGA fall elections. The Secretary must be a first-year student.
 - 4. The Communications Coordinator shall be elected in SGA Group 3 Elections.

2. Board Members
 1. The Treasurer shall be appointed by the CEO President from application and approved by a majority vote from the Officers. The Treasurer must be a rising sophomore, junior, or senior.
 2. An application process will be used to fill the positions of the CEO Board; including, Marketing Coordinator, Communications Coordinator, and Event Planners.
 3. All applications will be reviewed after the SGA group 2 elections by the current CEO officers and the Director of Student Involvement and Programs.
 4. Current CEO Board Members who desire to continue serving CEO will be considered first for appointment to open positions.
 5. If positions remain open, applications will be accepted from the student body at large.
3. Emergency Elections for Board Members
 2. If the CEO Board falls below 4 members, then an emergency application process will need to take place.
 - A. All applications will be reviewed by the CEO officers and the Director of Student Involvement and Programs.
 - B. Interviews will be held, and all CEO members are welcome to attend.
 - C. The final decision for appointments will be made by the CEO officers and the Director of Student Involvement and Programs.
 - a. If there are inadequate application responses, appointments will be made by the CEO President and approved by a majority vote from the CEO officers.

Article VIII: Removal from Office

1. Removal of any *elected* CEO officer shall be carried out in accordance with Article V.4.d. of the SGA Constitution. In the event that an Officer must be removed from office the line of succession is as follows:
 1. Vice President
 2. Communications Coordinator
 3. Marketing Coordinator
 4. Treasurer
 5. Event Planners
2. In the event that any CEO Board Member must be removed from office, the position will be filled by emergency vote at the next CEO weekly meeting.
3. Removal of any CEO member shall be carried out by a 2/3 majority vote.
4. Any CEO Officer or Board Member may be removed from office for 2 absences or 3 unexcused tardies to a meeting.

Article IX: Constitutional Changes

Members of CEO Board may present constitutional changes. Constitutional changes must be approved by a 2/3 vote of the CEO Board. Constitutional changes must be ratified by the majority vote of the SGA officers.

Updated 3/2014.

Non-Traditional Student Committee

The Non-Traditional Student Committee represents the Non-Traditional students of Sweet Briar College as defined by a student who is a Non-Residential, Turning Point, Transfer, International Student, and/or in the Graduate Program. The committee will consist of the Non-Traditional Chairwoman, the Non-Residential Representative, the Turning Point Representative, the Transfer Student Representative, the International Student Representative, and the Graduate Student Representative. The Non-Traditional Chairwoman will be elected through Student Government Elections from all Non-Traditional students. The other committee members will be selected via application process that are voted on by the Non-Traditional Chairwoman, the remaining committee members, and the advisor. The advisor to the Non-Traditional Committee will be the Dean of Student Life or a designee. The Non-Traditional Student Committee serves as a subsidiary of the Student Government Association and resource body for Non-Traditional students.

Constitution of the Non-Traditional Student Committee

(As passed on April 11th, 2016)

Article I: Name

The name of the organization shall be the Non-Traditional Student Committee of Sweet Briar College, hereafter referred to as NTSC.

Article II: Purpose

The purpose of NTSC, a standing committee of the Student Government Association (SGA), shall be to:

- A. To better facilitate relationships between non-traditional students based on common experiences and concerns.
- B. To serve as an intermediary non-traditional students and SGA.
- C. Encourage communication, collaboration, and community
- D. Serve as an advocate for non-traditional students

Article III: Membership

All non-traditional students at Sweet Briar College shall be a part of the NTSC. The rights of the members include:

- A. To run or apply for Non-Traditional Committee Representative positions
- B. Attend open Non-Traditional Committee meetings
- C. Present amendments to the NTSC Constitution

Article IV: Executive Powers

- A. The powers of the NTSC shall be exercised by the officers, consisting of the Non-Traditional Chairwoman, the Non-Residential Representative, the Turning Point Representative, the Transfer Student Representative, the International Student Representative, and the Graduate Student Chair.
- B. All Representatives excluding the Non-Traditional Chairwoman shall have no vote. In the event of a tie, the Non-Traditional Chairwoman shall have the deciding vote.
- C. The powers exercised by all of the Representatives shall be to:
 1. Administer the NTSC Constitution and Bylaws
 2. Consider amendments to the Constitution and Bylaws in accordance with NTSC and SGA guidelines
 3. Review all petitions for removal of any Representative. In the event it is determined by a majority of the NTSC Representatives that a Representative was negligent in her duties, the NTSC shall bring the matter before the voting members of the SGA as described in the SGA constitution.
 - i. A student may not serve on the NTSC during a future term if they were removed from office

- ii. A student may chose to leave NTSC on their own accord and then apply again for future terms.
- D. Plan gatherings and meetings for non-traditional students as a whole or their specific constituents.

Article V: Amendments

- A. Any non-traditional student may propose amendments to the constitution to any of the Representatives in writing at any time.
- B. Representatives shall review and vote on all proposals and make recommendations to the SGA. A vote of 2/3 of the Representatives is required for a recommendation to SGA, and a majority of the Representatives must be present for the vote.
- C. All amendments must be voted on and approved by the SGA members in order for the constitution to be modified.

Article VI: Election and Application Process

- A. The Non-Traditional Chairwoman election process will follow the following guidelines:
 - i. Must be a member of the rising sophomore, junior, or senior class
 - ii. It is highly suggest that the Non-Traditional Chairwoman serve one year on he NTSC in another Representative position before becoming the Non-Traditional Chairwoman
 - iii. The election of the Non-Traditional Chairwoman shall occur during SGA Round Two elections.
- B. The Application Process for the Non-Residential, Turning Point, and Transfer Student Representatives of the NTSC will follow the following guidelines:
 - i. Must be a member of the rising sophomore, junior, or senior class.
 - a. Or have the equivalent of two semesters as a registered student at Sweet Briar College for the Turning Point Representative.
 - ii. Application process will occur in the spring semester after SGA Round Two elections.
 - iii. Must be a member of the constituents they represent.
 - a. May only serve as the Representative for the non-traditional group they most identify with.
 - iv. These Representative positions are grandfathered and may serve as the Representative as long as they choose.
- C. The Application Process for the International Student Representative will follow the following guidelines:
 - i. Must be a member of the rising sophomore, junior, or senior class.
 - ii. Application process will occur in the fall semester.
 - a. An individual must be chosen before a month passes of the fall semester.
 - iii. Must be a member of the constituents they represent.
 - a. May only serve as the Representative if they most identify with International students.
 - iv. This Representative positions are grandfathered and may serve as the Representative as long as they choose.
- D. The Application Process for the Graduate Student Representative will follow the following guidelines:
 - i. Must be a member of the Education Graduate Program at Sweet Briar College as an Masters of Education o Masters of Arts in Teaching candidate.
 - ii. Application process will occur in the spring semester.
 - a. The Non-Traditional Chairwoman and advisor should contact the head of the Education Department at the beginning of the spring term to find out when the acceptance date for the program will be.

- b. All students accepted in the spring term to the Graduate Program will be contacted and given notice of the availability to apply for the position.
 - c. Graduate students will have one month past their date of acceptance to apply for the Graduate Student Representative position.
 - iii. A graduate student may only hold the Graduate Student Representative and serve as no other Representatives on the NTSC.
 - iv. This Representative positions are grandfathered and may serve as the Representative as long as they choose.
- E. If the Non-Residential, Turning Point, Transfer, International, or Graduate Student Representatives are not filled through the application process, the current NTSC and the advisor may appoint a student who fits the requirements to the position.
- i. If the position remains unfilled the duties of that Representative will become part of the Non-Traditional Chairwoman's duties.

By-Laws of the Non-Traditional Student Committee

(As passed on April 11th, 2016)

Section I: Meetings

- A. The NTSC will conduct two open meetings a semester.
 - i. These open meetings are open to all non-traditional students
 - ii. The subject matter will be decided upon by NTSC.
- B. The NTSC will meet as a committee at least once per month, with no less than three meetings per semester.
- C. Committee members are required to be present at all meetings unless prior excuse has been granted by the Non-Traditional Chairwoman.

Section II: Non-Traditional Student Committee Representatives

- A. The duties of the Non-Traditional Chairwoman shall be:
 - i. Call and preside over the meetings of the NTSC, including open and committee meetings
 - a. Should designate a NTSC Representative based from a volunteer offer to record meeting minutes for the year
 - ii. Oversee the transition of NTSC Representatives at the end of her term with the assistance of her successor
 - iii. Keep an updated directory of all non-traditional students enrolled at Sweet Briar College
 - iv. Meet as needed, but no less than twice a semester with the NTSC advisor and the SGA President.
 - v. Attend all SGA meetings
 - a. If she cannot attend, she may designate a proxy and must notify the SGA President and the SGA Secretary before the SGA meeting.
 - vi. Request any funding for events from the SGA.
- B. The duties of the Non-Residential Representative shall be:
 - i. Keep an updated directory of all non-residential students at Sweet Briar College
 - ii. Contact all non-residential students once a month to check in and provide updates
 - iii. Plan at least two gatherings in a meeting or event format for non-residential students a semester
 - iv. Update the Non-Traditional Chairwoman once a month with a progress report
 - v. Works a liaison to bridge the gap between non-residential students and other students
- C. The duties of the Turning Point Representative shall be:

- i. Keep an updated directory of all turning point students at Sweet Briar College
 - ii. Contact all turning point students once a month to check in and provide updates
 - iii. Plan at least two gatherings in a meeting or event format for turning point students a semester
 - iv. Update the Non-Traditional Chairwoman once a month with a progress report
 - v. Works a liaison to bridge the gap between turning point students and other students
- D. The duties of the Transfer Student Representative shall be:
- i. Keep an updated directory of all transfer students at Sweet Briar College
 - ii. Contact all transfer students once a month to check in and provide updates
 - iii. Plan at least two gatherings in a meeting or event format for transfer students a semester
 - iv. Update the Non-Traditional Chairwoman once a month with a progress report
 - v. Works a liaison to bridge the gap between transfer students and other students
- E. The duties of the International Student Representative shall be:
- i. Keep an updated directory of all international students at Sweet Briar College
 - ii. Contact all international students once a month to check in and provide updates
 - iii. Plan at least two gatherings in a meeting or event format for international students a semester
 - iv. Update the Non-Traditional Chairwoman once a month with a progress report
 - v. Works a liaison to bridge the gap between international students and other students
- F. The duties of the Graduate Student Representative shall be:
- i. Keep an updated directory of all graduate students at Sweet Briar College
 - ii. Contact all graduate students once a month to check in and provide updates
 - iii. Plan at least one gathering in a meeting or event format for graduate students a semester
 - iv. Update the Non-Traditional Chairwoman once a month with a progress report
 - v. During the summer semester will serve as the connection for graduate students to the administration in Student Life
 - vi. Works a liaison to bridge the gap between graduate and undergraduate students

Inclusivity Liaison Representative

(As passed on December 8th, 2014)

The objective of the Inclusivity Liaison is to encourage inclusivity, respect, and civility on campus and throughout student involvement activities associated with the Student Government Association.

By-Laws of the Inclusivity Liaison Representative

(As passed on February 9th, 2015)

Section I: Inclusivity Liaison Representative

- A. The duties of the Inclusivity Liaison Representative shall be:
- i. Attend all SGA meetings and trainings under Article V.D.5 of the Student Government Association Constitution in the Student Handbook
 - ii. Meet with the advisor, the Dean of Student Life, on a weekly basis
 - iii. Attend all ICC meetings to address issues related to address issues related to inclusivity

- iv. Sit on any additional committees that request a resource for inclusivity during the term of office
- v. Host a discussion-related event every week during a mealtime to initiate dialogue on inclusivity subjects

Section II: The Honor Code and Judicial System

The Sweet Briar Honor Pledge

Sweet Briar women do not lie, cheat, steal, or violate the rights of others. Therefore, I pledge to uphold all standards of honorable conduct. I will report myself and others for any infraction of this pledge.

The Honor Pledge mandates standards that govern the academic behavior of students as members of the scholarly community, as well students' non-academic conduct as Sweet Briar community members.

The Honor Principle

Honor will pervade and define all aspects of life at Sweet Briar College. Personal integrity and individual responsibility are essential in Sweet Briar student conduct. Each Sweet Briar student pledges to uphold these principles and the Honor Pledge without reservation. Each Sweet Briar student shall adopt and uphold the aforementioned principles and the Honor Pledge throughout the duration of her matriculation at Sweet Briar.

Honor Principle Adherence

The Honor Principle and the other academic and non-academic conduct and behavior standards applicable to Sweet Briar students comprise Sweet Briar's student Honor Code. After passing the Sweet Briar Student Government Association's Honor Code test, every student is expected to maintain the Honor Principle at all times. *Attendance at Sweet Briar College is a privilege, not a right.* Therefore, any student whose behavior is proven to disregard the Honor Principle is subject to accountability and disciplinary action that may result in removal from the Sweet Briar community.

Student Self-Governance

Sweet Briar women consciously choose to govern themselves by the high standards of the Honor Principle, and with this choice they are allowed the privilege and responsibility of administering and enforcing this Principle for the actions of themselves and their peers. The Judicial System is the student-governed procedural system with responsibility for upholding and enforcing the Honor Principle. The Judicial System is not a legal process, and does not include many of the rights provided by the court system. No attorneys are allowed to be present at or participate in the Student Government Association's judicial process at any point.

If she believes she has broken either the Standards of Academic or Non-Academic Conduct, she must report herself to a member or Chair of the Judicial Committee. If she has direct knowledge that another student has broken the Standards, she must report the violation to a member or Chair with 72 hours. She should also ask the student who she believes to have committed the violation to report herself within 72 hours to a member or Chair. *The Honor System can only work when Sweet Briar women strive to incorporate it into personal behavior and expect no less from others.*

The Judicial System

I. The Judicial Committee

A. Introduction

1. All judicial powers of the Student Government Association are administered through the Judicial System and led by the Judicial Committee. It is through these disciplinary processes overseen by the Judicial Committee that all violations of the Honor Code are to be ultimately resolved.
2. The Judicial Committee is composed of elected student representatives, as well as the faculty and administrators responsible for enforcing the Honor Code.

B. Eligibility

1. The student members of the Judicial Committee are elected positions and the guidelines of the SGA apply. For these guidelines, please see SGA Constitution, Section V.C.
2. The student members must be in good academic and non-academic standing in accordance with the SGA Constitution, Section V.C.
3. If a member of the Judicial Committee is found guilty (after appeal to the President, if any) of an Honor Code violation, she will be deemed to have resigned from the Judicial Committee immediately.

C. Positions

1. Chairwomen

- a. Two Chairwomen lead the Judicial Committee. They share the duties as the presiding officers in Hearings and Trials. One Chairwoman will serve as the principal chair for Academic Conduct Hearings and Trials and the other shall serve as the principal chair for Non-Academic Conduct Hearings and Trials.
- b. Each Chairwoman serves a one-year term (or the balance of a term if a Chairwoman succeeds to the position during a school year).
- c. A Chairwoman must be either a senior or junior during her term in office.
- d. A Chairwoman must be in good academic standing to be elected and to serve, and have at least one full year of previous Judicial Committee experience

2. Secretary

- a. The Judicial Committee will have one secretary. Prior experience on the Judicial Committee is recommended, but not required.
- b. The Secretary is required to attend and keep minutes from all Judicial Committee meetings, Non-Academic Hearings, and Conduct Trials. On occasion, she may be asked to attend and keep minutes from Academic Conduct Hearings.

3. Student Representatives

- a. The Judicial Committee will have eight students who serve as Judicial Committee Representatives.
 - i. The Student Representatives will consist of two seniors, two juniors, two sophomores and two first years.
 - ii. Student Representatives cannot hold another position on the Judicial Committee.

- b. Student Representatives may be called to assist the Judicial Committee Secretaries.
 - c. Student Representatives may be called to assist the Judicial Chairwomen and Administrative Representatives in reaching an outcome and/or sanction in an Academic or Non-Academic Conduct Hearing.
4. Administrative Representatives
- a. The Judicial Committee will have two Administrative Representatives to ensure the Judicial Chairwomen adhere to College policies while enforcing the Honor System.
 - b. The Dean of the Faculty (or such other member of the faculty or administration as the Dean may designate) will serve as the Administrative Representative for Academic Hearing or Trials.
 - c. The Director of Residence Life (or such other member of the faculty or administration as the Dean may designate) will serve as the Administrative Representative for Hearings and the Dean of Co-Student Life will serve as the Administrative Representative for Trials.
5. Faculty Representatives
- a. The Judicial Committee will have two faculty members serve as Judicial Committee Faculty Representatives.
 - b. The Faculty Representatives are elected every year by the faculty.
- D. Additional Parties
1. Advocate
- a. Any student under investigation and any student complainant may seek the support of an Advocate.
 - b. An Advocate may be a member of the administration, faculty or student body who is not party or witness to the case, or a member of the Judicial Committee.
 - c. Although not a member of the Judicial Committee, an Advocate is bound by the confidentiality rules of the Judicial Process.
 - d. The role of the Advocate is to provide silent emotional support during the hearing. Although an Advocate may assist in the preparation of the defense and be present at the Hearing or Trial, it is the student's obligation to present her own defense in a Hearing or Trial.
2. Honor Advisor
- a. The Assistant Dean of First-year Student Engagement and Programs will serve as an Honor Advisor.
 - b. The Honor Advisor can respond to procedural questions related to the judicial process.
 - c. The Honor Advisor is not a member of the Judicial Committee.
 - i. The Honor Advisor serves as an independent and impartial advisor to members of the community about the Honor System and supports the efforts of the Judicial Committee to educate students and the community about the Honor System.
 - ii. The Honor Advisor also acts as a resource to the Director of Residence Life and the Dean of Student Life regarding the training of the Judicial Committee.
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- d. If the Assistant Dean is involved in a Hearing or Trial, a designee will be assigned by the Assistant Dean to serve in this role.

E. Internal Rules and Procedures

1. The Judicial Chairs and Committee have the power to establish rules for the efficient operation of the system for the current year, including the assignment of responsibilities among the student representatives.
 - a. The Secretary must file a written copy of the rules to be kept with the Dean of the Faculty, Director of Residence Life and/or the Dean of Co-Student Life.
 - b. These internal rules are available for review by any student or faculty/staff member.
2. The Judicial Committee Policies and Procedures are not binding in subsequent years unless readopted by the Judicial Committee.

F. Conflicts of Interest and Recusal

1. Any Judicial Committee member that is the subject of an investigation must recuse herself from the Committee until the investigation is resolved.
2. If one of the Judicial Chairwomen feels that she cannot act fairly and impartially in a judicial matter, she must recuse herself from such matter. In the event of a recusal, the other Chairwoman will take her place and adopt her duties.
3. In the case of the recusal of both the Chairwomen, the Deans have the authority to appoint a temporary Judicial Chairwoman.
 - a. This temporary Judicial Chairwoman is chosen from the Student Government Executive Committee.
 - b. A temporary Judicial Chairwoman should, but is not required to, have previous Judicial Committee experience.
4. In the event that a Dean recuses himself or herself, the Dean's designee will assume the role assigned to the Dean.

G. Vacancies and Removal

1. In the event that a member of the Judicial Committee can no longer fulfill her duties, she will be replaced by another eligible person within a timely manner.
2. The vacancy of one or more positions on the Judicial Committee shall not affect the validity of the Judicial Committee's actions.
3. The rules and processes governing the election, removal or replacement of student members of the Judicial Committee are to be determined by the Executive Committee of the Student Government Association.

II. Student Rights in the Judicial System

A. Introduction

1. In the Judicial System, students are afforded certain rights.
 - a. Students are expected to understand the rights afforded to them.
 - b. A student's ignorance of her rights will not be grounds for an Appeal in the Judicial Process.
2. The rights afforded to students apply in both the Academic and Non-Academic Judicial Process.

- B. Student Rights. A student being investigated or charged is afforded the following rights:
1. The right to a Hearing, where applicable, or Trial, based on evidence presented at the Hearing or Trial.
 2. The right to remain silent; silence is not construed as evidence of guilt.
 3. The right to receive written notification of the charges brought against them:
 - a. At least a 24 hour notice for Judicial Committee Hearings
 - b. At least a 48 hour notice for Judicial Committee Trials
 4. The right to receive and review all written documents prior to Hearing or a Trial:
 - a. At least 24 hours prior to a Judicial Committee Hearing
 - b. At least 48 hours prior to a Judicial Committee Trial
 - c. These documents can only be viewed by the accused and her Advocate and are subject to rules of confidentiality.
 5. The right to a Hearing or Trial conducted without unreasonable delay following the notification of charges.
 - a. If a violation occurs near or after the last day of classes in a semester, a Hearing or Trial will be held as soon as scheduling allows.
 - b. Written notification may also be delayed if the violation occurs near or after the last day of classes.
 6. The right to present evidence and witnesses in her defense in a Hearing or Trial, provided that:
 - a. The names of witnesses must be given to the Chair at least 24 hours in advance of the Hearing or Trial.
 - b. The number of witnesses called may be determined by the Chair to limit unnecessary repetition during the Hearing or Trial.
 7. The right to address all evidence.
 8. The right to an Advocate (as outlined in section: I.D a-d)
 9. The right to written notification of a decision from a Hearing or Trial in a timely manner.
 10. The right to appeal the decision of the Judicial Committee as outlined in Section VI. Appeal Process

III. Standards of Academic Conduct

A. Introduction

1. Sweet Briar College students are expected to exemplify the Honor Principle in all areas of their academic work. The Academic Judicial Process is the disciplinary process for upholding Sweet Briar College's academic merit.
2. If a student is simultaneously charged with an Academic violation and a Non-Academic violation that the Chairwomen determines arise out of the same facts and circumstances, the matter will be handled through the Academic Judicial process. Standards of conduct are not exclusive to their respective areas. Under certain conditions, Academic standards may apply to Non-Academic situations and vice versa.

3. If a student is involved with or formally contacted by the Judicial Committee concerning a judicial process or proceeding (i.e. accused, witness, juror, student advocate) she is bound to confidentiality concerning any process or procedure.
- B. Academic Conduct Violations. Actions or offenses that constitute violations of the Honor Principle related to Academic Conduct include, but are not limited to:
1. Intentional or accidental plagiarism (see also Academic Honesty, Section B. in a formal academic exercise, including but not limited to:
 - a. Direct or literal copying of a source without proper attribution;
 - b. Paraphrasing or constructing a “mosaic” of a source without proper attribution;
 - c. Use of an author’s “apt phrase” without proper attribution;
 - d. Resubmission of one’s own work in another academic exercise without the knowledge of both instructors;
 - e. Submission of another’s work in whole or part with intent to deceive.
 2. Giving or receiving unacknowledged or unauthorized aid in a formal academic exercise; or intentionally violating the terms or rules of an academic exercise.
 3. Intentional falsification of data or sources in a formal academic exercise.
 4. Deceiving or lying to a College faculty or staff member concerning the compliance with the terms, conditions or requirements of an academic exercise; or to gain release from an academic requirement, rule or exercise.
 5. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an Academic issue before the Judicial Committee.
 6. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Principle. “Constructive action” constitutes reporting the potential violation within 72 hours to a member or chair of the Judicial Committee.
 7. Failure to perform or comply with terms of Academic sanctions.
 8. Blatant disregard of the fundamental rights of a Faculty member; including, but not limited to:
 - a. Verbal or physical assault;
 - b. Persistent extreme tardiness;
 - c. Any other action that results in an egregious disruption to the learning environment for other members of the class.
 9. The intentional, or unintentional, abuse of technology in an academic setting; including, but not limited to:
 - a. Unauthorized use of a smart-phone, personal digital assistant, media player, or other similar device;
 - b. Use of a computer to engage in activities not directly related to classroom discussion or instruction;
 - c. Any unwarranted use of other handheld devices not previously mentioned.

C. Academic Conduct Investigation

1. Referral of a potential violation of the Honor Principle related to Academic Conduct is made to the Academic Judicial Chairwoman, who then notifies her respective Administrative Representative. *Reporting oneself to the Judicial Chairs at the request of another is not necessarily an admission of guilt and will not be construed as such.*
2. In Academic Hearings and Trials, a Judicial Committee Representative may be assigned as a Student Investigator, who, with the advice and counsel of the Administrative Representative or the Chairwoman, gathers evidence, interviews witnesses, and investigates the potential violation.
3. In a situation where the student in question did not initiate the investigation by turning herself in, the applicable Chairwoman should directly and personally notify her. The notification should be only of the potential violation in question and of the investigation process.
4. The investigation is to be conducted with tact, discretion, and concern for the privacy of all involved, particularly and primarily the privacy of the accused individual. Consequently, the Student Investigator may not have access to any academic or disciplinary files, nor consider a student's prior record. The standard for determining the appropriateness and usefulness of evidence by the Chair and/or Investigator is whether its use is "reasonable" to the average person. *Only information about which the witness has direct knowledge can be considered.*
5. The student in question may refuse to give information or a statement during any phase of the proceedings. Such refusal shall not be taken as an admission of guilt. She can also seek the help or guidance, as stated under Student Rights, of an Advocate.
6. If upon initial investigation the Student Investigator, the Administrative Representative, or the Judicial Chair determine there is insufficient evidence of a violation the case is dismissed. All records, files, or notes of the Student Investigator are to be erased or destroyed, and the student in question shall be notified directly by the Academic Judicial Chairwoman.

D. Academic Conduct Hearing

- Process
 - a. Upon determining that there is sufficient evidence that a violation of Academic Conduct may have occurred, the individual student in question may be called to Hearing by the Academic Chairwoman. The Hearing is intended to be a mechanism through which an Academic Conduct violation may be resolved without a Trial. The written notification must be issued not less than 24 hours in advance, and give the time and place, the violation, and may include possible sanctions.
 - b. An accused student may forgo altogether a Hearing and request a Trial.
 - c. The Academic Judicial Chairwoman and the Administrative Representative have the right to proceed directly to a Trial, if, in the discretion of either person the issue warrants it. Generally, if the alleged violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Trial is required, unless the student waives that right and accepts the sanction.

- d. The Hearing will include the Academic Judicial Chair, the Dean of the Faculty, a Judicial Secretary (if warranted), the Faculty member involved, and the student in question.
 - e. The Hearing is not a Trial. No witnesses are called and the process is not adversarial. Rather, it is an opportunity for the situation to be discussed and an understanding reached.
 - f. The student in question has the right to be supported at the Hearing by an Advocate.
 - g. A record of the Hearing will be kept, and will be admissible if the matter is referred to a Trial.
 - h. A Hearing may conclude with any of the following: acknowledgement by the accused student of the violation and acceptance of sanctions, a determination by the Hearing panel that a violation occurred that is rejected by the accused student, or a determination by the Hearing panel that no violation took place.
 - i. In the event that the Hearing panel determines that no violation occurred, the result will be communicated to the accused student, no further proceedings will occur, and the matter will be considered ended.
2. Additional Hearing
 - a. Prior to a Trial, the Academic Judicial Chairwoman and the Administrative Representative may call another Hearing if it would potentially resolve the issue.
3. Appeal Process
 - a. A student who has been found responsible may appeal the results from a Hearing by requesting a Trial.
 - b. An appeal must be made in writing to the Judicial Chair within 24 hours of receiving the Outcome Letter.
 - c. Upon receiving an appeal from a Hearing, the case will proceed directly to Trial.
- E. Academic Conduct Sanctions
1. The following sanctions may be imposed upon any student found to have violated the Honor Code Standards of Conduct:
 - a. Official Warning: An oral or written reprimand that does not become a part of the student's record.
 - b. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - c. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum number of hours would need to be completed within a specified period of time.
 - d. Referral: Referral to support services and/or educational programs.
 - e. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will be subject to an additional judicial process and the outcome could result in additional and more severe sanctions.
 - f. Honor Probation: The student's Honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another academic violation is found to
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have occurred during this time, the student will face more severe sanctions. This sanction could include the student being automatically suspended from the College. The revocation of Honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an un-proctored exam.

- g. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can re-matriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.
 - h. Dismissal from the College: The student is removed from the College and can return only after providing the Deans with satisfactory evidence that the student has complied with the conditions set for readmission. The dismissal remains on the permanent transcript.
 - i. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.
2. More than one of the above sanctions listed may be imposed for any single violation.
 3. A student with a pending allegation or sanction with Sweet Briar College or the Judicial System, who takes a leave of absence or withdraws, remains subject to all the proceedings and outcomes of the Judicial Committee upon their return to Sweet Briar College.
 4. A faculty member who reports a violation of the Honor Code Standards of Academic Conduct retains the right to confidentially recommend a sanction to the Judicial Committee. A student cannot withdraw or petition to change grade option in a class to avoid being sanctioned.
 5. Nothing contained herein shall limit the rights of a faculty member to take action against the student for matters arising from a faculty member's class; provided, however, that if the faculty member is aware of Judicial proceeds, such faculty member shall not take action until Judicial process has ended or terminated.

F. Interim Sanctions and Process

1. The following interim sanctions and processes are available to Administration in emergency or extraordinary situations: In certain circumstances, the Dean of the Faculty, Dean of Student Life, or the President of the College may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. Appropriate circumstances in which an interim suspension may be imposed are as follows:
 - a. to ensure the safety of members of the College community,
 - b. to preserve College property,
 - c. if the student poses a threat of disruption or interference with the normal operations of the College.
2. During interim suspension, the student may be denied access to student residences and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriateness and the extent of the interim suspension shall be made in the sole discretion of the Dean of the Faculty, Dean of Student Life or the President of the College. Whenever interim sanctions are

imposed, a hearing by the Judicial Committee shall be convened at the earliest reasonable possible time after the imposition. In the sole discretion of the Dean of the Faculty, Dean of Student Life or the President of the College, the interim sanction may remain in effect until a final decision has been reached, including completion of the appropriate appeals process.

3. In any extreme or clearly dangerous situation, the judgment of the President of the College suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the Judicial Committee can be arranged. This procedure will be accomplished as quickly as possible. The College further reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the right of others or are injurious to the individual, the community, or to the College itself.

IV. Standards of Non-Academic Conduct

A. Introduction

1. Sweet Briar College students are expected to exemplify the Honor Principle in all areas of their non-academic life in the Sweet Briar community. The Non-Academic Judicial Process is the disciplinary process for non-academic conduct violations.
2. If a student is simultaneously charged with an Academic violation and a Non-Academic violation that the Chairwomen determines arise out of the same facts and circumstances, the matter will be handled through the Academic Judicial process. Standards of conduct are not exclusive to their respective areas. Under certain conditions, Academic standards may apply to Non-Academic situations and vice versa.
3. If a student is involved with or formally contacted by the Judicial Committee concerning a judicial process or proceeding (i.e. hearing, witness, juror, student advocate) she is bound to confidentiality concerning any process or procedure.

B. Non-Academic Conduct Violations

Actions or offenses that constitute violations of the Honor Principle related to Non-Academic Conduct include, but are not limited to:

1. The repeated and/or serious violation of Student Life procedures
2. The intentional actual or attempted assault of another member of the College community.
3. The intentional unsanctioned use, abuse, taking, destruction, sabotage, misappropriation, or vandalism of the private property of other members of the SBC community, or College property such as, but not limited to:
 - a. SGA funds or accounts;
 - b. IDs, keys, computer systems;
 - c. Dining hall implements;
 - d. The appropriation for exclusive personal use of community property.
4. The intentional disruption or obstruction outside the boundaries of legitimate College operations, discourse, or activities; giving false information to or defying a legitimate request of a College official
5. The intentional invasion of the privacy of another student, which constitutes the disclosure of confidential information including, but not limited to:

- a. Another student’s official College admissions, academic, computer, or disciplinary files or records; or accessing or disclosing private information such as bank records or election results;
 - b. Discussing the confidential, specific, identifying facts from a Judicial investigation or case outside of the formal process or legitimate Judicial Committee business;
 - c. A student under investigation who confronted the individuals who initiated a complaint or acted as a witness before the onset of the judicial process or after an investigation, hearing, or trial were completed.
6. The violation of the following officially published College Policies:
 - a. Substance abuse, including, but not limited to, misuse of Alcohol Drugs or Smoking
 - b. Terms or Conditions of Residency
 - c. The College’s official Code of Conduct and College Policies concerning:
 - i. Hazing
 - ii. Harassment
 - iii. Anti-Discrimination
 - iv. Civility and Respect
 7. Violating the Honor Principle while representing Sweet Briar.
 8. The violation of Federal, State or local law, (including check fraud, and the sale of controlled substances). Membership in the Sweet Briar community does not mean privileged or immune status from local, State, or Federal laws. In situations involving the serious violation of state or federal law, the College reserves the rights to proceed against the student in question independently of whatever actions are taken by governmental authorities.
 9. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Principle. “Constructive action” constitutes reporting the potential violation within 72 hours to the Judicial Committee Academic or Non-Academic Chair.
 10. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an issue before the Judicial Committee.
 11. Attempted or actual harassment, intimidation or attempt to influence the testimony of any witness to a judicial investigation or proceeding.
 12. The tampering with or alteration of any evidence relevant to a Judicial investigation or proceeding.
 13. Failing to perform or comply with the terms of a sanction.
- C. Non-Academic Conduct Investigation
1. Referral of a potential violation of the Honor Principle Standards of Non-Academic Conduct is made to the Non-Academic Judicial Chairwoman, who then notifies her respective Administrative Representative. *Reporting oneself to the Judicial Chairs at the request of another is not necessarily an admission of guilt and should not be construed as such.*
 2. In Non-Academic Hearings and Trials, a Judicial Committee Representative may be assigned as a Student Investigator, who, with the advice and counsel of the Administrative representative or the Chair, gathers evidence, interviews witnesses, and investigates the potential violation.

3. In a situation where the student in question did not initiate the investigation by turning herself in, the Judicial Chair should directly and personally notify her. The notification should be only of the potential violation in question, and of the investigation process.
 4. The investigation is to be conducted with the utmost tact, discretion, and concern for the privacy of all involved, particularly and primarily the privacy of the accused individual. Consequently, the Student Investigator may not have access to any academic or disciplinary files, nor consider a student's prior record. The standard for determining the appropriateness and usefulness of evidence by the Chair and/or Investigator is whether its use is "reasonable" to the average person. *Only information about which the witness has direct knowledge can be considered.*
 5. The student in question may refuse to give information or a statement during any phase of the proceedings. Such refusal shall not be taken as an admission of guilt. She can also seek the help or guidance, as stated under Student Rights, of an Advocate.
 6. If upon initial investigation the Student Investigator, the Administrative Representative, or the Judicial Chair determine there is insufficient evidence of a violation the case is dismissed. All records, files, or notes of the Student Investigator are to be erased or destroyed, and the student in question shall be notified directly by the Non-Academic Judicial Chairwoman.
 7. The College is committed to protecting witnesses from retaliation or harassment prior to, during or following the judicial process, and will pursue judicial action against any student engaging in this behavior.
- D. Non-Academic Conduct Hearing
1. Process
 - a. Upon determining that there is sufficient evidence that a violation may have occurred, the individual student in question is called to a Non-Academic Hearing. The written notification must be issued not less than 24 hours in advance, give the time and place, violation and reference the judicial process information in the *Student Handbook*.
 - b. The accused receives a copy of all documentation with the written notification and is reminded about rules of confidentiality.
 - c. The Hearing will include the Administrative Representative, the Non-Academic Judicial Chairwoman, one Judicial Secretary representative, the student in question, and potentially, the accuser.
 - i. If necessary, the role of the Judicial Secretary may be filled or assisted by a Judicial Representative who will help her perform her duties.
 - ii. In cases involving, but not limited to, bullying or hazing, the Chairwoman may deem it inappropriate for a student accuser to attend the Hearing. In these rare instances, a written statement from the accuser may be used as her testimony and the Chairwoman and Administrative Advisor will mediate the allegations with the student in question. This is not a confidential course of action; rather, it serves as a provision to limit the amount of duress which will inevitably be experienced by the accuser.
 - c. The Hearing is not a Trial.
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- d. The student in question has the right to be supported at the Hearing by an Advocate.
 - e. A record of the Hearing will be kept, and will be admissible if the matter is referred to a Trial.
 - f. Those present during Deliberation shall include the Non-Academic Chair, the Director of Residence Life (or designee), the Judicial Secretary, and one Judicial Committee representative. Only the Non-Academic Judicial Chair and the Director of Residence Life will be present for sanctioning and the delivering of the outcome to the accused.
 - g. In the event that the Hearing determines that no violation occurred, the result will be communicated to the accused student, no further proceedings will occur, and the matter will be considered ended.
2. Forgoing a Hearing
- a. The student in question can admit to a violation and accept the sanction determined in a Hearing. The student also has the right to reject the determination, or forego a Hearing and request a Trial.
 - b. The Judicial Chair and the Administrative Representative have the right to proceed directly to a Trial if, in the discretion of either person, the issue warrants it, or to call another Hearing if it would potentially resolve the issue.
 - c. If the violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Trial is required, unless the student waives that right and accepts the sanction.
 - d. If a student chooses to appeal the outcome of a Hearing, that student must be present at the subsequent Trial. If the student is not present at the Trial, the Trial will not proceed and the outcome of the student's hearing will stand.
3. Appeal Process
- b. A student who has been found responsible may appeal the results from a Hearing.
 - c. An appeal can be made only on the following grounds:
 - i. New evidence
 - ii. An error in the process of the hearing
 - d. An appeal must be made in writing to the Judicial Chair within 72 hours of receiving the Outcome Letter.
 - e. In the preparation of an appeal, the student can have access to the record of the hearing, as well as, consult with an advocate or the Honor Advisor.
 - f. Upon receiving an appeal from a Hearing, the chair will consult with the Dean of Student Life and respond within a reasonable amount of time.
 - g. A determination will be made on the appeal, and that decision is final.
- E. Conduct Sanctions
- 1. The following sanctions may be imposed upon any student found to have violated any College policy:
 - a. Official Warning: An oral or written reprimand that does not become a part of the student's record.
 - b. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - c. Fines: Established and published fines may be imposed which the student will need to pay within a designated period of time.

- d. Restitution: Monetary compensation to an injured person for loss, damage or injury to such person.
 - e. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum number of hours would need to be completed within a specified period of time.
 - f. Referral: Referral to support services and/or educational programs.
 - g. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will be subject to an additional judicial process, and the outcome could result in additional and more severe sanctions.
 - h. Honor Probation: The student's Honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another non-academic violation is found to have occurred during this time, the student will face more severe sanctions. This could include the student being automatically suspended from the College. The revocation of Honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an un-proctored exam or utilize charge privileges on campus.
 - i. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can re-matriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.
 - j. Dismissal from the College: The student is removed from the College and can return only after providing the Deans with satisfactory evidence that the student has complied with conditions set for readmission. The dismissal remains on the permanent transcript.
 - k. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.
2. The following sanctions may be imposed upon clubs, groups, or organizations:
 - a. All of the above sanctions set forth in Section IV.E.1, if applicable.
 - b. Deactivation: Loss of privileges, including College recognition and/or funding for a specified period of time.
 3. More than one of the above sanctions listed may be imposed for any single violation.
 4. Parent(s) or Guardian(s) are ordinarily notified regarding a second violation of Alcohol policy and regarding violations of Drug policy, when medical attention is necessary, and/or when a student's disciplinary status at the College indicates potential removal from campus.
 5. A student with a pending allegation or sanction with Sweet Briar College or the judicial system, who takes a leave of absence or withdraws, remains subject to all the proceedings and outcomes of the Judicial Committee upon their return to the College.

F. Interim Sanctions and Process.

The following interim sanctions and processes are available to Administration in emergency or extraordinary situations: In certain circumstances, the Dean of the Faculty, Dean of Student Life, or the President of the College may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. Appropriate circumstances in which an interim suspension may be imposed are as follows:

- a. to ensure the safety or well-being of members of the College community,
- b. to preserve College property,
- c. to ensure the student's own physical or emotional safety or well-being, or
- d. if the student poses a threat of disruption or interference with the normal operations of the College.

During interim suspension, the student may be denied access to student residences and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriateness and the extent of the interim suspension shall be made in the sole discretion of the Dean of the Faculty, Dean of Student Life or the President of the College. Whenever interim sanctions are imposed, a hearing by the Judicial Committee shall be convened at the earliest reasonable possible time after the imposition. In the sole discretion of the Dean of the Faculty, Dean of Student Life or the President of the College, the interim sanction may remain in effect until a final decision has been reached, including completion of the appropriate appeals process.

In any extreme or clearly dangerous situation, the judgment of the President of the College suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the Judicial Committee can be arranged. This procedure will be accomplished as quickly as possible. The College further reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the right of others or are injurious to the individual, the community, or to the College itself.

V. Conduct Trial

A. Process

1. The Academic or Non-Academic Judicial Chair notifies the student or student organization in question of a Conduct Trial. If the accused is a student organization the notification is made to the President or other primary leader.
 - a. The written notification must be not less than 48 hours in advance.
 - b. The written notification must indicate the time and place of the Trial, the violation(s), a list of potential witnesses who may be called, the Trial procedure, and may include possible sanctions.
 - c. If the violation occurs during the exam period, the notification can be not less than 24 hours in advance. It will be at the discretion of the chair to determine when the Trial will take place.
2. The accused student has access to all copies of any written documentation or statements available after submission of a written statement from the respective Chair or Secretary. This information is only to be viewed by the accused and is subject to rules of confidentiality.

3. The student in question may not be compelled to testify against herself, and the jury will be instructed not to draw a negative implication from her refusal. Any prior “bad acts” of the individual are inadmissible.
4. The College Chaplain or professional medical staff with whom the student has entered into a confidential, privileged relationship cannot be compelled to testify, except with the permission of the student in question.
5. The accused student or organization may select or be assigned an Advocate to aid in the preparation and process for a Conduct Trial.
6. Student(s) making a charge against another student may select or be assigned an Advocate to aid in the preparation and process of a Conduct Trial.
 - a. The student in question and her Advocate/Representative from the College community, have the right to be present for the entire evidentiary phase of the Trial.
 - b. The student in question and the student accuser(s), if applicable, have the right to question all witnesses called by the Student Investigator, subject to limits of appropriateness and relevancy determined at the discretion of the presiding officer.
7. After the conclusion of the Student Investigator’s presentation, the accused student has the right to introduce evidence and call witnesses subject to the same limitations, governing evidence and fundamental fairness imposed on the Student Investigator. Should there be new evidence or witnesses, the Chair must have copies and/or names of persons not less than 24 hours in advance.
8. If the student in question fails to appear, after waiting a reasonable amount of time, the Trial will proceed and a binding decision rendered without her. There shall be a single written record of all trials and hearings. The record shall cite the violation(s), the decision (responsible or not), a brief statement of the facts upon which the finding is based, and the disciplinary sanction(s), if applicable.

B. Jury

1. The Jury for an Academic Conduct Trial is to be composed of four students and four faculty members. The Jury for a Non-Academic Conduct Trial will be six students and two faculty members.
 - a. Faculty jurors are the two members annually elected to the Judicial Committee as Faculty Advisors; the other two for Academic Conduct trials are to be selected by the Dean of the Faculty.
 - i. The faculty juror(s) may be excused by the Chair or Dean to avoid a conflict of interest.
 - ii. The Dean will appoint any faculty replacements.
 - b. Student jurors are to be drawn randomly from the Judicial Committee and the Student Government Association Board.
 - i. The Chair or Secretary will notify jurors personally at least 24 hours in advance of the Trial with the time, place, confidentiality rules and procedures of the Trial.
 - ii. If the student jurors drawn randomly from the Judicial Committee are unable to fulfill their duties, the Judicial Secretary will randomly select other Judicial Committee members as jurors.
 - iii. If enough jurors cannot be found through the Judicial Committee, the Judicial Secretary will randomly select members of the Executive Committee from the Student Government Association as jurors. If

enough jurors are still not available, jurors will be selected randomly from the student body.

- iv. At their discretion, the Chair and/or Dean may excuse a student juror or faculty juror from service for sufficient cause or conflict of interest.
- v. Recusal notification must be made in writing and submitted to the Judicial Chair immediately upon receipt of the jury summons.

C. Presiding Officer

1. The Presiding Officer of an Academic Conduct Trial will be the Academic Judicial Chair. The Presiding Officer of a Non-Academic Conduct Trial will be the Non-Academic Judicial Chair.
 - a. If the Presiding Officer is suspected to have any biases against or for the case, or if she is unable to preside over the Conduct Trial, the other Chair will lead the Trial. In the event both Chairwomen are unable to serve as the Presiding Officer, one of the SGA Executive Officers may be asked to act in this role. In the event that no SGA Executive Officer is able to serve, the Dean of Co-Student life, in consultation with such persons as she deems appropriate, will determine a method for selecting a temporary Chairwoman to lead the Trial.
 - b. The Presiding Officer's authority on the resolution of questions and adjudication of the process during the Trial is absolute and final.
 - c. The Presiding Officer has the power to recess and recall a Trial as she determines necessary.
 - d. Admission of any person to the Conduct Trial shall be at the discretion of the Presiding Officer and her respective Administrative Representative.
 - e. In Trials involving more than one accused student, the Presiding Officer, at her discretion, may permit the Trials concerning each student to be conducted separately.
 - f. The respective Administrative Representative will make best efforts to ensure that the privacy rights of all students under Federal and Virginia law will be preserved and observed; this paramount legal obligation outweighs the authority of the presiding officer in issues of the propriety of evidence and questions.

D. Evidentiary Phase

1. After being called to order, the Conduct Trial begins with the presentation of the evidence and witnesses by the Student Investigator.
 - a. The admissibility of evidence is at the discretion of the Presiding Officer based on "relevance."
 - b. Student witnesses are presumed to adhere to the Honor Principle and may only give testimony to that which they have direct knowledge.
2. The Presiding Officer, the Administrative Representative, and the jurors may ask questions; admissibility is at the discretion of the Presiding Officer.
3. If new evidence is presented during a Trial, the Presiding Officer has the prerogative to recess and reschedule the case so that the accused has the opportunity to review the information.

4. The Student Investigator has the right to question any witnesses or evidence presented by the student in question.

E. Deliberation Phase

1. At the conclusion of the student in question's presentation, the evidentiary phase of the Conduct Trial ends. Only the jurors, the Presiding Officer, and the Administrative Representative remain to deliberate—while all deliberate, only the jurors vote.
2. The standard of guilt is “clear and convincing evidence,” which means that there is a high degree of certainty in the mind of the reasonable person that the student in question violated the Honor Code. The standard of “preponderance of the evidence” will be used for cases of sexual assault or harassment.
 - a. This standard of determination is greater than a “preponderance of the evidence,” which requires only that the greater weight of evidence be considered, but is less than the familiar “beyond a reasonable doubt” required for criminal convictions.
 - b. Factors the jurors should consider are intent, motive, opportunity, deception, and malice.
3. The jurors shall vote by secret ballot. A finding that the student is responsible requires the affirmative vote of not less than three- fourths (3/4) of the jurors.

F. Sanctioning Phase

- a. If the student in question is found responsible, the sanction is determined by a majority vote of the Presiding Officer, the Administrative Representative, and the jury. During the consideration of sanctions, the prior disciplinary record of the student can and should be consulted where appropriate, as well as the actual or potential consequences of the incident.
- b. Implementation and final evaluation of compliance with sanctions is to be done by the respective Chair in conjunction with the Dean. Failure to comply with a sanction is a serious violation of the Honor Code.

VI. Appeal Process

- A. Academic and Non-Academic Conduct trials, and Administrative Review appeals must be made in writing to the President of the College within 72 hours of the Trial.
- B. An appeal can be made only on the following grounds: a) new evidence or b) an error in the process of the Trial, either of which could necessitate a new Trial.
- C. In the preparation of an appeal, the student can have access to the record of the Hearings and Trial, as well as consult with an Advocate or the Honor Advisor.
- D. If the sanction includes Suspension, Dismissal, or Expulsion, the student can also request a reduction of sanction by appealing for Presidential clemency.
- E. Only one appeal is permitted, unless the credible evidence of a previously unknown gross violation of fundamental fairness is presented.
- F. The President of the College, at her/his discretion, may appoint a Temporary Appeal Board to review the outcome of the initial Trial. The composition, process, and mandate of an appellate board are at the discretion of the President.
- G. On appeal, the President can impose any remedy she/he deems appropriate, including without limitation, upholding the result of the trial, imposing different (including stronger) sanctions, reversing the results of the trial, or ordering a new trial. This decision is final.

VII. Referral

A. Residence Life Review

Once a month, the Residential Life Review Committee, consisting of two Judicial Committee representatives and either the Academic or Non-Academic Judicial Chair will meet to hear cases that have been referred from the Non-Academic Judicial Chair. The Resident Director (RD) and Resident Advisor (RA) may attend, but are not involved in determining responsibility or sanctioning.

1. Sanctions will be less severe than those determined in a formal Hearing.
2. Offenders will be notified by email at least 72 hours before the review.
3. A review will still take place if the offender is absent. The offender has the same rights as during a regular hearing.
4. An appeal, following sanctioning, can be made to the Director of Residence Life.

B. Administrative Review

1. The Honor and Judicial systems implement a student-governed process so that concerns about student conduct can be effectively heard and, when appropriate, determine responsibility and establish consequences for behavior that violates policy or community standards. The Judicial Committee recognizes that the Faculty, the Deans and the President have legitimate and compelling interests, perspectives and expertise for sustaining the Honor System. They may, at their discretion, request the assistance, advice or support of the Dean of the Faculty or her designee in academic cases or from the Dean of Student Life or her designee in non-academic cases.
2. If the nature, extent, or severity of the behavior poses an immediate risk to the safety of the campus community the Administration may, at its discretion, take separate and independent action.
3. There are circumstances in which the nature, extent or severity of a situation makes it appropriate to redirect a case from the Honor and Judicial systems and refer it to the Administration for investigation and resolution in order to maintain the well-being or effective functioning of the College. The appropriate Judicial Chair will, in consultation with her respective advisor, or the Dean of Student Life in non-academic matters/Dean of the Faculty in academic matters in consultation with the applicable Chairwoman, determine that a case will be referred to an Administrative Review in lieu of the Judicial processes set forth herein.

VIII. Preservation of Records

- A. The respective Deans will maintain an official record of incidents and decisions.
- B. It is the job of the Judicial Committee to preserve and record the specific details of investigations, hearings, and trials of the Judicial System.
- C. The Judicial Committee ensures all specific records, notes, and files are destroyed or erased three years after the student has graduated.
- D. Sweet Briar College will maintain a permanent and official record of all incidents and decisions from the Judicial System's process.
- E. The Dean of the Faculty will notify Faculty each semester when a student is on Honor Probation.
- F. When the Committees docket is cleared at the end of the year, the Chair compiles for the Deans' statistics and records the types of cases and outcomes of the year.

IX. The Graduate Program Honor System

All Sweet Briar students are expected to adhere to The Honor Principle. This expectation for integrity and accountability extends to female and male students enrolled in Sweet Briar's graduate program. If the conduct of a graduate student is interpreted as violating the Honor Principle, the Dean of the Faculty, the Director of the Graduate Program, and in cases regarding Academic or Non-Academic conduct, a professor or member of Administration, will refer the matter to the Judicial Committee for review and resolution in the same manner as an undergraduate, except Hearing panels and Juries in Academic and Non-Academic matters will include, as Student Representatives, students in Sweet Briar's graduate program.

Section III: College Policies

Code of Conduct

All members of the Sweet Briar community must be responsible for their actions and make sure these actions do not impose upon other community members. The College has the authority and responsibility to establish rules and standards that may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with each student, and as much as possible, she is encouraged to resolve conflicts of individual rights and responsibilities herself. The College will become involved, however, when a student cannot resolve a conflict herself; when local, state or federal laws have been broken; when there could be or is a potential for personal harm or property damage; or when College regulations have been violated.

Sweet Briar requires students to obey local, state and federal laws. The College also has regulations that it expects students to follow both on and off campus, and at College-sponsored events. Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good names and ideals of the College.

Civility and respect are central to the Sweet Briar community. Behavior that a reasonable person would find inconsistent with the values of civility and respect for persons is unacceptable. This includes behavior commonly referred to as bullying. Such actions are subject to disciplinary action appropriate to the nature, severity, and circumstance of the misconduct.

The College reserves the right to take action against students whose behavior either on or off-campus blemishes the College's general image or reputation. Students whose off-campus activities have a direct bearing on the College or members of the Sweet Briar community could be subject to disciplinary action. If a student is involved in an illegal act off campus, the College reserves the right to initiate disciplinary action.

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101226) require applicants for federally funded grants and contracts or student loans to implement a "program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Sweet Briar College fully intends to be in compliance with this law. This notice sets forth the College policy regarding student drug and alcohol use and the unlawful possession of controlled substances. College policy is as follows:

Alcohol Policy

The College's statement on the use and possession of alcoholic beverages has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety. As noted in the College's statement, only students of legal drinking age may possess and consume alcoholic beverages in student residences. Common containers (i.e. beer balls, kegs) are not permitted in student residences. Students are expected to follow

the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Per Commonwealth law, alcohol is not to be consumed in public areas, including residence hall lounges, hallways, stairwells, bathrooms, etc. Green Village patios and decks are not considered public areas and therefore, alcohol is permitted on these spaces only. Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Sweet Briar College is committed to maintaining a healthy living and learning environment that encourages the lawful and responsible use of alcohol and discourages alcohol abuse. The College's Alcohol Policy is based upon the following objectives and premises:

- A. The decision to drink is an individual one that should be made responsibly, and in accordance with College, local, state, and federal regulations.
- B. Each individual who decides to use alcohol should do so in moderation and is accountable for their conduct. Any student who consumes alcohol accepts responsibility for their consequent behavior and may be disciplined in an appropriate fashion. In other words, being intoxicated will not be accepted as an excuse for erratic, irresponsible, and/or disruptive behavior either to one's person, or any other person(s), or to any property.
- C. No individual should be coerced or encouraged against her wishes to use alcohol. Nonalcoholic beverages must be available at all events where alcohol is being served or offered.
- D. The College is committed to providing ongoing education and assistance to students regarding the use and abuse of alcohol.
- E. Violations of local, state, or federal laws also constitute violation of College regulations. Individuals who violate these regulations could be subject to College disciplinary action, in addition to legal consequences.

The laws of the Commonwealth of Virginia apply in all cases to the use and possession of alcohol on Sweet Briar campus. The regulations of the Alcoholic Beverage Control Commission of Virginia require:

- a. That alcohol not be served to any person whom you know or have reason to believe is under 21 years of age; nor is permitted to consume any alcoholic beverage at a sponsored event.
- b. That alcohol cannot be served to any person whom is known or believed to be intoxicated.
- c. That the consumption of any alcoholic beverages by such person is not permitted at your event, and that you do not allow such person to remain in attendance at your event.
- d. That you acknowledge in your role as an individual host or organization host you can be held liable for alcohol-related accidents and/or injuries.
- e. That those who serve alcohol at your event must be 21 years of age or older.
- f. Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.
- g. Publicity for an event may not include the availability of alcoholic beverages.
- h. When alcohol is present, the host (event sponsor(s) and/or resident(s) of a room) must be 21 years of age or older and not be consuming alcohol before or during the event.

It is the responsibility of each member of the Sweet Briar College community and sponsors of any College or private event to know and comply with all pertinent State laws and College regulations. Further, they must assume responsibility and potential liability in all matters of compliance with Federal, State, County, and College regulations regarding the consumption of alcoholic beverages. Each community member is expected to help prevent any misuse or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior from themselves and their guests.

General Regulations and Guidelines

- A. Alcohol may not be used as a focus of membership or recruitment functions (e.g., clubs or special interest groups). In addition to internal disciplinary measures, the College will report to local law enforcement officials any conduct that may be a violation of Virginia's anti-hazing statements and may report violations of alcoholic beverage control statute.
- B. At any event at which alcoholic beverages are served, food and nonalcoholic beverages must also be made available and readily accessible to guests for the duration of the event at the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- C. Alcohol may not be used as a prize for any contest, nor are games allowed which emphasize drinking alcohol, i.e. drinking contests.
- D. The possession or use of beer kegs is not permitted. This includes cardboard kegs and beer balls.
- E. Except for College-sponsored events and College-approved private parties, the consumption of any alcoholic beverage is not permitted in outdoor or other areas open to the "public view" on the campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).
- F. The consumption of alcoholic beverages is not permitted in athletic facilities or classroom buildings unless a license has been secured for an event in one of these facilities.

Individual Possession, Consumption and Responsibility

- A. Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:
- B. Student residence rooms, Green Village patios and balconies
- C. At registered and approved private events
- D. At College events where alcohol is served or made available
- E. An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges, in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are the Prothro dining rooms, café, outdoor dells, the Den, the Boathouse, and other areas as approved by the Dean of Student Life, the Vice President for Finance and Administration, or designee.

Regulations Governing Open Events/College-Controlled Public Spaces

- A. Any approved student organization (e.g. CEO, a class, club, etc.) or the Division of Student Life or other College office may sponsor open events in College controlled public spaces.
- B. A space reservation for open events must be obtained from the appropriate office within fourteen (14) working days prior to the scheduled event.
- C. If alcohol is to be served or made available, it must be served and consumed in a designated area. If the event is located at Prothro, the Dell, the Den, or the Boathouse, the Dean of Student Life, the Vice President for Finance and Treasurer or Vice President for Administration and Legal Counsel or designee, will make decisions regarding distribution and consumption of alcohol on an event-by-event basis.
- D. Residence hall public areas can be utilized by SBC students 24 hours/day, 7 days a week for impromptu gatherings without alcohol. At all times students must respect the rights of other students and the residents of a particular area.

Regulations Governing Private/Social Events

More details are forthcoming.

Drug Policy

- a. Students are expected and required to be in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.
- b. The unlawful manufacture, distribution, dispensation, possession, or use of narcotics, hallucinogens, depressants, stimulants, marijuana, other controlled substances, possession of drug paraphernalia, and underage alcohol consumption on College premises, at College activities, or while representing the College is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in an alcohol and drug abuse-counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for student violations shall fall within the provisions of Article VI of the Constitution of the Student Government Association. Federal, state, and local laws also prohibit the conduct prohibited by this policy. Criminal and/or administrative penalties include suspension or loss of driver's license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney's office, Commonwealth Attorney's office, or law enforcement officials.
- c. The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre-, peri- and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.
- d. Health care and counseling services are available to students through the Harley Health and Wellness Center (434-381-6140). If the situation warrants, a referral can be made for long-term care at an in or outpatient facility.

- e. The College Mental Health Counselor offers free and confidential counseling and referrals for students in dealing with substance abuse problems.
- f. Students who are placed under observation, hospitalized and/or need medical assistance due to substance use/abuse will be referred for an assessment.
- g. Students convicted of any criminal or administrative drug or alcohol offense shall report it to the Dean of Student Life within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.
- h. Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College or risk removal from the College.
- i. The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced. The most recent biennial report can be found here: <http://sbc.edu/co-curricular/drug-free-school-and-communities-act-compliance>.
- j. Federal, state and local law enforcement officials, including the Department of Safety, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.
- k. Due to the seriousness of the issue, this Policy is subject to change at any time, as Sweet Briar College may deem necessary for the protection of person or property.
- l. Students found responsible for drug violations are subject to receiving a full range of sanctions through the Judicial Process as outlined in the **Judicial System**, Section IV. E.-F., in the *Student Handbook*.

Smoking Policy

“Secondary smoke” has been determined to be harmful to health. Smoking, including, but not limited to, any tobacco products, electronic cigarettes, and vaping equipment, is NOT permitted in any College facility and is prohibited within 50 feet of any academic, administrative or student residential building. Please use caution when lighting, smoking and extinguishing cigarettes or other smoking materials. Students, faculty, staff and other campus community members are liable for any injury to others and/or damage to property resulting from negligence.

Hazing & Standards of Group Behavior

Preamble: Sweet Briar College's Moral, Ethical, and Legal Obligations

The mission of Sweet Briar is to be a student-centered college that values flexible learning and living experiences in a residential environment; that encourages the physical well-being of all; ethical awareness; sensitivity to others; responsibility for one's actions; individual initiative and the assumption of personal leadership.

Hazing is the abuse of power to degrade and diminish those who seek membership into a group. Hazing is antithetical to our historical mission. At the founding of the College in 1901, Dr. Mary Benedict took a principled stand against hazing as divisive and regressive, preventing us from achieving our potential as an intellectual community.

Hazing serves no constructive role within the College, and it is morally and ethically intolerable as it teaches the wrong lessons. Hazing teaches that dominion over another should be exercised not with regard to decency and fairness, but arbitrarily and capriciously. It teaches that respect should be based not on a person's character, but on their unearned place in the social hierarchy. It teaches that simple cruelty is socially acceptable and tolerated. It also interferes with the academic mission of the College and the intellectual life of a community of scholars.

The College has a moral and ethical obligation to punish hazing when it occurs. There is also a legal obligation as well. Virginia state law {§18.2-56} declares:

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be found guilty of a Class I misdemeanor, unless the injury would be such as to constitute a felony, and in the event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civil, the person or person guilty thereof, whether adults or infants.

To fulfill its moral, ethical, and legal obligation, the College has set up the following policy and process to punish hazing when it occurs in our community:

I. Individual and Group Responsibility.

Hazing is done by individuals to prospective members being brought into a group. To stop it, not only do the individuals found responsible for hazing need to be sanctioned, but also the group as an entity. Therefore, individual members of the Sweet Briar community will be held responsible for their actions, as will members of the community acting as a recognized group.

A. Consent

As with sexual harassment and other forms of assault, the individual cannot legitimately consent to being hazed. At no time will implied or actual consent to participate in an activity by those being hazed be considered a defense against a charge of hazing by those doing the hazing.

B. Individuals

Potential violations of the policy on hazing and standards of group behavior by individuals are potential violations of the Honor Code Standards for Non-Academic Conduct, and will be adjudicated by the Non-Academic Judicial Committee.

Sanctions will generally fall into one of three classes as described below in Section II,

with Judicial Committee to make the decision as to which class or sanction within a class will be administered as pertains to individuals.

C. Groups

1. The Non-Academic Judicial Committee will adjudicate violations of the hazing policy by an identifiable or recognized group. Sanctions will generally fall into one of three classes as described below in Section II, with the Judicial Committee to make the decision as to which class or sanction within a class will be administered as pertains to groups. The College reserves the right to adjudicate through the administrative review process.
2. All college-approved clubs and organizations (COs) will annually review the *College Policy on Hazing & Standards of Group Behavior* with the Inter-Club Council and the Judicial Committee; both the advisor and the designated head of the organization are required to return an acknowledgment to the Office of Student Life that they have read the Hazing Policy and discussed it with members of the group or organization. Each College-approved club and organization will include in its by-laws a statement about adherence to the *College Policy on Hazing & Standards of Group Behavior* and must keep an updated copy of the CO constitution and by-laws. These rules and violations will be drawn up and made part of the group's by-laws in consultation with Inter-Club Council.

D. Presidential Review

The outcome of all investigations and hearing of potential violations of the policy on hazing and standards of group behavior will automatically be forwarded to the President's Office for review. As the individual legally responsible for the compliance with state law, the President can accept or overturn any case outcome.

II. Sanctions for Individuals and Groups.

There are three levels of sanctions for violations of the *College Policy on Hazing & Standards of Group Behavior*, ranked in seriousness with the consequences, illegality, or harm of the behavior.

A. Class 1 Violations:

1. Violations which threaten no physical harm but affect the individual, and which negatively impact the community standards and interfere with the academic mission of the College; Class 1 Violations include, **but** are not limited to:
 - a. Forcing or coercing the use of inappropriate, profane and offensive language and/or behavior; verbal harassment; requiring or compelling the wearing, in public of apparel or signs that are obscene or that negatively impacts on the academic mission of the College. **Activities held on Sunday-Thursdays night must end by Midnight and activities on Friday and Saturday night by 2 a.m.**
 - b. Explicit or implicit or coercion of a person to use her personal finances for ritual gifts.
 - c. Structuring initiation activities such that they interfere with a student's academic performance or readiness.
 - d. Misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress or duress.
2. Sanctions for Class 1 violations include **but** are not limited to:
 1. Compensatory service.

2. Suspension of an individual or group of individuals
3. Written warning. *
4. Disciplinary action by the College, which may include official warning or disciplinary probation for an individual or individuals from the College.
- e. Written warning may, at the discretion of the Non-Academic Judicial Committee, include sanctions not specifically stated in this College policy and may be tailored specifically to address or respond to particular situations which arise.

B. Class 2 Violations:

- a. Violations which threaten an individual's physical, mental, or emotional well-being and are in direct conflict with community standards, or significantly interfere with the academic mission of the College; Class 2 Violations include **but** are not limited to:
 - a. Causing another person embarrassment or shame; causing another person to be the object of malicious amusement or ridicule, including verbal, written, or cyber intimidation and threats; causing another person psychological harm or substantial emotional strain; or requiring or compelling exposure to uncomfortable elements.
 - b. Any forms of physical activity that are used to harass or are not part of an organized athletic or academic context and not specifically directed toward constructive work.
 - c. Blindfolding/hooding in public or private outside of an organization/approved athletic or academic context; binding or restricting any person's arms or legs in any fashion that would prohibit them from moving on their own; confining someone to an unsafe compartment (i.e. car trunk).
 - d. Intentionally stranding or leaving another person in a place as to cause physical or psychological harm, or substantial emotional strain.
 - e. Spraying, painting, pelting, or anointing a person with any substance outside of an organized athletic or academic context.
 - f. Repeated violations of Class 1 violations, or Class 1 violations, which occur off campus.
2. Sanctions for Class 2 violations include **but** are not limited to:
 - a. Compensatory service, in the range of 20-30 hours.
 - b. Suspension or expulsion of an individual or group of individuals from the CO; suspension or removal of the CO from the College's approved list.
 - c. Limits placed on CO activities.
 - d. Revocation of CO funds, or club fine or restitution.
 - e. Disciplinary action by the College, which may include disciplinary probation or suspension of an individual or individuals from the College.

C. Class 3 Violations:

1. Violations which threaten physical, mental or emotional harm and/or are in violation of federal, state and local law; Class 3 violations include **but** are not limited to:
 - a. Forcing or causing another person to violate local, state, or federal laws, particularly regarding the use of alcohol and/or drugs.

- b. Forced or coerced violations of the College’s Honor Code Standards of Academic & Non-Academic Conduct. [Such violations include, but are not limited to: dishonesty; lying; cheating; stealing; disrespect of property (which includes illegal entry and/or “trashing” of another student’s room); assault or infringement of another person’s privacy, including unauthorized listening to another student’s voice mail, using another person’s password or access code, use of another person’s email account, and unauthorized use of keys.
 - c. Forcing nudity upon another person; or forcing compromised or coerced sexual activity.
 - d. Use of human or animal waste, or food not fit for consumption.
 - e. Adduction or kidnapping another person.
 - f. Any action, which puts another person in danger of peril.
 - g. Repeated Class 2 violations, or Class 2 violations that occur off campus.
2. Sanctions for Class 3 violations may include **but** are not limited to:
- A. Disciplinary action by the College, which may include suspension or expulsion of an individual or individuals from the College.
 - B. Disciplinary action by local and/or state authorities.

1. **Reporting and Investigation Procedures**

An alleged violation of the *Policy on Hazing & Standards of Group Behavior* may be reported by any student to the Non-Academic Chair of the Judicial Committee, or a representative of the Office of Student Life, usually initially the Director of Student Involvement and Programs.

Virginia State Law §§ 18.2-56} declares:

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civil, the person or persons guilty thereof, whether adults or infants.

The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney of the Commonwealth of the county or city in which such school, college or university is, who shall present to the grand jury of such city or county convened next after such report is made to him.

Anti-Discrimination Policy

Statement of Compliance with Title IX

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to Sweet Briar's educational program, to all employees therein, and to admission, save where exceptions exist under subpart C86.15 (a). The Title IX Coordinator is currently the Director of Residence Life or designee who works in conjunction with the Human Resources Director and committee.

Statement of Compliance with Section 504

Sweet Briar College provides notice of intent to comply with the regulations effectuating Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (as amended). The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of disability in all College operations. The Section 504 Coordinator is currently the Dean of Student Life, who works in conjunction with the Dean of the Faculty and the Director of Human Resources.

Anti-Discrimination and Equal Opportunity Policy

In accordance with federal law and the laws of the Commonwealth of Virginia, discrimination in educational programs or in employment on the basis of race, religion, nationality, sex¹, age, disability, or veteran status by one member of the Sweet Briar community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis. This prohibition against discrimination shall not in any way alter, affect, or negate the at-will employment status of any employee.

Further, it is Sweet Briar's intent and policy to extend protections analogous to the protections provided by law to all members of the Sweet Briar community regardless of whether such protections are legally mandated. Sweet Briar's commitment to inclusivity and diversity extends beyond that which is required by law. Our values uphold the dignity of all persons without regard to sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, or other personal circumstances or characteristics. All members of the community have the right to be free from discriminatory behavior.

It is a violation of this policy for any member of the Sweet Briar community to discriminate against any other member of the Sweet Briar community on any basis, including but not limited to, race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socioeconomic circumstances, political convictions, or other personal circumstances or characteristics.

¹ *Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's Harassment Policy.*

Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination, harassment, sexual violence or bullying should promptly report the incident to the following College officials:

A. Student complaint: Dean of Student Life, P.O. Box 1058, Sweet Briar, VA 24595
P: (434) 381-6134

B. Faculty complaint: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595
P: (434) 381-6205

C. Staff complaint: Director of Human Resources, P.O. Box 1090, Sweet Briar, VA 24595
P: (434) 381-6510

If a member of the Sweet Briar community believes that he or she has been discriminated against, bullied, or harassed by the person to whom he or she would report the incident, the report may be made to one of the other listed officials.

Any member of the Sweet Briar community who engages in the types of behavior described above or otherwise violates this policy are subject to disciplinary action, which for students, includes the student judicial process and its sanctions, and for others, dismissal from the relationship that makes such person a member of the Sweet Briar community. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

It is the responsibility of each member of the administration of the College, from the President to a first line supervisor, to give this non-discrimination policy full support through leadership and personal example. In addition, it is the duty of every employee of the College to create a work environment that is conducive to our non-discrimination policies; it is the obligation of every student to create a learning and living environment that is also in support of our non-discrimination policies.

Harassment Policy

Sweet Briar College is committed to providing a learning and work environment free of unlawful harassment. In keeping with this commitment, the College prohibits and will not tolerate unlawful harassment on any basis protected by federal, state, or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics.

Further, it is Sweet Briar's intent and policy to extend protections analogous to the protections provided by law to all members of the Sweet Briar community regardless of whether such protections are legally mandated.

Sweet Briar's commitment to inclusivity and diversity extends beyond what is required by law. Our values uphold the dignity of all persons without regard to sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, or other personal circumstances or characteristics. All members of the community have the right to be free from harassing or bullying behavior.

It is a violation of this policy for any member of the Sweet Briar community to harass or bully, any other member of the Sweet Briar community on any basis, including but not limited to, any basis protected by federal, state, or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics.

It is the policy of Sweet Briar College to prohibit harassment within the campus community of faculty, staff, students and guests by any person and in any form, and to apply the procedures outlined below in responding to any complaints of harassment. The College is committed to investigate promptly any complaints of harassment. Where unlawful harassment is found to have occurred, the College will take appropriate disciplinary action reasonably calculated to end the harassment, up to and including dismissal.

Definition of Harassment

For purposes of this agreement, harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual's race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual's work or academic performance.

Illegal and improper harassment may include, for example:

- Making unwelcome comments about a person's clothing, body, skin color, religious beliefs or personal life;
- Offensive or abusive physical contact;
- Use of offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendos;
- Any suggestion that sexual activities, race, gender, religion, national origin, age, disability, or any other protected classification would affect one's job, promotion, performance evaluation, working conditions, learning environment or academic performance;
- Other conduct that, even if not objectionable to some employees or students, creates a working or learning environment that may be considered by others to be offensive or hostile.

Sexual harassment, in particular, may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

- Submission or rejection of such conduct is made a term or condition of an individual's employment or a student's academic performance;

- Submission or rejection of such conduct is used for the basis of an employment decision, such as promotion, demotion, termination, or pay, or for an academic decision, such as a passing or improved grade, failure in a course, or assignment relief; or,
- Such condition interferes with an employee's work performance, a student's academic performance, or creates a hostile, intimidating or offensive work or learning environment.

Examples of conduct that can be considered sexual harassment (sexual misconduct) may include:

- Making sexual propositions or pressuring students/colleagues for sexual favors;
- Touching of a sexual nature;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or dirty jokes;
- Spreading sexual rumors or rating other students/colleagues as to sexual activity or performance; or
- Circulating or showing emails or websites of a sexual nature.

Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Sexual harassment includes conduct that is criminal in nature, such as rape, sexual assault, domestic violence, dating violence, and sexually motivated stalking.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work or learning environment or when it results in an adverse employment or educational decision.

Academic Freedom

The College recognizes that tension may exist between academic freedom and the legal limits of expression. The College also recognizes that in an academic community, the legitimate study of any discipline may raise issues related to race, sex, religion, etc. that cause some individuals to be uncomfortable. However, such study is not considered harassment. Individuals who feel that the content of a course or discussion is inappropriate are encouraged to bring the matter to the attention of the Dean of the Faculty.

Stopping Harassment

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any student, employee, or member of the college community who is confronted with behavior that s/he feels is harassing is encouraged to tell the person that s/he finds the behavior offensive or bothersome. Often this is enough to stop the behavior. However, s/he is not required to confront another person directly, if s/he is uncomfortable doing so, or believes that such action may result in retaliation. Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety,

he/she should contact the Sweet Briar College Department of Campus Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment to one of the appropriate College officials (see Complaint (Grievance) Procedures on the following page).

Consensual Relations

As stated in the College's Consensual Relations Policy, faculty, administrators, or staff will be held accountable in any actions related to sexual harassment that may result from prohibited consensual relationships with students: appropriate disciplinary action could include termination of employment. Similarly, faculty and staff members will be held accountable in any actions related to favoritism, misuse of supervisory or evaluative power, preferential treatment, or other professional misconduct that may result from prohibited consensual relationships with students: appropriate disciplinary action could include termination of employment.

Complaint (Grievance) Procedures²

In compliance with federal laws and/or in compliance with this policy with regard to matters not addressed by applicable law, Sweet Briar College will promptly and equitably resolve complaints that violate this policy, including:

1. Discrimination or harassment against an employee or student because of any basis protected by federal, state, or local law or otherwise based upon race, religion, nationality, sex, age, disability, veteran status, sexual orientation, gender identity or its expression, socio-economic circumstances, political convictions, creed, color, physical or mental disability, medical conditions, marital status, age, or other personal circumstances or characteristics;
2. Or retaliation against an employee or student for bringing forth such a complaint, whistle blowing, or engaging in other protected activity.

Complaint Process

Any active employee or student who feels that s/he has been the subject of harassment, discrimination or sexual violence should promptly report the incident to the appropriate College official:

1. Student complaint: Dean of Student Life, P.O. Box 1058, Sweet Briar, VA 24595
P: (434) 381-6134
2. Faculty complaint³: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595
P: (434) 381-6205
3. Staff complaint: Human Resources Manager, P.O. Box 1090, Sweet Briar, VA 24595
P: (434) 381-6510

² Under Virginia law, staff employees of Sweet Briar College are considered employees-at-will; that is, the existence of a grievance process does not indicate an intention to create an employment contract.

³ Faculty grievances are handled under a separate procedure outlined in the Faculty Governance Manual. In some situations, a faculty member may be involved in resolving an issue or concern if they act in the capacity of supervising a staff member or are part of the issue or concern.

If a member of the Sweet Briar community believes that he or she has been discriminated against, bullied, or harassed by the person to whom he or she would report the incident, the report may be made to one of the other listed officials or to the Department of Campus Safety.

In an emergency situation, including a situation involving domestic violence, dating violence, sexual assault or stalking, such as after normal business hours, or in the event an individual is concerned for his/her safety, s/he should contact the Sweet Briar College Department of Campus Safety at (434) 381-6111. As soon as possible thereafter, the individual should report any conduct that may be harassment or discrimination to one of the appropriate College officials (listed above).

A student worker who believes that s/he has been subjected to harassment or discrimination has the right to make use of all the established procedures for employees of the College. S/he should report instances of discrimination or harassment directly to the Director of Human Resources.

Allegations of harassment or discrimination should be put in writing and should include:

1. Information on specific events and dates of the occurrence(s).
2. How s/he believes this occurrence has violated the College's policy.
3. The desired outcome, answering the question: "What might resolve the issue?"

Obligation to Report

In order to take appropriate corrective action, the College must be aware of harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed harassment or related retaliation should promptly report such behavior to a College official, as listed above.

Additionally, anyone in a supervisory, advisory or evaluative role (e.g. supervisors, managers, department chairs or faculty members) who experiences, witnesses or receives a written or oral report or complaint of harassment or related retaliation shall promptly report it to the appropriate College official, as listed above.

Obligation to Respond

The College is required by law to investigate certain types of complaints of harassment and will investigate complaints of harassment that violate this policy; it will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. The College will respond in writing to the person making the complaint within five days of the conclusion of the investigation.

Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with the persons involved in the case which have a need to know the information, which must include the complainant and the accused harasser. Employees who desire to discuss possible claims of harassment in a more confidential setting to clarify whether to proceed with a complaint are encouraged to contact the Employee Assistance Program (EAP); students may want to talk with the College's Mental Health Counselor to discuss possible claims of harassment in a more confidential setting.

Investigation, Follow Up and Disciplinary Process

The College will investigate all complaints in a timely fashion, based on the severity of the situation and the availability of the claimant, the accused, the investigator and others critical to the investigation. The investigation will be facilitated by College officials or designees. These officials receive annual training about discrimination, sexual harassment and sexual violence.

During the course of an investigation, it may be appropriate for the College to take interim measures to protect the parties involved in the complaint, to ensure the safety or well-being of the members of the College community. These measures could include, but are not limited to, no-contact orders and suspension.

The threshold of “preponderance of the evidence” will be used for all situations involving sexual harassment or sexual violence. Upon completion of the investigation, the claimant will be notified of the outcome of the investigation and a disciplinary process may ensue.

Remedies will vary based on the particulars of the situation and may include disciplinary action (up to and including termination of employment or expulsion). Possible disciplinary action and sanctions may include:

1. Official Warning: An oral or written reprimand.
2. Referral: Referral to support services and/or educational programs.
3. Disciplinary Probation: Probation is defined as the middle status between good standing and suspension, where further violation(s) of College policy may result in additional and more severe sanctions.
4. Suspension from the College.
5. Termination, dismissal or expulsion from the College.

Details regarding the resolution may not be fully disclosed to the claimant to protect the accused; however, in situations regarding student-to-student sexual harassment or sexual violence, the College will provide simultaneous written notice of the outcome of any disciplinary hearing and information about the College’s appeal procedures. We will periodically follow-up with the complainant to ensure that the actions taken by the College have remedied any problems and that the issues that prompted the complaint have not recurred.

For student-to-student allegations, see also the Judicial Process and the Administrative Review Process, both outlined in the Student Handbook, for more information about this specific type of investigation and process. Any hearing process conducted by the College is designed to protect the victim’s safety, promote accountability and ensure a harassment-free environment.

Sexual Violence

Sweet Briar College takes the issue of sexual violence very seriously. Sexual violence is a form of sexual harassment. Sexual violence includes conduct such as rape, sexual assault, domestic violence, dating violence, and sexually motivated stalking. Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Stalking involves engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety (or the safety of others) or suffer substantial emotional distress.

Victims of sexual violence are strongly encouraged to seek personal and medical support and to make a report to Campus Safety and/or to local law enforcement. This report does

not obligate prosecution, but it does make legal action possible at a later date. The earlier an incident is reported the more likely the collection of evidence can occur; it is important to preserve evidence for proof of criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.

The Department of Campus Safety can help victims seek orders of protection, no-contact orders, restraining orders and similar court-issued orders, or provides support to the victim in contacting local law enforcement.

In accordance with Title IX regulations, if an allegation of sexual misconduct involving a student is made:

1. The College will take immediate and appropriate action to investigate all allegations.
2. Prompt and effective steps will be taken to end the sexual violence, prevent its reoccurrence, and address its effects, whether or not the sexual violence is the subject of an investigation.
 1. Any timely warnings issued under the requirements of the Clery Act will withhold the names of victims.
 2. Steps will be taken to protect the complainant, including interim steps taken prior to the final outcome of an investigation.
 3. Sexual misconduct and other offenses follow the disciplinary procedures outlined in the Student Handbook, although in these cases the standard of preponderance of the evidence will be used, both parties have the same appeal rights, and both parties will be notified about the outcome.

In the case that a student experiences sexual violence off campus the College will offer support and resources as well.

Virginia law requires that:

(1) College employees shall report any and all acts of student sexual violence to the Title IX coordinator who shall report to a review committee, and, if the alleged act is a felony, shall also report within 24 hours to the Amherst County Commonwealth’s Attorney (If reported first to the Commonwealth Attorney, there is no requirement to report to the Title IX coordinator).

and

(2) Any student suspended, dismissed or withdrawn after a finding of responsibility for an offense violating this policy involving sexual violence, shall receive a notation on the permanent transcript of “Suspended, Dismissed, or Withdrawn while under investigation for a violation of the Anti-Discrimination Policy on Sexual Violence,” which shall be removed from the student’s transcript if the term of suspension is completed and the student has been determined to be in good standing with the college’s rules.

Virginia Code Annotated § 23-9.2:15

Administrative Review process

1. Administrative Review

- A. The Honor system establishes a student-governed process establishing and utilizing a student Judicial Committee so that concerns about student conduct may be effectively heard as provided in and in accordance with applicable policies the Honor and Judicial systems determine responsibility and establish consequences for behavior that violates policy or community standards in specified circumstances. The Judicial Committee's processes, however, remain subject to the understanding that the Faculty, the Deans and the President have legitimate and compelling interests, perspectives and expertise for sustaining the Honor System. The Judicial Committee may, at its discretion, request the assistance, advice or support of the Dean of the Faculty or her designee in academic cases or from the Dean of Student Life or her designee in non-academic cases.
- B. If the nature, extent, or severity of the behavior poses an immediate risk to the safety of the campus community the Administration may, at its discretion, take separate and independent action.

The following interim sanctions and processes are available to Administration in emergency or extraordinary situations: In certain circumstances, the Dean of the Faculty, Dean of Student Life, or the President of the College may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. Appropriate circumstances in which an interim suspension may be imposed are as follows:

1. To ensure the safety or well-being of members of the College community, or
2. To preserve College property, or
3. To ensure the student's own physical or emotional safety or well-being, or
4. If the student poses a threat of disruption or interference with the normal operations of the College.

During interim suspension, the student may be denied access to student residences and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriateness and the extent of the interim suspension shall be made in the sole discretion of the Dean of the Faculty or the Dean of Student Life. Whenever interim sanctions are imposed, a hearing by the Judicial Committee shall be convened at the earliest reasonable possible time after the imposition. In the sole discretion of the Dean of the Faculty or the Dean of Student Life, the interim sanction may remain in effect until a final decision has been reached, including completion of the appropriate appeals process.

The College further reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to individuals, the community, or to the College.

- C. There are certain other circumstances that may not rise to the level of an immediate risk to the safety of the campus community, but in which the nature, extent or severity of a matter warrants redirection of a case from the Honor system to the Administration for investigation and resolution (“Administrative Review”) in order to maintain the well-being or effective functioning of the College. The appropriate Judicial Chair will, in consultation with her respective advisor, or the Dean of Student Life in Non-Academic matters/Dean of the Faculty in Academic matters in consultation with the applicable Chairwoman, determine that a case will be referred to an Administrative Review.

When a student matter is referred by the Honor system to Administrative Review, the President will appoint a senior officer of the College other than the Dean of Student Life to lead an investigation (“Investigator”).

2. Investigation

- A. The Investigator at her/his discretion may work with another Senior Staff officer of the College on the investigation.
- B. The Investigator will confer with the appropriate student Judicial Chair throughout the investigation.
- C. The investigation will be maintained as confidential unless a violation of law appears to have occurred that warrants the involvement of law enforcement agencies. All participants in the investigation will agree to observe confidentiality throughout the process and the outcome.
- D. The Investigator may use judgment and discretion as to methods of gathering evidence, including, but not limited to, interviewing witnesses in person or by teleconference and making a record of interviews, soliciting written statements from persons with information, and making record of social media interactions or other public behaviors.
- E. After the Investigator completes the assembly of evidence, students under investigation have the right to review evidence assembled in their case but such evidence will be provided in a manner that preserves confidentiality.
- F. Students under investigation have the right to respond to evidence assembled in their cases, either in person or in writing or both, within 48 hours of the being provided with the evidence. Upon response or if a student under investigation fails to respond, the Administrative Review will proceed.
- G. The Investigator(s) will consider any response to the evidence.
- H. If the Investigator finds that no infraction or violation has occurred, such outcome will be reported to the Dean of Student Life who will inform the student under investigation that the investigation is complete and no violation has been found.
- I. The Dean of Student Life will inform the complainant(s) that the matter has been investigated and resolved.
- J. If the Investigator(s) determines that there is that there is sufficient evidence to support that an infraction or violation occurred, the Investigator will report this finding to the Dean of Student Life and the Administrative Review will move forward to an Administrative Review hearing (“Hearing”).

3. Administrative Review Hearing

- A. The accused student has the right to involve a member of the faculty or staff who is not party to the matter in the proceedings as an advocate (“Advocate”), whose role is only to provide emotional support for participants, assist in the preparation of the defense, and be present at the Hearing during the entire evidentiary phase of the Hearing.
- B. A student making a complaint also has the right to seek the assistance of an Advocate, as outlined above.
- C. The Chair of the Hearing will be elected by the Panel and the Chair will be responsible for conducting the Hearing. The Hearing will be held by a panel (“Panel”) comprised of Dean of Student Life as Chair and two other Senior Staff officers of the College who were not involved in the original investigation and one Student Judicial Committee representative (or in the case of a graduate student, one graduate student representative).
- D. The accused student will be granted access to all written documents at least 48 hours in advance of the Hearing but such written documents will be provided in a manner that preserves confidentiality.
- E. The accused student and complainant each may present a list of witnesses to the Chair which must be provided at least 24 hours prior to the Hearing. Student witnesses are required to provide testimony in compliance with the Honor Principle and may only give testimony concerning matters of which they have direct personal knowledge.
- F. The accused student has the right to question all witnesses, subject to limits of appropriateness and relevancy determined at the discretion of the Chair. The complainant and the accused may question each other through the Chair. In cases of sexual misconduct, all contact and questions between the complainant and accused will go through the Chair.
- G. The accused student may not be compelled to testify against herself and the Panel will be instructed not to draw any negative inference from her refusal. Any prior bad acts of the individual may neither be discussed nor considered by the Panel. The accused student will be afforded the Student Rights in the Judicial System provided in the *Student Handbook* under **Judicial System**, Section II.
- H. If the accused student fails to appear at the Hearing, the Hearing will proceed and a binding decision rendered without her presence.
- I. The evidence is presented by the Chair. The accused has the right to address and discuss all evidence and question all material witnesses, subject to the limits of appropriateness and relevancy determined at the discretion of the Chair.
- J. Testimony by witnesses may be made in person or through a written statement. If a student is off campus, arrangements may be made to present testimony via Skype or teleconference or other electronic means pursuant to which all participants can be heard. If a statement is submitted, there will not be an opportunity for the author of the statement to be questioned by the accused or the Panel and will be considered within this context. Once a statement has been submitted there is no opportunity to add to, or supplement, it.
- K. Witnesses are only present during the testimony they provide and during any questions from the accused or Panel. The College is committed to protecting witnesses from retaliation or harassment prior to, during or following the judicial

process and will pursue appropriate action against any student engaging in this behavior.

- L. After the conclusion of the presentation of evidence by the Chair, the accused student presents evidence and witnesses on her behalf. The accused and the Panel have the right to address and discuss all evidence and question all witnesses, subject to limits of appropriateness and relevancy determined at the discretion of the Chair.
- M. The Chair and then the accused will have the opportunity to make a final statement.
- N. After the deliberation process begins; the accused and Advocate are excused.
- O. The standard of guilt is “clear and convincing evidence” which means there is a high degree of certainty in the mind of a reasonable person that the accused student has engaged in the act under review. In cases of sexual misconduct, the standard of guilt is “preponderance of the evidence,” which means that more than 50 percent of the evidence points to guilt (it is more certain than not that the behavior occurred).
- P. The Panel members vote by secret ballot; a finding that the student has engaged in the act requires a 2/3 affirmative vote of the Panel members.
- Q. If the student is found not to have engaged in the act, she is informed in person about this outcome both orally and via a letter presented at that time; the Advocate may not attend this portion of the Hearing.
- R. If the accused student is found to have engaged in the act, the sanction(s) is determined by a majority vote of the Panel, with neither the accused nor the Advocate present. During the consideration of the sanction(s), the prior disciplinary record of the student can and should be consulted where appropriate, as well as actual or potential consequences of the incident(s). An outline of Non-Academic Conduct Sanctions can be found in the *Student Handbook* under **Judicial System**, Section IV.
- S. After the sanction(s) have been determined, the accused student is asked to return to the Hearing and is informed of the outcome and any sanction(s) both orally and via a letter that is presented to her at that time. She is also provided with information about the Appeal process which is outlined in the *Student Handbook* under **Judicial System**, Section V.
- T. A written and audio record of the Hearing shall be made; it will be maintained until any appeal process has concluded.

Special Accommodations for Individuals with Disabilities

In compliance with various state and federal laws providing for nondiscrimination against individuals with qualified disabilities, including the Americans with Disabilities Act (and its amendments) and Section 504 of the Rehabilitation Act of 1973, Sweet Briar College is committed to providing reasonable accommodation for such individuals who can successfully pursue the College’s academic program or successfully fulfill the essential requirements for his/her job. Sweet Briar recognizes its responsibility to provide individuals with disabilities with equivalent access while maintaining the standards that are essential to the academic program. Reasonable accommodations are assessed and made on an individual basis. Any request for accommodation will be evaluated to determine whether such accommodation will create an undue hardship.

It is the policy of Sweet Briar College to:

- Ensure that individuals with qualified disabilities are treated in a nondiscriminatory manner in the pre-employment and admissions process and that employees' with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
- Request medical examinations of employees only when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam.
- Keep all medical-related information confidential in accordance with the requirements of the law and retain such information in separate confidential files.
- Provide applicants, students and employees with disabilities reasonable accommodation, except where such an accommodation would create an undue hardship on the College.

Procedures for Requesting an Accommodation

Students with qualified disabilities who would like to request academic accommodations should contact the Office of the Dean of Student Life and Academic Support. Information regarding Academic Policies on Disabilities can be found in the *Sweet Briar College Catalog*

Employees with qualified disabilities may make requests for reasonable accommodations to the Director of Human Resources.

Involuntary Administrative Withdrawal Policy

In addition to recourse that a student may face for violation of the Student Honor Code pursuant to the student judicial process, there may be circumstances that require Sweet Briar College to cause a student to be involuntarily withdrawn immediately from the College to protect the student, the College and/or the College community. If the Dean of the Faculty or the Dean of Student Life reasonably determines that a student is:

1. Engaging in, or threatening to engage in, behavior that risks physical harm to others, and/or
2. Through her conduct there is an observation of actions and/or statements that indicate safety and/or code of conduct issues; in this case, an individual assessment may be required that will be made in consultation between College staff with an external professional who is qualified to interpret the evidence, and/or
3. Failing to adequately care for herself or otherwise satisfy personal needs that reasonably could result in serious physical harm or death to others, or engaging in or threatening to engage in behavior that may cause significant property damage, may impede the lawful activities of others, or may interfere with the educational process and the orderly operation of the College, then the student will be involuntarily administratively withdrawn until such a time that the student can satisfy the College that she is no longer a threat. If a student is involuntarily withdrawn, she may appeal to the President of the College in writing within 72 hours of the time that the College provides her with notice of involuntary withdrawal. Only one appeal is permitted, provided, however, that the College may extend the opportunity of further appeals if the College, in its sole discretion, determines that credible evidence is discovered that was unknown to the administration of the College at the time of making its decision or at the time of a prior appeal. A student shall be treated as withdrawn for all purposes during the appeal process.

For purposes of the College's refund policy (as set forth in the College *Catalog*), the withdrawal date shall be the date on which the student receives notice of involuntary withdrawal.

Section IV: Academics

Academic Offices

Office of the Dean: www.dean.sbc.edu

Office of the Dean of the Faculty has responsibility for, but not limited to the following areas: academic advising and counseling; admission with advanced standing; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic and independent study work. This office is located in Fletcher Hall

Office of the Registrar: my.sbc.edu/registrar

The Office of the Registrar is the source of information and assistance on course offerings, course registration, class schedules, registration changes, classroom assignments, academic records, grades, grade point averages, requests for transcripts, declaration of majors, minors, and certificates, transfer credit, degree requirements and degree audits, and summer school class approval. This office is located in Prothro Hall, 3rd floor.

Academic Resource Center (ARC)

The mission of the Academic Resource Center (ARC) is to support continued academic growth and effective learning among all Sweet Briar students. The ARC, open six days a week, offers peer tutoring in writing, reading, specific disciplines, study skills and time and stress management and more. The ARC works closely with academic departments to meet the needs of faculty and their students through tutoring, workshops, and presentations. The Center can also assist those with special accommodations. It is located on the 2nd floor of the Mary Helen Cochran Library.

Academic Policies

Class Attendance

The College maintains that regular class attendance is essential to its educational plan. It is the responsibility of the student to attend all classes and to keep up their work. Students are expected to attend ALL classes. Faculty may take classes participation into account in grading. If a student misses a class, it is her responsibility to make up the work missed and to obtain any new assignments WITHOUT ASSISTANCE FROM THE PROFESSOR. Under normal circumstances faculty DO NOT give extra help to students who miss class unless the absence occurs because a student was admitted to the Health Center or was hospitalized. Students who miss class for medical or family emergencies may contact the Academic Dean's office to have absences verified with proper documentation. However the Academic Dean does not excuse absences. The student should inquire about the specific absence policies established for each class from the correlating faculty member. Failure to attend classes can be reported to the Dean of Student Life and Academic Support.

Pass/Credit/No Credit Grading Option:

A student with a cumulative grade point average of at least 2.00 may, with the approval of her advisor and the instructor, choose to take a total of two courses on a

“Pass/Credit/No Credit” basis. A student in her first term at Sweet Briar is not eligible for this option. Some courses may not be taken with this option; refer to the College *Catalog* for details.

Students who earn grades of “C-” or higher will receive a final grade of “P;” those who earn grades of “D+,” “D,” or “D-” will receive a final grade of “CR;” and those who earn a grade of “F” will receive a final grade of “NC.”

Generally, students may present only two courses with this grading option toward a minor unless further restricted by the department. Some academic departments have policies which further limit or prohibit the use of this grading option on courses that could count toward a major or minor. Consult the major and minor requirements listed under each department in the *College Catalog* for such restrictions.

Dropping and Withdrawing from Courses

A drop takes the course completely off a student’s transcript. A withdrawal is indicated by a “W” on the transcript and requires the signatures of both the instructor and the advisor.

While it is true that it is not a good idea to have too many “W”s on record, there are occasions when it is the better alternative. Students should consult the Academic Dean’s Office with questions.

Drop and Withdraw deadlines for each semester are published by the Registrar’s Office. These deadlines will be strictly enforced. Students with questions should contact the Dean’s Office or the Registrar; the deadlines are available on My SBC (<https://my.sbc.edu/>).

Eligibility

A student whose work is markedly below the average of “C” at the end of any academic term may be declared ineligible to return to the College or be advised to withdraw.

For more information, please refer to the following: <http://sbc.edu/academics>.

For Withdrawal from the College and Medical Leave of Absence Policies, please refer to the College *Catalog* and/or the Dean’s web page for details.

Academic Honesty

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK, WHICH IT REPRESENTS.

Therefore, principles of academic honesty are an essential part of the Sweet Briar Honor System.

- A. Examinations and tests: All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. All students are required to sign a printed pledge on examinations and "I PLEDGE" on all papers and tests. Only materials needed for examination may be brought into the examination room. For their own protection, students are advised not to bring notebooks into classrooms where tests and examinations are held.
- B. Papers and Plagiarism
1. The presentation of the works or ideas of another as one's own work is plagiarism. This applies to online and electronic sources as well as printed materials. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the people who formulated or discovered them, and it is dishonest for the student to present such facts and theories as though they were her own, even if the student makes changes in phrasing from what the originator used to express them. The student may use another person's work only if due credit is given.
 - a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.
 - b. Credit is given for the fact or idea of another or the paraphrase or summary of another's work, by the footnote or parenthetical citation specifying the source. Acknowledgment must be made even though the student expresses the ideas and facts in words different from the source.
 - c. The exact source must be indicated. A quoted passage may range from a single word to a phrase, sentence, paragraph, or series of paragraphs.
 - d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots (...) should be used to indicate the omitted portion.
 - e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square ([]) brackets.
 2. An example of the dishonest use of material follows: The following is quoted in its entirety from *Writing Research Papers; A Complete Guide* by James Lester: Original Material: *Wuthering Heights* is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.
-

Student version that constitutes plagiarism: The most remarkable novel in English is *Wuthering Heights*. It brings forth an individual apprehension of the nature of man and life; therefore it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling.

This piece of writing is plagiarism in its most deplorable form. The student simply reversed the order of each sentence, retaining the essential phrasing. It provides no documentation whatever, which implies to the reader that these sentences are entirely his original creation.

3. It is imperative that any student who remains unclear about the proper procedure for borrowing and accrediting material seek the advice of a professor or a member of the Judicial Committee.
4. Individual departments will distribute additional written information about potential honor violations. Please refer to the College *Catalog* and/or the College website for further information.

Academics and Classroom Dress

The College encourages and supports student creativity. However, students are strongly discouraged from wearing costumes in academic buildings and in the Library. As stated in the Faculty Rulings XVI. Faculty rulings on Non-Academic Matters:

- A. Hazing of any kind is expressly forbidden.
- B. No fancy dress or initiation costumes may be worn to the Library, during class, or to any academic appointment.

Policy on Confidentiality of Educational Records (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), Sweet Briar College's policy has outlined herein certain prerequisites and limitations on the release of educational records and personal identification data. The Act was designed to protect the privacy of educational records and to provide guidelines for the correction of incorrect or misleading data.

- **Annual Notice.** The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.
- **Public Access.** Certain information is considered public, and the College may release such information at its discretion. A student may request that designated directory information be kept confidential by filing written notification with the Registrar's Office. Once restricted, this information cannot be released without the written consent of the student. The College has designated the following information as directory information:
 - A. name
 - B. addresses (permanent, campus, local, email)
 - C. associated telephone numbers
 - D. date and place of birth
 - E. dates of attendance
 - F. previous institution(s) attended
 - G. major and minor field(s) of study
 - H. full or part-time enrollment status

- I. class
- J. participation in officially recognized activities and sports
- K. academic honors and awards
- L. degree sought
- M. expected date of completion of degree requirements and graduation
- N. degree(s) conferred (including dates)
- O. photograph and video images

A student may request that designated directory information be kept confidential by filing written notification with the Registrar's Office. Once restricted, the information cannot be released without the written consent of the student.

- **Disclosure to Third Parties.** Except as described in paragraph two and this paragraph, the College will not release personally identifiable information from educational records to third parties without the student's prior written consent. The College may disclose personally identifiable information from educational records:
 - a. to College officials, including faculty, with a legitimate interest;
 - b. to certain federal, state, and local officials;
 - c. to organizations conducting certain educational studies or accrediting functions;
 - d. to parents who submit documentation that the student is claimed as a dependent for income tax purposes;
 - e. in connection with a student's application for, or receipt of, financial aid;
 - f. pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
 - g. in connection with a health or safety emergency necessary for the protection of the student or others; and
 - h. to organizations or individuals as authorized in writing by the student;
 - i. to other persons or entities as authorized by legislation
- **Student Access.** A student may review her academic records by requesting this in person at the Office of the Registrar. The College will comply with a student's request to inspect and review other education records under this policy within a reasonable period of time, not to exceed 45 days from receipt of request.
- **Limitations and Restrictions on Disclosure and Access.** The term "educational records" as defined by law and as used herein does not include:
 - a. records made and maintained by individual faculty or administrative personnel;
 - b. law enforcement records;
 - c. records that only contain information after an individual is no longer a student;
 - d. employment records;
 - e. treatment records submitted directly to or maintained solely by the Student Health and Wellness Center, except a student may request in writing that treatment records be reviewed by a physician or appropriate professional.

Student access to records that are not education records is strictly within the College's discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student

has signed a written waiver) and parental financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges.

- **Records of Disclosure.** Except for access or disclosure under A-D above, the College will maintain record of requests for access to and disclosure of personally identifiable information from education records, for a period of at least one year.
- **Types and Locations of Education Records.** The College maintains the following types of education records maintained at the locations indicated: academic transcript—Registrar’s Office; academic folders—Dean’s Office.
- **Requests for Amendment of Records.** A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student’s rights. Such a request must be directed to the Dean of the Faculty. Appropriate offices will be notified if changes are made. Upon request, a student shall have the opportunity for a hearing to challenge the content of the education records on the grounds of information being inaccurate or misleading or in violation of the student’s rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student’s challenge. Students have a right to file with the U.S. Department of Education a complaint concerning noncompliance with the Act or regulations.

Library

The Sweet Briar College Library, consisting of the expanded and fully renovated Mary Helen Cochran Library (opened fall of 2014) has one of the finest collections in Virginia, including over 300,000 print resources. There is access to well over 100,000 journals as well as collections of recorded books, DVD’s, CD’s and other media. The library also provides several hundred thousand e-books that support the curriculum as well as an extensive collection of streaming videos. Wired and wireless network access is available throughout the library.

Sweet Briar students and faculty also have access to additional library resources locally and globally. Lynchburg Information On-line Network (LION) provides access to over 550,000 items held by Sweet Briar and Randolph College. Additional databases are available provide access to over 200 million items.

Professional librarians and para-professional staff assist faculty and students in their research and learning endeavours. Course librarians attend and contribute to classes in many academic courses, offering in-class access to expert assistance. Upon declaring a major, each Sweet Briar student is assigned a personal librarian they may contact for support with library and learning resources.

The library employs student workers. Student workers receive extra training in library resources and information literacy as well as special support for those students seeking to pursue graduate school and careers in library and information sciences in libraries, museums, archives and other businesses.

Please refer to: <http://library.sbc.edu> for a list of databases, guides and other library resources that support student academic research.

Art Collection and History Museum

The Sweet Briar College Art Collection, centrally located in the Anne Gary Pannell Center, comprises over 4,000 original works of art. These include paintings, drawings, prints, manuscripts, sculpture, archaeological material, and architectural drawings. In recent years an active collecting focus has been modern and contemporary female artists. The art collection is available for use in classes and for student research across the curriculum. An average of eight exhibitions are presented annually in the College's three art galleries. The art galleries are open, free of charge, to the campus community and visitors on a regular schedule during the academic year and by appointment during the summer. Work-study opportunities are available during the academic year. For more information, please see <http://sbc.edu/art-galleries>.

The Sweet Briar Museum, housed in the lower level of Boxwood Alumnae House, comprises several thousand historical objects and decorative arts related to the history of the College and the family of founder Indiana Fletcher Williams. Its collections are available for use in classes and for student research across the curriculum. In addition to permanent displays, the museum shows rotating exhibitions focused on various aspects of campus history. The museum is open, free of charge, to the campus community and visitors on a regular schedule during the academic year and by appointment during the summer. Work-study opportunities are available during the academic year. For more information, please see <http://sbc.edu/museum>.

Section V: Student Life

Office of Student Life

Student Life is comprised of the following departments and services: Residence Life, First-year Student Engagement and Programs, Student Involvement and Programs and Leadership, Career Services, the Spiritual Life office, Health and Wellness, Counseling, the Outdoor Program, International Studies and Study Abroad, the Academic Resource Center, and Judicial Affairs. For more information, please go to: <http://sbc.edu/co-curricular> call (434) 381-6134.

The Office of Student Life is located on the second floor of Prothro Hall.

Residence Life

Residence Life Staff

The Office Residence Life is charged with residence life initiatives and community development, including program implementation, working with students and their housing assignments and overseeing daily operations. The staff consists of a Director of Residence Life, student Resident Advisors and professional Resident Coordinators (RCs) who reside on campus, are on-call evenings and weekends, and have particular expertise and interest in providing personal support, assisting with individual or group problem solving, mediating conflicts and promoting the development of community.

Serving as a Resident Advisor (RA) is an excellent student leadership position. Their role is to be a resource to students, to build community in student residence areas and to serve as a liaison with the office of Residence Life and aid the College in its overall operation of the residence life program. In addition, they support the Orientation program, assisting with new student transition to Sweet Briar.

The following are **general** guidelines for Residence Life. Each student residence area maintains, to some degree, its own identity and, upon a majority and/or unanimous vote, depending upon the issue, may establish through a community agreement additional guidelines than those described in this Handbook.

For more information, please go to: <http://sbc.edu/residence-life/residence-life>.

Terms and Conditions of College Residency

Residential living is an integral part of the College community. It is an opportunity to grow, learn and share; a time to establish meaningful relationships, to learn more about oneself through daily interaction with others, and to accept the responsibilities and privileges of group living in a college environment. Residential living on campus is more than a room in a building; it is part of the total education.

The atmosphere within your residence area significantly influences your success and personal satisfaction in college. Each resident contributes to making residence hall living a positive experience. A feeling of “community” can only be achieved through mutual consideration, cooperation, and responsible behavior. Community living places a great deal of responsibility on the individual for self-discipline and an awareness of the rights and needs of others.

The policies and guidelines that have been established in the residence areas are designed to help facilitate a harmonious community conducive to academic and personal growth.

They are not intended to restrict the individual, but to ensure the rights of all students to pursue their educational objectives in a healthy, safe, living and learning environment.

General Conditions

The policies and guidelines that have been established are designed to promote and maintain a living environment, which enhances students' opportunities to prosper academically and socially.

*Students are asked to read, understand and sign the Terms and Conditions of Residency form (also known as the Housing Agreement) upon receipt of their room keys. **In doing so, students acknowledge awareness of College expectations, including responsibility for reading and being knowledgeable about the Student Handbook found on the College website under Student Life. Other possible outcomes, such as fines, judicial action, and other possible actions for non-compliance of regulations are also noted. Regulations are subject to revision during the academic year. The most current version is available in the online version of the Student Handbook.***

Students and their guests are responsible for familiarity with and adhering to all College policies and regulations included in this document, the *Student Handbook* and the *College Catalog*.

For a variety of reasons, the College has the right to revoke residency of a student whose health, emotional or physical, is determined to pose a risk. In addition, the College may seek disciplinary action for violations of rules and regulations or for the nonpayment of bills. The College will seek financial restitution for damage to or loss of property.

Residential Policies/Residential Life Review Process

Potential violations of residential policies are to be reported to the Director of Residence Life. Ordinarily, this involves situations such as, but not limited to, peer communication and misunderstanding, non-evacuation of buildings during fire alarms, propping exterior doors, painting rooms or common areas, violations such as noise and/or guest as well as other general residential policy/guidelines. On a case-by-case basis, these situations will be managed through an administrative process that may include educational conversations and/or sanctions or fines. Repeat offenders and serious issues will be referred to the Non-Academic Judicial Chair. For further information regarding the Judicial Process, please refer to the **Judicial System**, of this *Handbook*.

Residence Status

Sweet Briar values the enhanced educational experience that living on campus provides for students to live and learn together. Only students who are under the age of 24 and living with a parent or guardian with a home address within the following areas may live off-campus and still participate fully in the College as non-residential students: Albemarle County, Amherst County, Appomattox County, Bedford City, Bedford County, Buckingham County, Buena Vista City, Campbell County, Charlottesville City, Lexington City, Lynchburg City, Nelson County, and Rockbridge County.

Those over 24 years of age are considered Turning Point students and are not required to reside on campus, with a parent or guardian or within any of the counties noted above.

Married Students

Since campus student housing is not available for married couples, a student and her partner are responsible for making off-campus housing arrangements. Any student who marries during their time at SBC may maintain their residency but must make other accommodations for her partner.

Room Assignments

Room assignments are made for the entire academic year. Residency must be for one academic year, unless the student is completing the requirements for graduation at the end of the fall semester, entering the College for the first time at the beginning of the spring semester, spending a semester on off-campus study, or if a housing vacancy has occurred that would permit occupancy for a shorter period of time. Returning students select rooms in the spring semester during the room selection process. New students are assigned a residence space during the summer, generally based on roommate compatibility. The office of Residence Life reserves the right to change room assignments and/or consolidate spaces whenever necessary, without prior notification. Special note: In situations where roommate conflicts become irreconcilable, any or all occupants of the room in question will be required by the College to move. New students are generally housed in double spaces with roommates.

Residence Life Special Accommodations Process

Students who have a medical or psychological disability, which may require a particular type of housing, can request a special housing accommodations space. As defined by the Americans with Disabilities Act, a disability is “a physical or mental impairment, which substantially limits one or more major life activities.” Please see additional information in Section III, **College Policies**.

The Residence Life Special Accommodations Process is as follows
(http://sbc.edu/sites/default/files/special_accomodations1011.pdf):

- Step 1: Review and complete the Residence Life Special Accommodations Application, which can be obtained from the Health and Wellness Center in print or the Residence Life webpage online. It must be returned by the defined deadline date. A medical release form must be signed with the Health Center.
- Step 2: Submit documentation as outlined on the application by the defined deadline date (June 1 for incoming students, March 1 for current students).
- Step 3: The Special Accommodations Review Committee will meet to discuss all applications.
- Step 4: Notification will be made via email about the outcome of the application. If approved, the student will work with the appropriate College administrator as indicated in the approval letter (i.e. Director of Residence Life).

Please be advised that approval of an application does not necessarily guarantee the type of accommodation requested and is only applicable for the academic year in which it was submitted. Students must resubmit a new application and updated medical documentation each year that a request is made.

Kelly Kraft-Meyer, Dean of Student Life and Academic Support, is available to applicants as a resource during the special accommodations application process. She can be contacted via email at kraft_meyer@sbc.edu.

Reassignment/Room Changes

Students may not change rooms or exchange keys without permission from the Office of Residence Life. Roommates who experience difficulties should talk with each other and try to resolve concerns without a third party. If a compromise cannot be reached, students may opt for mediation with a trained staff member, ordinarily a Resident Advisor (RA). Students who wish to move from their current space should speak with their Resident Advisor (RA) to initiate the process. Special note: In situations where a roommate conflict(s) becomes irreconcilable, any or all occupants of the room will be required by the College to move.

Room Vacancies/Room Consolidation

If a vacancy occurs in a room designed for double, triple, or quad occupancy, the resident(s) has 48 hours to select a new roommate (contingent upon the time in the semester). Residents of quad rooms *must maintain a minimum of 4 residents* and triple rooms *must maintain a minimum of 3 residents*. Residents occupying rooms/apartments with vacancies can only deny permission to **one student** during the academic year. *Students who live in Green Village must maintain all four occupants for the academic year. If one or more roommates choose to move out, it is the responsibility of the remaining residents to secure new roommates within two weeks (or ten business days) of the move out date of the resident(s). Failure to maintain full occupancy will result in a loss of the privilege of living in the triple or quad.* The Director of Residence Life reserves the right to assign students to room(s) without consulting the current resident as needed based on occupancy and the needs of the College.

Change of Status

Any resident who withdraws, takes a leave of absence, or whose course load is reduced to less than 12 credit hours is no longer considered a full-time student. If credit levels drop, the Dean of Student Life must approve a written request to remain in residence. In all instances, including the credit request denial, the student must remove their belongings and check out of residence within 24 hours or risk being charged with trespassing. If personal belongings remain behind, the College reserves the right to dispose of them.

Quiet Hours/Courtesy Hours

Quiet hours/courtesy hours are established in order to provide students with the opportunity for uninterrupted sleep and study. Residents in each hall, house or apartment will be given the opportunity to vote to establish quiet hours in their residence area. Residents may re-vote to modify their community agreement at any time thereafter should the hours need to be altered. All residents of a particular unit will be expected to uphold and enforce any majority-voted quiet hours.

Volume control on all electronic equipment should be kept at a reasonable level. Common courtesy and reasonable discretion are expected.

During Reading Days and final exams, quiet hours are in effect 24 hours per day in all residence areas.

Courtesy hours are in effect at all times in the residence halls. Students are expected to respect the rights and privacy of other students. During specified quiet hours, students are expected to keep sound and activity within the confines of their rooms.

Visitation/Guest Policy

A room or residence area belongs to all occupants. Compassion, compromise and respect are necessary to negotiate the use of the space. Care needs to be taken so as not to conflict with the rights and privacy of other students who are entitled to the use of the residence areas in a manner consistent with the design of the facility.

For fire regulations, there is a maximum occupancy per room. In the event that there are complaints about noise and/or other violations, guests may be asked to leave. Exterior doors to the residence halls should never be propped to allow access to guests or visitors, since this compromises the safety and security of others in the hall. Once defined, these policies will be posted. At no time, shall a Sweet Briar student permit her guest(s) to use her keys.

A guest is any student who is not assigned to that space, or who is not a Sweet Briar student. Students are responsible for the behavior and actions of their guests. For visits in excess of three consecutive nights, approval must be obtained from the office of Residence Life. This pertains to both male and female guests.

Male visitors may be the guests of a Sweet Briar student in her residence hall room with the agreement of roommates and in accordance with the following regulations:

1. Male visitation is permitted at any time with the explicit agreement of the roommate(s), and in accordance with hall community agreements.
2. For visits in excess of three consecutive nights, approval must be obtained as stated above.

During its hours of operation, Campus Safety Officers at the front gate will record visitors' information upon entrance to the campus.

It is the responsibility of each student to abide by, know and support the visitation hours. It is a student's responsibility to accompany her guest(s) at all times when he/she is in a student residence area, or entering/leaving the area. To maintain security in the residence areas, students are never permitted to share their keys to the residence hall or assigned room with a guest.

Students must receive the roommate(s) full consent (after providing their roommate(s) with at least 24 hours advance notice) when inviting a guest to stay in their room overnight. Should this consent not be granted, the student's guest should utilize other alternatives, i.e. Guest House. Guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities.

Guest House

The Guest House is located in lower level of the Health Center and is available to the male guests of current students. Students can make reservations by contacting the Elston Inn for \$15 per night. Space is limited and on a first-come, first-served basis. Each male guest can stay no longer than 3 consecutive nights within a two-week period in the Guest House.

Keys can be picked up at the Elston Inn lobby at the front desk; students must sign in their guest and are responsible for their actions while they are on campus. Please contact the Elston Inn (434) 381-6207 for reservations and information. The Inn closes daily at 11 p.m. and re-opens at 7 a.m.; arrangements must be made before or after the hours of operation or by contacting Campus Safety after hours.

Sweet Briar students are not allowed to stay in the Guest House with male guests.

Vacation Procedure

The residence halls close for **all** vacation periods. Residents are advised to make travel arrangements accordingly. At the end of semesters, students are required to vacate campus within 24 hours of their last exam or by the time the halls officially close, whichever comes first. Detailed expectations are available online (<http://sbc.edu/residence-life/opening-and-closing-information>) and reminders will be distributed prior to each closing. Failure to vacate by the indicated time may result in a fine. We recognize that there are some students who cannot leave campus during the breaks. Contact the Director of Residence Life for information regarding options that are available on a first-come, first-served basis.

Vacation Periods

Thanksgiving Holiday: Thanksgiving vacation begins at 5:30 p.m. Friday, November 18, 2016. Residence areas close at 8 a.m. Saturday, November 19 and reopen at 8 a.m. Sunday, November 27. Classes resume on Monday, November 28.

Semester Break: The final exam period is December 11-15. Residence areas close at 8 a.m. Friday, December 16. (Students are expected to communicate with their RAs regarding departure plans and should vacate campus within 24 hours following their last exam.)

Spring Semester: Residence areas reopen for residents returning for the spring semester at 8 a.m. Wednesday January 17, 2016. Classes resume on Wednesday, January 18, 2016.

Spring Vacation: Spring Vacation begins at 5:30 p.m. Friday, March 3. Residence areas close at 8 a.m. Saturday, March 4, and reopen at 8 a.m. Sunday, March 12. Classes resume on Monday, March 13.

End of Year: The final exam period is Thursday, May 4 - Monday, May 8. Residence areas close at 5:30 p.m. Tuesday, May 9 for underclasswomen, except for those approved by the Director of Residence Life to remain on campus for Commencement. Those graduating need to be vacated the halls by 5 p.m. on Saturday May 13.

Graduating seniors are permitted to remain in residence through Commencement. All residence areas close for all non-senior students at 8am on May 13. Any student who has not moved out by that time will be fined \$100.00/hour beginning at 5:30 p.m. for seniors and 8am for all other students. The College will enter the rooms for housekeeping purposes and will remove and/or discard any personal belongings left behind.

Care of Room

Residents are expected to keep their room and its furnishings clean and orderly. Each resident is responsible for damage to or loss of furniture, fixtures, equipment and effects, provided to her by the College. In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss, damage or violation, the assessment and/or disciplinary consequence shall be shared equally among those assigned to the space. The College is not responsible for lost, stolen or damaged personal items for any reason. There is no storage available on campus.

Each room is furnished with beds, desks, chairs and bureaus. Each student is required to bring and use a fluid proof mattress pad and a surge protector for all electrical equipment. Halogen lamps are prohibited. Cinder blocks, bricks and lofts are not allowed. Waterbeds are not permitted. **Due to storage limitations and the potential for loss or damage, furniture may not be removed from rooms, nor may furnishings from common areas (lounges) be removed.**

Common Indoor Living Spaces

Common spaces are defined as any mutual living area (e.g. residence hall lounge). On a residential campus, the majority of spaces within the residence halls are viewed as common. Residents of designated triples, quads and apartments must comply with policies/guidelines and Virginia alcohol laws, in particular, when utilizing these areas with friends, roommates, triple/quad mates and/or guests who may not yet be of legal age. Residents should take great care in labeling their belongings. Green Village apartments, Patteson House, and House 5 are considered private, and should not be used by students other than those assigned to those areas unless invited by residents.

Health, Safety, and Well-Being

For the protection of the entire community, the College maintains health and safety regulations. The well-being of a resident student cannot be ensured solely by any set of regulations, as it also requires each student's acceptance of mutual accountability and respect for fellow students.

It is expected that all residents will respect others' individual needs. Residents are accountable for any disturbing activity that can be heard beyond their own room and must adjust activities to within that range if asked. Roommates are mutually accountable for adherence to all College policies.

All student residences are smoke-free.

No person shall create, either intentionally or recklessly, a condition that endangers or threatens the safety or well-being of other persons or damages property; nor shall any person willingly create a health hazard or nuisance in any residence area. This includes the blocking of hall/building egress as well as the storage of personal items outside the student's assigned space. The possession of any flammable items, firearms, fireworks, knives, nunchucks, cap guns, explosives, chemicals or other dangerous weapons or substances is strictly prohibited. Please refer to the following website for specific examples of violations of health and safety regulations: <http://sbc.edu/orientation/your-new-home>.

College Access to Student Rooms

The College recognizes residents' rights to privacy. However, it maintains the right for its personnel to enter residents' premises for routine and immediate maintenance, in an emergency situation involving danger to life or property, for the purpose of health and safety inspections, general cleanliness, when a condition is present that is prohibited by the Terms and Conditions of Residency and/or College regulations, or when it is believed that a resident is using assigned space in a manner contrary to the provisions of College policy. Official law enforcement agencies must have proper search warrants to enter any student's residential space in any non-emergency situation.

Fire Drills

The College is required to conduct periodic fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded. All residents and all guests are required to immediately evacuate the residence area when an alarm is sounded and remain outside the residence area until it is declared safe to re-enter by the appropriate College official. Failure to comply may result in judicial sanctioning. Resident Advisors, Resident Directors, Campus Safety, Physical Plant and Student Fire Marshals assist with fire drills and evacuation.

Fire Pits/Barbecues

There are several barbecue/fire pit areas designated on campus. They can be used on a first-come, first-served basis, only with pre-lit charcoal (no lighter fluid allowed) and must be completely distinguished before being left. No portable grills are permitted on terraces/balconies/breezeways, including Green Village decks and patios. Before hosting a bonfire, permission needs to be granted by the Director of Student Involvement and Programs in consultation with Campus Safety and Physical Plant.

Fire Safety

Everyone is placed at risk when someone violates fire safety rules. **All residents must immediately evacuate a building when a fire alarm sounds.**

Fire Emergency Instructions

In case of fire:

1. Sound the fire alarm.
2. Call Campus Safety 434.381.6111.
3. Remain calm and act quickly.
4. Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
5. Close your room door and windows.
6. Walk in an orderly manner to the nearest exit. NEVER USE AN ELEVATOR.
7. Move to the designated meeting space for each building.
8. Remain outside until the building is deemed safe to return.

If you think there is a fire in the hallway, feel the door before you open it:

1. If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot.
2. Put your hand across the opening to test the heat of the air.
3. If the door is hot and the hallway unsafe, stop up any openings or cracks through which smoke may enter using wet towels, sheets, blankets, etc.
4. If smoke does enter the room open the window for ventilation; break it, if sealed.
5. Do not jump. Make your presence known. Wait for rescue.

Fire Safety Tips: Everyone is placed at risk when someone violates fire safety rule. DO NOT MISUSE fire equipment. NEVER activate a false alarm or tamper with a smoke detector. ALWAYS vacate the building immediately any time the fire alarm sounds.

Be cautious of potential fire hazards and never risk your personal safety. Students may *not* have halogen lamps, candles, lanterns, lighter fluid, incense or any other item deemed flammable and/or dangerous in their living spaces. DO NOT hang sheets or tapestries from ceilings or possess live evergreens (i.e. fir or pine trees). NO cooking outside of designated areas. No personal items are to remain in the hallways. Please keep hallways clear at all times.

Insurance

The College does not assume any responsibility nor does it provide insurance coverage for the loss of or damage to a student's personal property/effects when stolen, damaged, or destroyed through willful, malicious or careless acts, or by causes beyond the control of the College.

Keys

At check-in, each resident is issued a key to her room and the exterior doors of residence halls. The student is responsible for each key. All keys issued by the College are property of the College and **may not be duplicated nor shared with any other person**. If any keys are lost, stolen or not returned, the student will incur a non-refundable replacement fee. If an exterior key is lost a fee of \$35 will incur and for a lost interior room key a fee of \$135 will incur; if both exterior and interior keys are lost a fee of \$170 will incur.

Once the lock has been changed no refund can be made, even if a student later finds the original key.

It is expected that a student will report the theft or loss of a key immediately to Campus Safety and the Office of Residence Life. Propping doors, leaving room doors unlocked, and climbing through windows are not acceptable practices, as other students' safety is placed at risk.

Residents are required to carry their room and building keys with them at all times as entrances to all residence areas are locked 24 hours a day. Guests seeking access to a residence hall to visit a student should contact the student. Students must not permit unescorted guests access to the residence halls.

Any student who is locked out of her assigned room should follow these procedures to gain entry (in this order):

1. Locate the roommate and have her unlock the door.
2. Contact the RA for assistance.
3. If unable to locate the roommate, RA or RD, contact the Department of Campus Safety and request an officer to provide access to the room. Every student must present proof she is a resident of the room to which she requests access. No student will be given access to a room that is not her assigned space.

Outdoor Spaces

Breezeways, outdoor corridors, balconies, and patios should be used with care and common courtesy. Students are not allowed to use the roof between Meta Glass and Prothro, or any roof area between buildings. Smoking is NOT permitted in any College facility and is prohibited within 50 feet of the exterior of any college building. (*see Section III, College Policies*).

Noise levels should be kept to a minimum. No storage of personal items is permitted on either side of the egress to outdoor spaces of the residence halls. Portable barbecues are also not permitted in these areas.

Painting of Rooms

Painting residential spaces, including assigned rooms and common areas, is strictly prohibited. Students who violate this policy will be fined.

Pets

Pets, with the exception of fish or aquatic turtles in small containers, are prohibited in all residential housing, including Green Village. Students found to be in possession of a pet (other than fish or turtle) are considered to be in violation of the Honor Code (Code of Conduct), and will be referred to Residence Life Review.

Any student found responsible for keeping a pet in a residence hall or apartment will be fined \$100, plus an additional \$50 per day for each following day that the animal is kept in the residence area, or in any other student's room on campus. Likewise, any roommate or friend who knowingly allows a pet (or pets) in their room is in violation of the pet policy, and will be subject to the same fines listed above. Students may not foster animals in the residence areas from faculty or staff members, local shelters or other organizations.

It is the student's responsibility to inform the Director of Residence Life in writing (via email or letter) to confirm that the pet has been removed from campus. Repeat offenders may lose the privilege of living in a residence area (particularly Green Village and Patterson House).

Smoking

"Secondary smoke" has been determined to be harmful to health. Smoking, including, but not limited to, any tobacco products and electronic cigarettes, is NOT permitted in any College facility and is prohibited within 50 feet of any academic, administrative or student residential building. Please use caution when lighting, smoking and extinguishing cigarettes or other smoking materials. Students, faculty, staff and other campus community members are liable for any injury to others and/or damage to property resulting from negligence.

Weapons

Sweet Briar College seeks to maintain a safe environment for its students, employees, and visitors by regulating the possession, storage, and use of firearms, weapons, and destructive devices on College property and within College facilities.

Policy Statement:

Except as expressly provided herein, the possession, storage, or use of any firearm or weapon on College property or within any College facility by any person, except a law enforcement officer, without the prior written permission of the College's Chief of Police or his designee is strictly prohibited.

By way of example and without limiting the foregoing, all public spaces, including student residences; academic, athletic, and social facilities; athletic fields; and the riding center are weapons-free areas.

A "weapon" is here defined as any pistol, revolver, rifle, shotgun, bow, or other device designed or intended to propel a missile of any kind; or any switchblade knife, ballistic knife, sword or other bladed weapon or spear.

Special Provisions:

Weapon Storage: Students and guests arriving on campus with weapons must proceed immediately to the Department of Safety where they may securely store these weapons for the duration of their stay on campus.

Hunting: Hunting is allowed on campus only during strictly limited times with a College-issued permit. Hunters with these permits may use firearms and hunting bows in designated zones adhering to the restrictions of the permit.

Non-Residential Student Information

Non-Residential students are important members of the community and are encouraged to take advantage of all the resources and opportunities at the College. The Non-Residential Student Lounge is located on the lower level of Dew Hall and is available for studying and relaxing. A kitchen is easily accessible as well. Keys may be obtained from the Office of Student Life on the second floor of Prothro Hall.

Meals may be purchased at the College meal rate at the front desk in the Prothro Atrium. Non-Residential students wishing to be on a meal plan, make inquire in the business office about a reduced meal plan option.

Vehicles should be registered in the Campus Safety office; the cost is \$100 per year. The Elijah, Guion, and Meta Glass parking lots are available for use. In addition, there are specific non-residential student spots reserved in the upper Meta Glass parking lot and in the Conference Center parking lot that may be used.

Non-Residential Students may also use the Guest House for overnight stays during the week. For the minimal fee of \$15 students can get clean towels, fresh linens, and a comfortable place to spend the evening. Please visit the front desk of the Elston Inn to pay the fee and pick up the towels and bedding. Please note: the Inn closes at 11 p.m. each evening and re-opens at 7 a.m.

First-year Student Engagement and Programs

The Assistant Dean of Student Engagement and Programs provides a comprehensive program of personal engagement and support for all students. She works closely with first-year class officers and in collaboration with a number of College staff to create an environment at Sweet Briar that contributes to the quality of students' experiences as first years including their transition to the sophomore year. This office is located on the Student Life floor, 2nd floor of Prothro Hall. (434) 381-6134.

Career Services

The comprehensive program of career planning offered through Career Services is based on the premise that career planning for women studying liberal arts and sciences is a highly individual and lifelong process, and is specifically aimed at student success outcomes. Students are encouraged to participate in Career Services' activities, one-on-one counseling, and programs beginning their first year at Sweet Briar. A comprehensive **four-year plan** introduces students to the concept of career planning. First-year students and sophomores engage in the self-assessment and career exploration processes. Juniors and seniors focus on gaining experience and planning for life after college through internships, other experiential learning opportunities and participation in a variety of career-related events and programming.

Career Management Series and Programs

Each semester, the Career Services office provides students with a full schedule of events and programs aimed at developing their readiness for life after Sweet Briar. Career Services Workshops focus on various career and graduate school topics. Students can also network with potential employers, alumnae, and professionals from the various employment fields through field/major specific events, on-campus recruiting, career fairs and other special programs. Several career events are collaborative efforts with other Virginia colleges and universities including job fairs like Career Premiere.

Alumnae Network

Career Services works closely with alumnae in a number of capacities to provide students with a strong and effective network of connectivity. Alumnae are often invited to campus to participate in numerous career events, specifically the Field/Major specific career events, which focus on a particular career field or industry. Alumnae are able to provide invaluable expertise and advice to current students in a panel format with one-on-one networking time as well. Career Services also is involved with facilitating networking components of various events and programs with the Alumnae Office. Finally, Career Services attempts to work closely with students and alumnae to coordinate connections in order to provide networking opportunities for internships and full-time employment. Sweet Briar College is partnering with AlumniFire.com in order for students and alumnae to connect one-on-one for career networking and to share job and internship opportunities. Sweet Briar students are also taught how to appropriately network with alumnae in their desired geographic location or career field.

Internship Program

An important part of the four-year plan is the Internship program. By working one-on-one with the Career Services Center, which also coordinates Internships in conjunction with faculty sponsors, second and third year students can obtain Internships for academic credit to complement and augment their specific majors and career goals. Affiliation with Internships.com, which contains thousands of local, national, and international opportunities arranged by geographic location and specific career fields, give students a myriad of opportunities.

Additional Services

The Career Library and Career Services website houses information on a broad spectrum of career areas, graduate school programs, internships, job search sites, current full-time and part-time and student employment information. For more information, please go to: <http://sbc.edu/career-services>.

Student Spiritual Life/College Chaplain

The Spiritual Life center exists to reflect and support students' interests in spiritual exploration. In the past, Sweet Spirits led weekly small groups of reflection, meditation, Bible study, worship, and prayer. These groups are open to people of all faiths and are constantly evolving, depending on student interests. The center hosts a monthly Bagel Bash, during which students support and learn about a local non-profit or community need. The Spiritual Life Center takes part in service-learning, supports the annual "I Am Sweet Briar" performance, Christmas Vespers, February's Gospel Fest, and other seasonal events related to spiritual growth. Sweet Spirits also serve as peer counselors and mentors to students. In addition, the chaplain provides pastoral care and encourages student engagement with local communities of faith. The office of Student Spiritual Life/College Chaplain is located on the lower level of Dew Hall, 434.381.6103.

Sweet Briar is an independent, nonsectarian college that welcomes people of all faiths, beliefs and backgrounds. The College has a rich legacy of emphasis on the spiritual development of students. Sweet Briar College is dedicated to freedom of thought and the importance of personal exploration of spiritual values. An important part of student life in college is participation in organizations, programs, volunteerism, and events that encourage each student to develop her personal beliefs as well as a deeper appreciation for others' religious beliefs and practices. For more information, please refer to:

<http://sbc.edu/chaplains-office/chaplains-office>.

Health and Wellness Center and Counseling Services

The Mary F. Harley Student Health Center is supportive and integral to the academic mission of the College. *Excellence in learning is optimized by wellness and a healthy lifestyle*. The professional staff of advance practice providers is dedicated to assisting students in making healthy lifestyle choices and accepting responsibility for their own health and well-being. For more information, please go to: <http://sbc.edu/health-counseling/home>. To schedule appointments for all your primary care (acute and chronic) and women's health needs, please call 434.381.6140.

The Mental Health Counselor is available to assist and support all students with a wide range of topics, e.g. academic or social stress, anxiety, depression, and numerous other mental health topics. Counseling is free and confidential. Appointments can be made by contacting the Office Manager at 434.381.6140.

PLEASE note that appointments cannot be scheduled by email.

Student Involvement and Programs

The Office of Student Involvement and Programs (OSIP) is located on the Student Life floor, 2nd floor of Prothro Hall.

The office is committed to empowering women to develop as leaders and individuals through involvement both on and off campus. Programs, resources, and services for students and the larger College community are designed to enhance the quality of life, to facilitate intellectual, ethical, and personal growth, and to facilitate an environment that enhances respect for diversity.

Clubs and Organizations (CO's)

Sweet Briar College has over 50 student-led clubs and organizations. These groups support the overall mission of the College and are involved in numerous activities which promote growth, development, support and awareness. Involvement on campus can be

important in making life-long friends and acquiring skills that complement and enhance theoretical perspectives gained in the classroom. It also contributes to an enjoyable and engaging College experience. The OSIP maintains a list of current clubs and organizations. A list of currently active COs and their descriptions may be found online at: <http://sbc.edu/student-involvement/student-organizations>.

The Inter-Club Council is the student-led group charged by the Student Government Association to provide guidance and governance for clubs and organizations. For more information, please go to: <http://sbc.edu/student-involvement/student-organizations>.

- A. **Clubs** – are groups that have a purpose such as engaging in a common interest, service to the community, etc. *Moreover, they are open to the entire student body to join.* They must have at least 10 members.
- B. **Organizations** – are groups that are honorary in nature. Membership is based on scholarship or some other honorary characteristic. Organizations have no membership limits and admission to membership is based on criteria set forth by the chartering organization. *Organizations are not necessarily open to the entire student body to join, but may be selective in nature. *NOTE: An Organization must be open to the entire student body to join to receive Student Government Association (SGA) funding.*

Types of COs

There are four recognized sub-classifications of COs at Sweet Briar. Each CO that registers with the ICC and the OSIP will be sorted into one of these sub-classes. These sub-classes are:

- A. **Tap** – These COs have a focus that is social and service oriented. Membership is by selection of the current group of members or in some cases by election. Tap groups are Organizations.
- B. **Community** – These COs have a particular special interest, or aspect of the SBC community as their focus. Community COs may be either Clubs or Organizations, based on membership requirements.
- C. **Education** – These COs have a purpose that is primarily related to an academic discipline or professional development. Education COs may be either Clubs or Organizations, based on membership requirements.
- D. **Media** – These COs represent the various broadcast and print media groups on campus. Media groups may have less than ten members, because of the specific nature of their work. Media groups are Organizations and open to all students.

How to Start a New CO

Sweet Briar College has many student groups, but there is always room for more. If a student is interested in starting a CO:

- A. Visit the Student Involvement website to see what COs exist. There may be one you do not know about (<http://sbc.edu/student-involvement/student-organizations>).
- B. Designate at least four principal officers for the CO (i.e. President, Vice President, Secretary, Treasurer).
 - 1. Create the name of the CO, develop a mission statement and begin recruiting members.

2. Create your CO's constitution.
3. Find an interested faculty or staff member to be your advisor.
4. Obtain the CO Registration Packet from the Office of Student Involvement and Programs (OSIP) and complete it based on the information in your constitution.
5. Email your completed registration packet, constitution or national charter, and a member list to the Office of Student Involvement and Programs.
6. Meet with the Director of Student Involvement and Programs or designee.
7. Request to be on the agenda to discuss club and seek approval at the next ICC meeting.
8. Plan a meeting time and place and advertise your new CO to the campus community.

Additional guidelines for **Writing Your Constitution** are available in the full-length version of the *Clubs and Organizations (CO) Manual* available in the Office of Student Involvement and Programs (OSIP).

SGA and Other Funding

In order to be eligible for SGA funding, a CO must be registered by the OSIP. In addition, the SGA Treasurer may ask to fulfill certain requirements including, but not limited to: attending the Treasurer's meeting, submitting a copy of the current budget (for returning organization(s)), and presenting budget needs to SGA. For more information, contact the SGA Treasurer at sga@sbc.edu.

- A. **SWEET Funds** – COs may apply for funding for events not covered by their SGA budget allotment. Preference is given to non-alcoholic events that are open to the entire community, and events hosted on the weekends. Applications and evaluations (required after the event) may be found in the Office of Student Involvement and Programs. Applications should be submitted at least two weeks prior to the proposed event. Applications may be turned in to StARS or the OSIP, or emailed to stars@sbc.edu.
- B. **CEO Programming Grants** - Clubs and organizations, individual students, and members of the College community may apply to the Campus Events Organization for a programming grant. Programming grants are evaluated for proper fit and balance with the College calendar and are approved by a majority vote of the executive council of the CEO. Those seeking monies for programming grants must submit the grant application along with an itemized budget for the event to the Office of Student Involvement and Programs or CEO at ceo@sbc.edu.

Fundraising

Sweet Briar College depends upon the ongoing and generous financial support it receives each year from alumnae, parents, and friends of the College, local businesses, foundations, and other donors. The office of Alumnae and Development is responsible for all of the fundraising activities for Sweet Briar College and is responsible for coordinating and prioritizing specific fund raising activities after consultation with the Development Committee of the Board of Directors and the President. It is important that all fundraising efforts complement and not compete with the College's efforts to secure financial support.

The SGA offers fundraising loans to COs to purchase items to sell. The loan application can be obtained from the Student Business Office. If you have questions about the loan, please contact the SGA Treasurer.

Student organizations, college departments, course-sanctioned groups, employees and other campus community members wishing to engage in fundraising activities in the College's community should follow these guidelines when planning and implementing fundraising efforts:

For all fundraising:

- A. Fundraising efforts should be in good taste and good judgment, legal, tax-compliant and not in conflict with the mission of the College.
- B. Items may not be sold or solicited in classrooms or other academic spaces, nor may items be sold or solicited door-to-door in any campus administrative or academic building.
- C. Sales or solicitations may not impede vehicular traffic on any roadway, nor impede pedestrian traffic on any walkway or access to/from any building.
- D. Marketing and publicity for fundraising efforts should be appropriate for the event or initiative. "Internal" marketing may include posters, flyers, table tents, inclusion in organizational or departmental communications, or setting up a table in the Prothro atrium. "External" marketing, including press releases, paid advertising, community bulletins, letter-writing campaigns and similar methods for reaching local community members should be vetted through the College's Media, Marketing and Communications department.
- E. The College directory or other published or posted student or employee lists are for campus use only. There should be no public or third-party distribution of such lists.

Non-compliance with these guidelines may result in the College's refusal to host or support organizational or individual fundraising in our campus community.

The College reserves the right to impose additional restrictions and/or requirements with respect to specific fundraising activities as appropriate.

Fundraising to benefit Sweet Briar College:

- A. At least 10% of the profit of any external fundraising efforts that is intended to support the College must be donated to the College. For example, if an individual wishes to raise money for the benefit of an SBC athletic team, the College's Library or any of the established "Friends of..." groups, at least 10% of the profits must be donated to that College group/account.
- B. The Sweet Briar leader/liaison of a "Friends of..." organization or a staff director in the Development Office should be consulted during the planning stages of any activity prior to any public announcement or marketing to secure approval.
- C. Members of Sweet Briar organizations and departments who solicit items from the local business community represent the College and should behave so as to preserve and further productive relationships with these local businesses. It may be necessary to keep an inventory of donations to share with the Alumnae and Development Office.
- D. Gifts-in-kind, such as books, art, horses and other materials that have a related use to Sweet Briar's academic program, are welcome. If such a gift is offered to anyone in the Sweet Briar community, the Office of Alumnae and Development should be consulted prior to accepting such a gift.

Fundraising to benefit an established non-profit (charity, school, foundation, community sports program, etc.):

Students, staff, faculty and/or college-affiliated community members who wish to support established non-profit organizations having no direct affiliation with the College should do so without damaging the work, living or learning environment at the College. In addition to the general guidelines previously outlined:

- A. Student-led appeals that involve “dorm storming” should be approved through the Offices of Residence Life and Student Involvement and Programs Student Life
- B. Solicitations should be made in person among colleagues and/or classmates who know each other.
- C. Be selective about who you approach; focus on people who have shown interest in what you are offering, those who have purchased from you before and those from whom you have purchased items or services yourself.
- D. Make in-person appeals during work breaks or lunch/meal hours.
- E. If you are a supervisor, people who work on your team may feel a pressure to support your efforts; this is also true for the faculty-student relationships. Those in positions of supervision or authority should be extremely sensitive to this possibility.
- F. A brochure and order form left in community space (office kitchen/galley, break room, lounge, etc.) is acceptable.

Fundraising for the benefit of an individual (student, employee, family member, community member, etc.) or a business:

- 1. Neither individuals (regardless of affiliations with the College) nor private, commercial organizations may sell or promote the sale of products or services on College owned, operated, or controlled property except:
 - A. Individuals or organizations with whom/which the College has entered into a written contract to lease space or facilities.
 - B. Individuals or organizations authorized in writing by the College to engage in the sales of goods or services for the benefit of a recognized Sweet Briar group or organization.
- 2. The College does not allow fundraising for an individual’s gain or benefit (for example, selling raffle tickets or asking for loose change to benefit a specific person, selling one’s goods or services without a return donation to a College organization, etc.).
- 3. Vendors or individuals not sponsored by a campus organization or department wishing to sell on-campus for their own benefit or profit must be approved by the Vice President for Finance and Treasurer or his/her designee. Prevailing facility rental rates will apply for any space desired.
- 4. As part of an established SBC effort (e.g. Bum Chum Bazaar, products from the Sweet Briar Community Garden), outside organizations or outside individuals wishing to sell or solicit on campus must secure written permission through their sponsoring SBC organization. The Office of Student Involvement and Programs has a form and a process in place that should be used for when external groups or vendors are brought on campus to sell their goods or services.

5. The College reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of insurance coverage acceptable to the College and/or agree to indemnify the College and College personnel against liabilities arising from their acts or omissions.

For further information, consult with the Vice President for Alumnae and Development **prior** to initiating any effort.

Campus Events Organization

Campus Events Organization, a student-run organization, provides students with opportunities to expand their horizons and experiences, and to have fun by attending lectures, concerts, comedy events, and a wide range of other student-initiated programs. Student events are planned by the Campus Events Organization (ceo@sbc.edu) with advising and support from the Director of Student Involvement and Programs or designee.

Late Night Programming (Sweet Funds)

The Office of Student Involvement and Programs co-sponsors many late night programs throughout the year. Clubs, organizations, campus offices – and individual students – can apply and may be selected to host an event. It is preferred that events take place on a Friday or Saturday night and all must be alcohol-free, with any theme of their choosing. For more information, please visit the Office of Student Life, Prothro 2nd floor.

The Student Business Office

The Student Government Association (<http://sbc.edu/sga/sga-and-class-officers-2013-14>) administers the student life fee. The Budget Committee of the Student Government Association distributes funds to recognized clubs and organizations, and other student operated initiatives. These funds are held in on-campus accounts and are managed by the Student Business Office (SBO) with guidance from the Coordinator of Campus Student Employment. For more information, please go to: <http://sbc.edu/student-involvement/student-organizations>.

Student Activities and Facilities

Chalking is allowed **only in open areas** at Sweet Briar College. Please keep in mind that the area **must be on the ground** (exterior and interior walls are off limits) and be able to be hit by free falling rain. Also, messages must be pertinent to activities that support the mission of the College and be in good taste.

Sweet Briar College has numerous facilities available to all students. All student facilities can be reserved at no cost through the on-line College Event Planning system at: <https://my.sbc.edu/>.

The Boathouse

The Sweet Briar Boathouse is situated on one of the College's two campus lakes. Many students use the area for recreational use and the Boathouse is the site for many student programs or parties. It is available to all students for use. Contact the Office of Student Life to reserve the Boathouse 434.381.6134.

Fitness and Athletics Center (FAC)

The Fitness and Athletics Center is a popular wellness resource for all students. The FAC offers a field house, indoor track, fitness equipment, spinning room, racquetball and squash courts, recreation and game lounges, indoor pool and more. For more information please see Section VI, **Other College Offices and Services** at:

<http://vixenathletics.com/facilities/index>.

Reid Pit: Student Activities Center/Media Center

Reid Pit, located on the lower level of Reid Hall, has access from the Student Commons Courtyard. It has a 62-inch television as well as a complete array of audio-visual equipment. Reid Pit is also a great place to play foosball, pool, or to enjoy a board game. Also located in Reid Pit is the Media Center, which includes the offices of Red Clay (literary journal) and the radio station.

The Den

The Den, located on the right side of the traffic circle adjacent to Manson residence hall, is available to all students for parties and other programs. It is also a convenient location to study while students are doing laundry next door. To reserve the Den, contact the Office of Student Life 434.381.6134.

The EB Room

The EB Room, located in the lower level of Dew Hall, is a large lounge area where students can study as well as have meetings, programs and other activities. The area also features a full-size kitchen. The Non-Residential and Turning Point student lounge is located adjacent to the EB Room.

Sweet Briar Outdoor Program

The Outdoor Program office is located on the lower level of Meta Glass Hall. This department oversees activities and is supported by Outdoor Program student Instructors. The office has many resources, including rental gear for personal adventures on and off campus. Students may participate in beginner and intermediate level trips in outdoor adventures such as climbing, hiking, kayaking, caving, skiing, and more. Students may also obtain certification for the use of lake canoes, the Outing Cabin and campus fire pits through the Outdoor Program.

A schedule of offerings can be found on the website at: <http://sbc.edu/outdoor-programs/trip-schedules>. To register for a trip stop by the Outdoor Programs office.

Outdoor Program Instructors

Outdoor Program Student Instructors lead peers, faculty, staff, and their guests on outdoor adventure trips. Students selected for this position are part of a special team of leaders who gain both leadership and outdoor adventure skills taught through an extensive training program and instruction that includes practical and field experience. Upon completion of training Outdoor Program Instructors acquire knowledge of their leadership style, group dynamics, and are competent leading and teaching safely in the field.

Outdoor Program Apprentice Program

The Apprentice Program is a program designed to identify individuals who are interested in potentially becoming SBC Outdoor Program Instructors and developing the necessary skill sets to make them strong candidates for the position. The program aims to develop the apprentices' technical skills through observation and peer mentored guidance, practice judgment and decision making through reflection, build experience with group management, and expose apprentices to the processes and policies of the SBC Outdoor Program. First-year and sophomore students apply for the Apprentice Program in November for the spring semester program

For more information regarding the Instructor and Apprentice positions, please contact The Director of Outdoor Programs, 434-381-6369 or visit the website:

<http://sbc.edu/outdoor-programs/sweet-briar-outdoor-program>.

Section VI: Other College Offices and Services

Alumnae Association

The Alumnae Alliance represents the alumnae of Sweet Briar College. Its mission is to "promote programs and services that connect alumnae to the College and to each other, to sustain Sweet Briar in perpetuity." To do that, the alliance and its working groups connect alumnae to the College through the Alumnae Relations and Development office with the sole focus of sustaining and supporting Sweet Briar in every way possible. That includes recruiting students, raising money, organizing regional clubs, planning reunions, promoting successes and researching new ideas for a sustainable future. The alliance engages and connects the 14,000 living alumnae by supporting their career development, continuing education and connections among and within the classes.

The Alumnae Alliance Council is a panel of 15 members chosen from more than 120 women nominated by fellow alumnae. All members of the council co-chair one of the working groups that focus on key areas where alumnae can contribute their subject matter expertise to support the College. The list of the council members follows below.

1. Class Acts / Reunions

Works with class officers to assist with class reunions, manages the class notes publication cycle, and updates alumnae contact information.

2. Clubs / Geographic

Coordinates geographic alumnae clubs and supporting regions. Assists club leadership with events.

3. "The Network" and Career Development

Connects alumnae across the generations, supporting student internships, career networking and graduate school advising. Organizes affinity groups, like Sweet Work Days and continuing educational programs.

4. Council Strategic Initiatives

Assists in research and development for College priorities such as alumnae engagement, branding, global outreach, recruiting, land use and sustainability, partnerships, academics, student life, women's education and other Initiatives as identified.

5. Media, Marketing and Communications

Provides expertise, advice, and research to MMC staff and assists in media communications to alumnae.

6. Alumnae Admissions Representatives (AARs)

Coordinates the work of alumnae with the College's Admissions Office as AARs, representing Sweet Briar at college fairs and in talking with prospective students.

7. Development

Supports the College's fundraising efforts for operating expense management, special financial projects, annual

and reunion giving, future capital campaigns, foundation and corporate proposals, major gifts cultivation, and affinity/friends groups fundraising.

Athletics and Physical Education

At Sweet Briar, athletics and physical education are an important part of the education of the total student. Department faculty and staff are committed to enhancing the physical, mental and emotional well-being of all students as an integral part of their educational experience. The instructional program offers a wide range of activities, allowing each student to develop skills and knowledge that will contribute to a healthy lifestyle (http://vixenathletics.com/information/Wellness_and_PE/Class_Offerings).

The Intercollegiate Athletics Program provides opportunities for competitive excellence for students with advanced skills with the opportunity to succeed both as individuals and as team members.

In accordance with the NCAA Division III philosophy, athletics complements the educational experience and places priority on encouraging academic success. Adherence to NCAA rules and regulations regarding amateurism, ethical conduct and sportsmanship is emphasized.

See also Fitness and Athletics Center, **Athletic Physical Examination Policy**.

Each student-athlete participating on varsity athletic team must complete a physical examination, as well as other required documentation, including a medical history report. Before a coach is permitted to allow a student-athlete to participate in a practice or game, all the required documents must be on file in the athletic training room. Please see the College *Catalog* for other policies pertaining to the Athletic department.

Athletic Physical Examination Policy

Each student-athlete participating on varsity athletic team must complete a physical examination, as well as NCAA required documentation, including a medical history report. Before a coach is permitted to allow a student-athlete to participate in a practice or game, all the required documents must be on file in the athletic training room. Please see the College *Catalog* for other policies pertaining to the Athletic department.

Book Shop

The Book Shop is your on-campus source for Sweet Briar swag — sweatshirts, T-shirts, caps, mugs, decals, and many other ways to display your pink-and-green pride. The shop has a selection of books written by Sweet Briar faculty and alumnae, and also includes a gift boutique that carries, among other things, handbags, fashion clothing and — of course — fox- and horse-themed décor.

Campus Safety

The Sweet Briar College Department of Campus Safety, located in the Conference Center, provides safety and security services for the campus community. The Department is staffed 24 hours a day, 365 days a year, with Campus Safety Officers who are trained/certified through the Virginia Department of Criminal Justice Services. Working in conjunction with the other campus departments, our campus safety officers endeavor to enforce college rules, regulations and laws of Virginia in an impartial manner while embracing respect for cultural diversity and individual uniqueness.

Campus safety officers are trained to respond to safety and security concerns and provide support and appropriate referrals to victims of crime. Campus facilities are patrolled by foot and motor patrol, and our campus safety officers respond to both emergency and routine calls for service. The campus safety officers maintain a close-working relationship with residence advisers in each residence hall in an effort to stay informed of pertinent information on security related issues.

Safety and security are both personal and shared responsibilities. Sweet Briar College has an array of services in place to promote an environment that is as crime-free as possible. We encourage you to familiarize yourself with these services and take advantage of them to help make your educational and living experience at Sweet Briar College as enjoyable and crime-free as possible.

We invite you to visit the Campus Safety office and visit our website at <http://sbc.edu/campus-safety>. Inquiries concerning the operation of the department may be directed to the Interim Director of Campus Safety at 434.381.6144.

This department provides Sweet Briar College with 24-hour/365 days a year service. Located in the Conference Center, dispatchers for the department maintain radio and telephone contact with safety officers and also monitor emergency alarms.

The College prides itself on being a safe campus, but crimes can occur. Students are encouraged to promptly report to the Department of Campus Safety any incidents of theft, vandalism, assault, or suspicious persons.

The Department of Campus Safety maintains the data and statistics for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information is made available on the College's website and paper copies will be made available upon request. For Vehicle Registration and Student Parking Regulations, please see the website at: <http://sbc.edu/campus-safety>.

Missing Persons Policy

The College has a policy and procedures for missing student notification. Students are asked to identify and provide contact information for a person to be notified in the event a student is officially reported as missing. A copy of this policy is available at Campus Safety and online at <http://sbc.edu/campus-safety/annual-security-and-fire-safety-report>.

Communications

SBC★Telecom Services

SBC★Telecom provides the operational support for the College's telecommunications systems and CATV. This includes installation and maintenance support for the data communications network.

CATV service is provided in each residence hall room.

Campus Communication

Sweet Briar College has two primary mechanisms of official communication with students.

As a Sweet Briar student, you have responsibility for the information sent to you from the College from the official communication channels. The College takes every

reasonable measure to ensure that communications are concise and efficiently managed.

Students are responsible for the information sent through these channels:

A. Email

1. Official communication from the College is sent via a number of email announcement lists; each student enrolled in the College is enrolled in these lists. These exist for each of the major administrative offices of the College. Each student is provided with a Sweet Briar email account. Students are responsible for the information sent through the official email channels.
2. Responsibility includes receiving messages from faculty, campus employers, student government and clubs in which a student is active.
3. Other announcement lists exist for communication of events on campus— Babcock Season, Honors Program, Athletics, etc.

B. Postal Mail

1. Each student is provided with a U.S. Postal mail address and expected to rent a campus mailbox.
2. Communications from the College may be sent through campus mail and/or U.S. Mail.
3. Such communications may include, but are not limited to: course notices; grade reports; billing information; employment documents; faculty notices; and SGA and student organization notices.

Campus Student Employment

Working on campus is a very effective way for students to gain professional competencies and solid work experience. Campus student employment, which is part of Human Resources, offers students the opportunity to work in a variety of offices and departments on campus. Student participating in the federal work study program are eligible to work on campus, but will need to apply and compete for campus employment. Sweet Briar not only assists students in finding on-campus jobs that relate to their interests and areas of study, but through the career services center provides resume and cover letter writing support, job searching skills, and interview preparation for student employees through workshops and individual appointments. Campus job descriptions, relevant employment forms, the student employment handbook, and the payroll schedule can all be found on the website under human resources.

Computer Services

The Computer Services Help Desk is located on the lower level of the Dorothy Sales Education Building, and can be reached from anywhere on campus by dialing HELP (Ext. 4357) or from off campus at 434.381.6282. The Help Desk can assist students in connecting to the Sweet Briar network, configuring email and web browsers, personal devices such as smart phones and tablets and troubleshooting problems. Warranty repair service is available for Apple and Dell computers. Other repairs are available on a reimbursable basis. The Help Desk provides links on the website: <http://sbc.edu/helpdesk> that allows you to purchase software and any Dell or Apple computer at educational discount pricing.

Academic Computing (<http://sbc.edu/ac>.) offers training and personal technology consulting services to all Sweet Briar College students, faculty, and staff. Current faculty, staff, and students have access to a large library of online technology training courses located at <http://sbc.edu/atomic-learning-videos>.

Academic Technology Support currently maintains computer labs (Benedict, Cochran-Woody, Cochran-Smith, Babcock-Piano) with Windows Virtual Machines allowing computers to run both Apple's OSX operating system and Microsoft's Windows operating system, as well as two Windows only labs (Guion) open during while the academic year is in session. Printers are available in all labs with printing for Academics use only. Printing is not free but managed under a print quota system that allows each student a base number of prints with overage charged at a cost per sheet based upon whether the print is black and white or color. Technology assistants in the labs are available.

Academic Technology Support has audio-visual equipment available for checkout for an event or presentation for Academic purposes. The department is located in the lower level of the Dorothy Sales Education Building.

Sweet Briar Dining Services

Prothro Dining Facilities

Parkhurst Dining now manages Sweet Briar's food service. They hope to create vibrant community offering a wide variety of meals prepared with fresh and local ingredients.

Use of Dining Hall

We will have continuous dining. Continental between Breakfast and lunch and Salad Bar/Deli between lunch and dinner. The Dining Hall will be open from 7:30 a.m. to 7:30 p.m. Monday-Friday and 10:00 a.m. to 7:00 p.m. Saturday and Sunday.

Daisy's Café will be open Monday-Friday from 8:00 a.m. to 10:00 p.m., closed on Saturday, and Sunday 4:00 p.m. to 10:00 p.m.

The Dining Hall is not open after hours when the College is closed, unless a request for a special event has been approved through the Director of Hospitality, 434.381.6340.

Removal of Equipment and Supplies

The china, glassware, silverware and dishes are purchased for use in the dining hall only. Replacement of these items is costly and is an inconvenience to other students when the supplies run out. Removing these items can be considered stealing and therefore is considered a violation of the standards of non-academic conduct.

Off-Premises Meals Dining Services does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for special occasions.

Campus groups/departments wishing to hold a special function in Prothro should plan their event to start no earlier than 7:30 p.m. In an effort to keep the atmosphere during meals congenial and compatible with pleasant dining, we restrict activities during meals to general announcements and student-sponsored events that have been approved by the Director to satisfy its primary function of student dining. Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the front desk in Prothro

Atrium. In compliance with Virginia ABC Regulations, no alcoholic beverages are permitted in the dining hall, unless served by the Catering department.

Takeout Food and Snacks The Dining Service program is designed only for meals consumed in the dining hall and adjacent areas. It is expected that students will occasionally miss some meals; therefore funds have been budgeted accordingly. Food and beverages are not to be taken out for “snacks.” Takeout trays are not provided to students, faculty, staff or guests.

Dining Dollars Dining Dollars are a feature of your meal plan that supplement meal swipes and add flexibility to your campus dining experience at all Sweet Briar Dining locations. Here’s how they work! Use your Dining Dollars like a debit card. Make your purchase at any Sweet Briar Dining location (including Daisy’s Café) and have the retail value deducted from your Dining Dollars. Running low? Feel free to add on funds to your meal plan in the dining office of Prothro Dining Hall or by phone at 434.381.6145. Find more information on our website at www.sbc.edu/dining.

Sweet Briar Catering Services Catering services are available to all students, faculty and staff. Catering provides staff, food and beverages for many College events that take place in non-food service facilities. The Director of Catering, Zandra Boone, can be reached at 434.381.6146 to assist in the planning, cost estimates and coordination of services. The College does not allow “off-campus” food companies or caterers to provide service on campus in certain campus locations.

Sweet Briar Card

The Sweet Briar Card is the College’s official identification card issued to all members of the College community. It is required for identification, access to essential campus services, and functions as a convenient payment method (SweetCash) for services on campus. For more information, please go to www.sweetbriarcard.com. SweetCash is a prepaid spending account on students’ Sweet Briar Card that is accepted all around the Sweet Briar campus. Replacement cards can be obtained through Campus Safety at a cost of \$20.00.

Emergency Response Procedures

The College has defined emergency response procedures which are available in the Campus Safety office and outlined on the College website at:

<http://www.sbc.edu/campus-safety/emergency-management-plan>.

There are also procedures for notifying the campus community regarding a significant emergency or immediate threat to the community. This occurs through campus email, via College phones and through the e2Campus Emergency Communication System.

e2Campus Emergency Communication System

Sweet Briar College offers e2Campus, a mass notification system, to quickly notify individuals in case of emergency, including events such as winter weather and tornadoes. It has the capacity to alert students, faculty, residents, staff, family and friends with text messages on their cell phones. In addition to cell phones, e2Campus enables SBC to send important campus information via the College website, RSS, PDA, Email, Text Pager, and Google, AOL, or My Yahoo pages.

This no cost service is provided by SBC to all students. New students are initially enrolled during Orientation and students are responsible for updating their account, should their phone number or other information change.

To modify Campus Alert preferences (including the ability to opt out of this service) go to the mySBC web page, click “Campus Alert” at the top of the page and follow the easy instructions.

Participants are responsible for messaging charges by their service provider. Student information is not shared with or sold to a third party. Participants can enter up to two phone numbers and two email addresses. Those who wish to do so are encouraged to list a family member or friend’s phone number or email address.

Fitness and Athletics Center

The Fitness and Athletics Center (FAC) is located next to the Babcock Fine Arts Center. The FAC offers a range of spaces available for academic, athletic and co-curricular pursuits. In addition to the Prothro pool, Gabriel Free-Weight and Winston Cardio Rooms, locker room facilities, Williams Court and Fencing/Aerobic Rooms in the Williams wing, the FAC is also home to the Athletics and Riding Hall of Fame, Houston Bistro, Robertson Recreation Lounge and Illif Game Room, Wood Multi-Purpose Classroom, 1948 Theater, Upchurch Field House, spinning room and the racquetball and squash courts.

The Robertson Recreation Lounge features a 44 inch flat screen TV with Surround Sound technology, and both a Blu-Ray player and iPod docking station. Additionally, the Rec Lounge contains space for a small stage and in-house lighting for student-run campus events. The game room is furnished with a pool table, ping-pong table and card table as well as an iPod docking station with Surround Sound.

An elevated three-lane running/walking track and three indoor courts are available in Upchurch Field House. The versatile field house can accommodate a variety of recreational and athletic events. Courts are lined for basketball, field hockey, lacrosse, soccer and tennis. Divider curtains make it possible to configure the space specific to each event.

The 77-seat 1948 Theater hosts a myriad of events from lectures, to film screenings and student presentations. Wireless Internet, projector, Surround Sound, and Blu-Ray technology is available in the 1948 Theater.

Sports equipment, including rackets and protective eyewear, is available for check out at the main desk in Pottsie’s Lobby.

Facility reservations must be made online through the SBC on-line calendaring system. Facility schedules and other important information are posted on at vixenathletics.com.

Mail Services

Post Office

The Post Office is located on the first floor lobby of Meta Glass Hall. All students, including non-residential students, are required to rent a post office box which is payable at the beginning of the College term or may be paid in advance. Window hours are 8:15 a.m.-4:15 p.m. weekdays. Mail is delivered on Saturdays, but there are no regular window hours.

Intra-Campus Mail System

Located on the first floor lobby of the Meta Glass Hall, the mailing system is for the use of all members of the Sweet Briar community (students, faculty, staff). A collection box

will be located in the lobby of the Post Office, where students may leave mail to be delivered to faculty and staff offices by the campus mail delivery service.

Physical Plant

Physical Plant is responsible for assisting with the maintenance of all campus buildings and grounds, renovations, restorations and construction projects, as well as responding to questions and concerns regarding conditions of daily living and learning environments. Every attempt is made to address emergency situations as soon as the Physical Plant staff is notified. To report an emergency that occurs Monday through Friday, please dial 434.381.6110 between the hours of 7:30 a.m. and 3:30 p.m. After hours, contact Campus Safety at 434.381.6144 or 434.381.6111. For assistance with non-emergency needs, a work order should be submitted by using the following address: <http://sbc.edu/helpdesk>. Barring any unforeseen circumstance, routine work orders will be completed within five working days. Students are encouraged to communicate with your Resident Advisor and Resident Director regarding residence hall needs and concerns.

Section VII: Important Contacts

If using your cell phone, please dial 434.381 and then the extension

Emergency number is 6111

Academic Advising:	6278 or 6206
Academic Resource Center (ARC):	6278
Dean's Office:	6205
Campus Safety:	6144
Student Life:	6134
Residence Life:	6420
Student Engagement and Programs	6134
Career Services:	6151
Campus Student Employment:	6580
Counseling and Health and Wellness Services	6140
Student Involvement and Programs:	6134
Student Spiritual Life and Chaplain	6103
Outdoor Program:	6369
Student Government Office:	6991
Campus Events Organization (CEO):	6729
Student Business Office:	6991
Inter-Club Council (ICC):	6134
Volunteerism:	6113
Computer Help Line:	4357
Dining Hall Menu:	6368
Emergency:	6111
Fitness and Athletics Center:	6465
International Education:	6362
Physical Plant:	6110
Post Office:	6176
Telecom:	6102

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