

SARAH  
LAWRENCE  
COLLEGE



# *Student Handbook*

## 2022-23

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# THE STUDENT HANDBOOK

The 2022–2023 Sarah Lawrence College Student Handbook is your guide to Sarah Lawrence and the campus. Familiarity with the material contained herein will assist you in your success at the College. Information is provided regarding academic and campus life policies and procedures, as all students are responsible for following the College regulations printed here.

This handbook has been prepared for undergraduate and graduate students, faculty, and staff of Sarah Lawrence College, and others wishing to know about College policies, procedures, programs, and activities. Every effort has been made to ensure that the information contained herein is accurate as of the date of publication (August 2022). Sarah Lawrence College reserves the right to revise policies, procedures, programs, and activities or correct errors without prior notice. Changes and amendments made after publication will be posted on the College's website with revisions to this document.

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*In an effort to avoid gendered language in this document,  
Sarah Lawrence College has chosen to make exceptions  
to select grammatical rules (i.e., pronoun agreement).*

# ABOUT SARAH LAWRENCE COLLEGE

## HISTORY OF THE COLLEGE

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

Throughout its history, Sarah Lawrence has promoted new ideas and instituted outstanding programs. In 1937, the College founded the Early Childhood Center, a school for children ages 2 through 6, where Sarah Lawrence students serve as interns and engage in research projects. In 1949, the College introduced programs leading to the MA degree; since 1969, the College has also awarded the MFA degree in the performing arts and creative writing. In 1962, Sarah Lawrence established the Center for Continuing Education, the first full-scale undergraduate program in the country designed for returning adult students. Sarah Lawrence has pioneered the founding of several outstanding graduate programs that have served as models nationwide: the master's program in human genetics (1969), providing training for health professionals in human genetics and inheritable disorders; the master's program in women's history (1972), linking teaching and research with the problems of women in a changing society; and the master's program in health advocacy (1980), educating advocates for a broad array of roles within the health care system. In 1985, the College began the Art of Teaching Program, which leads to the MEd degree and prepares students for teacher certification (nursery through sixth grade). Activities and programs in child development were consolidated as the Child Development Institute in 1987.



# OUR PHILOSOPHY

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

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

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

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

Close faculty-student contact is required to realize our educational goals. The low student-to-faculty ratio of 9-to-1 makes the intensity of this teaching possible. The result is more direct faculty participation and involvement with students in the educational process than at any other major undergraduate college in the country.

## THE MISSION STATEMENT OF SARAH LAWRENCE COLLEGE

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

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

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



# PRINCIPLES FOR MUTUAL RESPECT

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

## Principles for Mutual Respect

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

# COLLEGE OPERATIONS UNDER EXTRAORDINARY CIRCUMSTANCES

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

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

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

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

# SARAH LAWRENCE COLLEGE COVID-19 COMMUNITY PLEDGE 2022–23

A fundamental component of a Sarah Lawrence education is the exploration of connections. We are a community that thrives at the intersection of disciplines and thought—connecting physics to dance, literature to politics, and writing to mathematics is part of who we are and the intellectual growth we seek during our time together.

Our interconnectedness extends to our shared priorities and responsibility to foster and steward a safe and welcoming environment while recognizing the distinct challenges the COVID-19 pandemic presents. As you are all too aware, the previous two years have been unlike any others. As the COVID-19 pandemic continues to impact our community and world, we will continue efforts this year intended to protect the well-being of our students, faculty, and staff. As part of this effort, all students are required to be up to date with all COVID-19 vaccines, including booster vaccines when eligible, in order to be on campus unless they have been approved to be exempt to the requirement due to a medical or religious reason.

All individuals will abide by the campus masking policy. Masking requirements for the campus community may be adjusted to meet changing circumstances and public health recommendations.

Any student (vaccinated or unvaccinated) who tests positive for COVID-19, or is symptomatic and pending the result of a COVID-19 test, must isolate in accordance with CDC and New York State Department of Health guidelines. We expect that residential students will isolate in place (in dorm rooms). Residential students who are isolating in place will not be allowed to leave their residences except for bathroom use and to pick up meals. N95 or KN95 masks must be worn when around others.

In alignment with current CDC guidance, a person who is a close contact of someone who tests positive will no longer quarantine, but will wear a well-fitted mask for 10 days and test on day five, or if they become symptomatic.

Commuter students, as well as faculty and staff, agree to make their own isolation arrangements and complete any necessary protocols.

While the world has changed dramatically, what remains is that we are critical, empathetic, and compassionate thinkers who support and care for one another. To provide greater assurance and clarity regarding what you can expect as a member of the Sarah Lawrence community this academic year, below is our compact that all members of Sarah Lawrence College will uphold. This pledge complements the policies included in the Student Handbook and pertains to all students, faculty, and staff, whether living on campus or commuting.

## **2022–23 Sarah Lawrence College COVID-19 Community Pledge**

By being on campus, all community members agree to these tenets and any other guiding principles that may be added throughout the semester. I agree to:

1. Support one another and prioritize the health and safety of members of the Sarah Lawrence community, recognizing that any individual's actions may affect the community as a whole.
2. Recognize that maintaining social distancing with others and wearing a face covering in public spaces is one of the most effective ways to limit virus spread.
3. Practice daily care, like washing hands regularly, especially after touching often-touched items, and cleaning common areas after use.
4. Comply with capacity limits of campus rooms and spaces, which may change depending upon virus infection rates in our area, and policies pertaining to visitors and hosting on campus broadly.
5. Not smoke on Glen Washington Road between Kimball Avenue and Mead Way, as it is a main pedestrian crossing and thoroughfare for campus.
6. Receive testing for COVID-19 as directed by College officials or others.
7. Abide by the isolation protocols designated by the College in accordance with CDC, New York State, and Westchester County Department of Health COVID-19 guidelines.
8. Adhere to directives related to disease mitigation given by College officials as circumstances change, which may include restricted use of campus or departing campus in response to changing circumstances or public health order.
9. Stay informed of current guidelines and New York State guidance associated with COVID-19 mitigation practices. It is critical that all members of the community understand that activities that place individuals at greater risk for exposure to the virus, such as large unsanctioned gatherings, both on and off campus, may result in disciplinary action up to and including removal from on-campus housing, restrictions from campus, or suspension from the College. Our strength is our community, and to succeed we must continue to approach one another with consideration and encourage compliance with these expectations as the best means to support our collective health and safety.

# UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES

## UNDERGRADUATE PROGRAM PLANNING

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

### Degree Requirements

The responsibility for knowing and satisfying all degree requirements rests with the student. Course requirements for the Bachelor of Arts degree are as follows:

1. Satisfactory completion of 120 credits, at least 60 of which must be Sarah Lawrence credits.
2. Satisfaction of the residency requirement:
  - a. a minimum of two consecutive years of full-time study at the Bronxville Campus.  
Sarah Lawrence study away programs cannot be used to fulfill residency requirements.
  - b. successful completion of full-time study at Sarah Lawrence in Bronxville for either the junior or senior year.
3. Fulfillment of the distribution and lecture requirements as outlined below.

### Distribution Policies and Guidelines

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

1. The curriculum consists of four academic areas: natural sciences and mathematics, humanities, history and the social sciences, and creative and performing arts. Degree candidates are required to complete a minimum of 10 credits in at least three of the four areas.
2. Within the 120 degree credits, there is a fixed maximum for each of the four areas. Students may take no more than 80 credits in natural sciences and mathematics, 80 in the humanities, 80 in history and the social sciences, and 60 in the creative and performing arts. The subjects included in each area are as follows:

**Natural Sciences and Mathematics:** biology; chemistry; computer science; mathematics; physics; environmental science

**Humanities:** art history; dance history; film history; language; literature; LGBTQ studies; music history; philosophy; religion

**History and the Social Sciences:** anthropology; Asian studies; economics; environmental studies; geography; history; politics; psychology; public policy; science, technology, and society; sociology

**Creative and Performing Arts:** dance; music; visual arts, including digital imagery, drawing, filmmaking, screenwriting, media arts, painting, photography, printmaking, sculpture; theatre; writing

Of the 120 degree credits, no more than 50 can be in a single discipline, e.g., math or literature or photography. On occasion, in order to advance their curricular and academic interests, students may wish to seek an exception to the residency or distribution requirements. Such exceptions are decided by the Committee on Student Work. See “Exceptions to Academic Policies” below for more information. The 60-credit creative arts limit and the lecture requirement are never waived.

## Lecture Requirement

Students are required to complete a minimum of 20 credits in lecture courses at Sarah Lawrence and are strongly encouraged to do so prior to their senior year. Prior to fall 2020, the requirement was four semesters of lecture rather than 20 credits. Students enrolled prior to fall 2020 may satisfy the requirement with four semesters of lecture rather than 20 credits, provided a minimum of three credits were earned in each lecture course.

The lecture requirement is reduced by five credits for each block of 15 transfer credits accepted or each semester successfully completed in a Sarah Lawrence off-campus program. The lecture requirement is never waived.

## Exceptions to Academic Policies

Students requesting exceptions to the College’s academic policies must do so in a letter of appeal addressed to the Committee on Student Work and sent to [deanofstudies@sarahlawrence.edu](mailto:deanofstudies@sarahlawrence.edu). The letter should state the requirement or policy for which the exception is requested and provide a rationale for why the exception should be made. If possible, requests for exceptions should be submitted to the Committee on Student Work in the semester prior to the one for which the exception is requested. Request letters should be accompanied by a letter from the student’s don in order for the committee to consider the appeal. The 60-credit creative arts limit and the lecture requirement are never waived.

# UNDERGRADUATE REGISTRATION

## General Description

Course registration takes place at the beginning of each semester. Registration material is available to students on MySLC. Students review the curriculum and discuss proposed programs with their dons. Students are required to interview for classes for which they wish to register, and students who fail to interview may be denied admission to the class. The interviewing process allows students to learn more about course content and expectations, to explore possible conference ideas, and, if relevant, to discuss prior experience with the subject. All students are required to be enrolled full time each semester unless they have been granted a reduced course load by Access and Disability Services or Health & Wellness. First-year students are required to be enrolled in three five-credit courses unless granted a reduced course load. When the student and don have agreed upon a program, the registration is submitted electronically through the Online Course Selection system and approved by the don.

Full-time registration ranges from 12–18 credits. In addition:

- Students may not enroll in two writing courses in the same genre during the same term.
- Students may not enroll in more than one filmmaking production course, nor more than one screenwriting course in the same term.
- First-year students may not take two courses in the same discipline or two creative arts concurrently (which includes First-Year Studies classes).
- All students' programs must include at least two five-credit classes each term.

Following the last day of the initial registration period, registration placements, as well as a list of all courses that still have openings, are posted on MySLC. Students who still need a class after initial registration participate in second round registration. Alternate registration takes place the day after initial registration is posted. In order to select an alternate course, students once again interview teachers and must submit a list of three possible alternate courses, in ranked order, through the Online Course Selection system. Final course assignments are posted by the first day of classes. Students who do not submit three choices cannot be placed in class during second round registration.

The Office of the Dean of Studies, on behalf of the Committee on Student Work, reviews all registrations to make sure they result in acceptable degree programs. Students will be notified, as needed, regarding their distribution and lecture requirements. They should then consult their dons and rework their programs, if necessary, during the Add/Drop period.

## Second Semester Registration

Students who complete a semester course or who leave a yearlong course at the end of the first semester must register again in January. When students leave a yearlong course at midyear, they must submit a yearlong course drop form with the Office of the Registrar before the end of the first semester so the teacher can submit a final grade and credit report. If the course is not dropped at the appropriate time, students can only change their registration during the Add/Drop period the following semester.



## Registration Accommodations

Any student who has a disability and requires accommodations at any point in the registration process should contact the director of access and disability services at [disabilityservices@sarahlawrence.edu](mailto:disabilityservices@sarahlawrence.edu) or 914.395.2235. Students with mobility impairments requiring accessible classrooms should choose their classes without regard to location. The registrar will work with the director of access and disability services to arrange a location for the class in an accessible classroom or lecture hall.

Interviewing faculty during registration is an integral part of the Sarah Lawrence course selection process. Any student who has a disability and requires accommodations to participate in the interview process should contact the director of access and disability services. The accommodations will be determined by the director of access and disability services and the student to ensure that the student meets with the faculty for interviews in a manner equivalent to all other students. The director of access and disability services will assist the student in contacting the faculty and setting up the interview, whether in person, via email, or by phone.

## Add/Drop Period

The Add/Drop period begins on the first day of classes and continues for the next three weeks. Once classes begin, interviews are no longer necessary. Students should attend the class if possible and speak directly with the teacher in whose class they are interested. During this time, students who wish to change their programs must submit Add/Drop forms approved by the relevant faculty and their don.

Students seeking to enter a course in the third week of classes may do so only with the teacher's written permission on a form specially designed for registration during the third week. The student must make up all of the work missed prior to joining the class. The teacher has the discretion not to admit a student into a course in the third week. All students are expected to register for at least 12 credits.

No credit will be given in any course for which a student has not registered by the end of the Add/Drop period.

All students must complete their registration by the end of the Add/Drop period. This includes registration for directed study options (conference courses, independent studies, and fieldwork) to which earlier deadlines may apply. Any program changes submitted after the Add/Drop period has ended will be subject to a late registration fee of \$50.

## Course Programs in Excess of 15 Credits

Neither first-year students nor students on academic probation may exceed 15 credits of course work each semester. All other students may enroll in 12–18 credits. Students are encouraged to consult with their dons when considering extra course work (beyond 15 credits) during an academic semester.

A student wishing to enroll in more than 18 credits must consult with their don and be approved by the Dean of Studies office. Registration for more than 18 credits takes place after the first week of registration. Any enrolled course credits in excess of 18 for the semester are charged at the regular per-credit tuition rate. Students must receive approval from their don for any academic program plan above 18 credits.

## Auditing

Students may audit one course each semester with the permission of the instructor but should not expect to have conferences with the teacher nor to have written work evaluated. Audit requests will be reviewed and approved by the Office of the Dean of Studies on behalf of the Committee on Student Work. If approved, the audit will be listed on the student's transcript if the student registered for the audit within the registration period and if the instructor has informed the Office of the Registrar that classes have been attended throughout the semester. There is no charge for auditing by matriculated Sarah Lawrence students. Students cannot convert an audit into a credited course, or vice versa, after the registration period has ended.

## Pass/Fail

Students may take one course each semester on a pass/fail basis. The arrangement must be made during the Add/Drop period, and the teacher must notify the Office of the Registrar in writing by the end of the third week of classes. The arrangement cannot be made retroactively, and students cannot ask at the end of the semester or in a subsequent year to have a pass instead of the grade that was given or to receive a grade in a course for which a pass/fail arrangement had been made. Practicum and fieldwork courses are taken on a pass/fail basis only.

## Second Semester Senior Year

Second-semester seniors are eligible for partial programs (and prorated tuition) in their final semester only when the College has transcripts of all their prior degree credits and their residence, lecture, and distribution requirements have been fulfilled. Those transcripts must be received by the Office of the Registrar by December 1 for May graduates and September 1 for December graduates. Special arrangements cannot be made on the basis of transcripts expected but not received.

Seniors who register for less than a full course load are billed only for the credits in which they enroll and must notify the Office of the Dean of Studies of their part-time status by December 1. This request must be made no later than the end of the Add/Drop period for spring semester. In applying for a part-time load, students should consider implications for scholarships, loans, health insurance, and housing, some of which may require full-time status. Seniors who register for a directed study over the summer to complete their remaining credits will be billed for those credits.

Second-semester seniors who are enrolled full time may take one additional course (not to include directed study) beyond the 120 credits required for graduation without charge if they were registered as a full-time student during the preceding semester. To receive this benefit, they must register for the additional course during the second week of the semester. Generally, seniors who enroll in credits exceeding 126 will be billed for those credits.

## Part-Time Enrollment

Under exceptional circumstances and after discussion with their don, a matriculated student may request part-time enrollment (i.e., 11 or fewer credits) for a semester.

Apart from possible interruption of advancement toward degree completion, part-time status has significant implications in multiple areas including visa eligibility, external scholarships eligibility, loan repayment, athletic team participation, and health insurance. Students are advised to discuss these implications with all relevant parties before making a decision. Requests for part-time status must be made via email to the Office of the Dean of Studies ([deanofstudies@sarahlawrence.edu](mailto:deanofstudies@sarahlawrence.edu)).

Part-time enrollment reminders:

- Request must be made by July 31 for enrollment preceding fall semester and December 1 preceding spring semester.
- Students may request part-time enrollment for a maximum of two semesters over the course of their undergraduate years.
- Unless granted a reduced course load by the director of access and disability services, first-year students are not permitted to be part-time students.
- Part-time students are not permitted to live on campus.
- Part-time students may not enroll concurrently at another institution.

## Course Withdrawal

After completion of the Add/Drop period, students may request to withdraw from a course. The Course Withdrawal form is available on the Registration page of MySLC. The deadline to withdraw from a course is the end of the seventh week of the semester. Students may request to withdraw from a course for a maximum of two semesters over the course of their undergraduate years. First-year students are not permitted to withdraw from a course. Course withdrawal may change a student's enrollment status to part time. Please see "Part-Time Enrollment" for further information regarding the conditions pertaining to part-time status.

## First-Year Studies Programs

Assignments to First-Year Studies courses are made by the Office of the Dean of Studies during the summer on the basis of the First-Year Studies selections and the student's college application.

First-year students must take courses in three different disciplines and are encouraged to fulfill distribution requirements in their first year. Programs with two creative arts courses are not allowed for first-year students.

## Transfer and Guest Students

Transfer and guest students are assigned temporary dons and must meet with them prior to registration.

When transfer students meet with their dons, they will be able to review their transfer credit evaluation. Transfer students should be aware of the distribution requirements in order to plan an appropriate program of study.

If transfer students have any questions about their transfer credits, they can contact the Registrar's Office.

Transfer students may not take Directed Studies courses in their first semester.

Guest students should consult with their home institutions about their academic programs to ensure they will receive credit and meet institutional requirements.

# UNDERGRADUATE PROGRAM OPTIONS

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

## Directed Study

Directed study provides the opportunity to work one on one with faculty in a course designed to deal with subject matter not covered in the curriculum. (The proposal should not substantially overlap with an existing course.) Ideally, proposals should be submitted in the final month of the semester prior to that in which the student wishes to undertake the study. Proposals not submitted by the end of the Add/Drop period will not be considered. The title of a directed study will appear on the student's transcript and will not be altered once the proposal has been approved. As such, the chosen title should reflect the nature of the subject and its intended theme. **First-year students, first-semester transfer students, and guest students are ineligible to propose directed study courses.**

These options take one of the following forms:

### Conference Course: 5 credits only

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

### Independent Study: 2–5 credits

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

### Fieldwork Course: 2–5 credits

Fieldwork is available to all but first-year students and first-semester transfer students. Students enroll in a fieldwork practicum course for either 3 or 5 credits. Students should enroll for the five-credit option during the first round of registration. Students enrolling in three credits will register during the second week of the Add/Drop period. The Office of Career Services will assist students in the coordination and confirmation of fieldwork placements with off-campus sites. This course will be listed as "PRAC" (for "Practicum") and the credit earned will not count in a student's total of earned credit for any discipline or within one of the four academic areas. The credits will count in the total 120 credits earned for graduation. This course is graded as pass/fail. Please note: International students should meet with Assistant Dean Shirley Be to process CPT (Curricular Practical Training) documentation.

In exceptional cases, when enrollment in the practicum course is not possible, students may engage in fieldwork under the guidance of a faculty sponsor. Students may enroll in between two and five credits for this option. Students meet periodically with their sponsors to create independent course work in conjunction with fieldwork. Credits earned should be commensurate with the scope of the independent study, frequency of meetings, and nature and quantity of academic work submitted. If no academic work is completed, the course will result in no credit. As is the case with the practicum course, the faculty sponsor will grade the fieldwork-based directed study on a pass/fail basis.

### **Senior Thesis: 10 credits**

A senior thesis affords the opportunity of doing intensive and interdisciplinary work over the course of an academic year with a committee of two or three faculty members from different disciplines chosen by the student. One faculty member serves as chief sponsor, while the others bring the insights and methods of their disciplines to bear on the project. A senior thesis requires a good deal of planning that should be done in the spring of the junior year (and proposal forms submitted by May 1) and earns 10 credits for the year in which it is completed. Students can expect to be notified of approval by July 1. Students who register for a senior thesis are responsible for meeting with each of their sponsors and keeping them informed of their progress. Early in the fall, the chief sponsor and student will agree on a schedule of work, including a substantial piece of written or artistic work to be turned in by the end of the fall semester. This can be a first chapter, a 10-to-15-page prospectus and detailed bibliography, or the first piece of an art project. If the faculty sponsors feel the work is proceeding satisfactorily, the project will be continued in the second semester. If satisfactory progress has not been made, the chief sponsor and the student will discuss how the thesis may be reformed as a conference project or an independent study or dropped as a course option.

In the spring semester, the committee should meet again. Students should submit a first draft of the thesis to the chief sponsor before spring break; at the latest, the completed thesis will be due a week before the end of classes. Upon revisions made to the first draft, students should submit a revised draft of the thesis to the faculty sponsor by mid-April. All faculty sponsors should read the final thesis and provide comments to the chief sponsor. The chief sponsor submits an evaluation at the end of each semester and a single grade at the end of the year.

### **Directed Study Approval and Requirements**

Students interested in pursuing these options are required to consult first with their dons. Directed study proposal forms, which include detailed instructions, are available in the Office of the Dean of Studies and on MySLC.

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

#### **Approval Process**

1. Proposals are to be prepared in consultation with the faculty sponsor or sponsors in the case of senior theses.

2. The student must submit the completed form (including all signatures indicated) to the Office of the Dean of Studies, where it will be reviewed first by the Committee on Student Work and then by the Curriculum Committee.
3. Should a two-to-three-credit directed study that exceeds a regular 15-credit program need to be dropped, the deadline by which to do so is the end of the seventh week of the semester.
4. Summer and intersession proposals are registered and billed upon approval and cannot be canceled. Fieldwork undertaken in the summer or intersession is charged at 50 percent of the current per-credit tuition rate.

### Stipulations

1. A student may take only one such course each semester.
2. Over the course of a student's career at the College, a maximum of 20 credits may be applied to the degree through directed study options.
3. Only regular faculty can serve as sponsors. Special permission regarding guest faculty must be obtained from the Provost's Office.

## Summer and Intersession Credit

### Summer Credit

Students may propose directed study in the form of fieldwork or independent study for summer credit for up to five credits. Proposals are due to the Office of the Dean of Studies by May 1. Proposals must be approved by the Office of the Dean of Studies on behalf of the Committee on Student Work and the Provost's Office on behalf of the Curriculum Committee. See ["Undergraduate Program Options" \(p. 13\)](#). Tuition is charged at the regular tuition rate of the previous academic year for independent study and at 50 percent of the rate for fieldwork. Current tuition and fee information may be found at <https://www.sarahlawrence.edu/financial-aid/undergraduate/tuition.html>. Once the course is approved and registered, students are responsible for the full tuition fee and are not eligible for refunds.

### Intersession Credit

Students may earn a maximum of two credits over intersession by enrolling in another college's intersession program or by undertaking independent study or fieldwork under the guidance of a Sarah Lawrence faculty member. Intersession projects must be submitted by the first day of spring registration. Intersession independent study projects will be charged at the per-credit tuition rate. Intersession fieldwork projects will be charged at 50 percent of the per-credit tuition rate.

## Science and Mathematics Third

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

The student is expected to have regularly scheduled conference meetings with at least one of the instructors. The Science and Mathematics Third program is intended for students with a primary interest in the natural sciences and/or mathematics who have a strong background in the subject(s) involved. One purpose of the Third program is to help students meet the challenges inherent to the hierarchical nature of science

and mathematics study in which advanced courses often have one or more prerequisite topics. Students who take two elementary- or intermediate-level Third components can more quickly qualify for advanced study. Students already at the advanced level can enroll in two advanced courses simultaneously. First-year students in their first semester of study at Sarah Lawrence are not eligible.

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

A student interested in enrolling for two courses as a Third should interview both faculty members involved. The student should declare an interest in taking the course as part of a Third program during the registration interview and register for one of the two courses during registration week. The other course should be added during the Add/Drop period. To register for a Science and Mathematics Third, the student must fill out a special registration form (available at the Office of the Registrar and on MySLC) and have it signed by both faculty members involved and by the chair of the Science and Mathematics Group subject to approval.

Students will receive a separate evaluation and grade for each of the two Third component courses and will earn a combined total of five credits per semester for the Third. The names of both courses will be listed on the student's transcript.

## **EVALUATING STUDENT PROGRESS FOR UNDERGRADUATES**

### **Faculty Academic Alerts During the Semester**

Faculty are urged to submit a Faculty Academic Alert Form (available on MySLC) to the Office of the Dean of Studies about any student whose attendance is irregular or whose work reflects academic difficulty. This permits the Office of the Dean of Studies to connect students with resources. The office may request progress reports on any student who is on probation or who seems to be experiencing academic difficulty.

### **End-of-Semester Reports to Students**

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

Grades for yearlong courses are submitted in June. A student planning to leave a yearlong course at midyear should discuss their plans with the instructor within the first two weeks of December to ensure that sufficient work has been accomplished before the end of the first semester to pass the class. The teacher will then submit a grade and final evaluation for the fall semester to the Office of the Registrar.



## Incompletes

All work is due by the last day of classes unless the student has asked for and been granted an official incomplete by the teacher. The form to be used by students is the Incomplete Request Form, which is available on MySLC and in the Office of the Dean of Studies. Students are responsible for requesting an incomplete from faculty who determine whether the student is eligible. An incomplete may be awarded only if the student has already done substantial passing work in the course and the teacher judges the reasons for granting incomplete status to be valid, e.g., illness, serious personal crisis, accident, extenuating academic circumstances. Faculty members are under no obligation to grant incompletes unless they feel they are warranted. Students on academic probation must receive approval by the Office of the Dean of Studies prior to making a request for an incomplete. An incomplete is not necessary in the fall of a yearlong class or if a teacher agrees to an extension which allows the evaluation to be submitted by the required deadline. For fall semester incompletes, all work must be turned in by January 15, and for yearlong or spring semester courses, all work must be turned in by June 30. If there are exceptional circumstances that warrant an extension of these deadlines, the teacher must gain approval from the Office of the Dean of Studies. Faculty are asked to notify the Registrar's Office if the work is not submitted by the due date.

Grades and evaluations for fall semester incompletes are due in the Office of the Registrar by February 15; grades and evaluations for spring incompletes are due by August 1. If the faculty member does not submit a new grade, the grade listed on the faculty incomplete form will be posted on the transcript.

## Grade Changes

Students who wish to contest the course grade assigned must notify the course instructor and the Office of the Dean of Studies within the calendar year following the semester in which the grade was earned. Additional or revised work cannot be handed in after a course is over in order to pass a course or to improve the grade, but the teacher may be asked to re-evaluate the work that was submitted during the semester if the student believes the work was undervalued. If the faculty decides to amend the grade, they must notify the registrar of the grade change, and the change must be approved by the Office of the Dean of Studies before it can be posted.

## Student Worksheets

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

## Course Appraisals

Students are urged to write a course appraisal at the completion of every single-semester or yearlong course. These evaluate the contribution of the teacher to the student's education and to Sarah Lawrence. The appraisals are read by the provost and are available to the Advisory Committee. Faculty do not read their appraisals until their own student evaluations have been submitted to the Office of the Registrar.

# UNDERGRADUATE POLICY ON ACADEMIC INTEGRITY

Academic work is a shared enterprise that depends on a commitment to truthfulness. Sarah Lawrence students are expected to abide by the standards of intellectual integrity that govern the broader academic community to which the College belongs. These standards entail acknowledging the origin of the ideas, data, and forms of expression that one employs in one's own work; giving due credit to the sources from which one has borrowed; and affording one's reader a means of consulting those sources directly. Different academic disciplines may have varying conventions of citation and acknowledgment, and electronic media have increased the availability of oral and printed sources. Students are expected to consult faculty members, library staff, and academic style manuals for specific, up-to-date guidelines on citation.

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

## Offenses

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

1. plagiarism
  - a. failure to properly cite sources
  - b. submitting under a student's own name work that is not entirely theirs
  - c. cheating or abetting others in the act of cheating
2. falsification of information, data, or attributions
3. submitting the same work for more than one class, within the same or different semesters, without the express permission of all faculty involved
4. stealing or defacing library materials or otherwise rendering them inaccessible to others

## Procedures

Faculty must discuss a suspected violation with the student (in person whenever possible). If a teacher discovers work believed to violate academic integrity after the semester ends, the teacher should confer with the Office of the Dean of Studies about how best to proceed. Resolution will be handled through the processes that follow.

Any student who has reason to believe that another student has committed a violation of the policy on academic integrity must immediately speak with the faculty or staff member involved who shall be in charge of further proceedings. If, after this initial conversation, the faculty or staff member feels that the concern is justified, they shall immediately speak with the student believed to have committed the violation and that student's don.

## **1. Informal Resolution**

Once the teacher has spoken with the student about the violation of the policy of academic integrity, the violation may be resolved informally by one or both of the following means:

- a. The faculty member may refuse to accept the work in question and/or require that it be redone.
- b. The Office of the Dean of Studies, in consultation with the faculty or staff member, may issue the student an informal warning and a clarification of College policies. The Committee on Student Work recommends that all informal resolutions be communicated to the Office of the Dean of Studies by filling out a Report of Informal Resolution form. Informal resolutions are used internally by the College, along with evaluations, to monitor a student's academic progress.

## **2. Formal Complaint**

Faculty or staff members filing a Formal Complaint (one that may result in institutional discipline against a student) must provide the Office of the Dean of Studies with evidence in writing. This must include a copy of the work in question, a description of the alleged offense and how it was discovered, and anything else relevant to the charges. The Office of the Dean of Studies will make this evidence available to the student and don. The student will also have the opportunity to present the office with any materials deemed relevant to the charge.

Hearings of Formal Complaints may be held in person or via teleconference. Students may also elect to respond in writing to the charge. If the student elects to respond in writing, the committee will base its decision on the evidence presented by the faculty bringing the charge and on the written response.

When hearings are held in person (or via teleconference), the committee reviews the evidence in the presence of the student, faculty or staff member, and the student's don. Directly after the review and discussion, the committee will decide whether or not a violation meriting disciplinary action on the part of the College has occurred. The student, faculty or staff member, and don are notified in writing of the decision.

If the committee decides that the student has not committed an offense or that there is insufficient evidence for a decision, no record of the inquiry shall be retained in the student's files. If new information is presented at a later time, the faculty or staff member involved is responsible for reopening the charge and providing all relevant materials for re-examination by the committee.

If the committee decides that the student has violated the policy on academic integrity, the committee shall decide which penalties are appropriate, including a letter of warning, academic probation, suspension for a specified period, expulsion, or recommendation to the provost and president that the degree be revoked (in the case of a student already graduated). As always, the faculty member alone determines whether credit will be reduced. The student, don, and parent(s) or legal guardian(s) shall be notified in writing of any penalties. A finding that the student has violated the College's policy on academic integrity becomes part of the student's permanent academic record and will be disclosed to outside institutions or agencies, e.g., graduate schools and state bar associations, upon request.

## Appeals

A student against whom a Formal Complaint has been filed and who is found in violation of the academic integrity policy shall have the right to appeal the decision and/or the penalty before an independent, ad hoc Appeals Committee. This committee shall consist of the provost (or designee of the provost), a faculty member, and a senior member of the library staff. The student must present all relevant materials, including the grounds for the appeal, in writing. Note that an appeal is not a rehearing of the case. The Appeals Committee will consult with the Committee on Student Work regarding its response to the appeal. The decision of the Appeals Committee is final.

# ATTENDANCE POLICIES

## Attendance

Being present is an essential element of the academic life of the College. Consistent attendance for all academic obligations is required. Excessive absences can jeopardize a student's standing in the class and can lead to course failure. Students are expected to notify faculty in advance when they must miss a conference appointment or class.

Faculty members are asked to notify the Office of the Dean of Studies about a student who has missed two classes or conferences in succession without prior notice or explanation. The office will notify the don of such absences. Illness does not excuse a student from academic work. Regardless of the reason for an absence, all missed work must be made up. When possible, faculty are asked to schedule field trips during or close to meeting time to avoid conflicts. Students are responsible for arranging to be excused from an academic commitment (at the teacher's discretion) if there are conflicts with a field trip planned for another course or any other College-sanctioned activity (i.e., athletic competition, theatre production, etc.). Missed conferences may be rescheduled at the teacher's discretion.

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

## Religious Holiday Observances

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

## Short-Term Absence from Campus

A student may need to take a short-term absence from campus in the case of serious illness or family emergency. The don should be consulted and faculty contacted before the student leaves campus if timing allows. Work missed should be made up either during the time away or immediately upon return. Students should also notify the Office of the Dean of Studies who is available for assistance as needed. When the absence is illness related, the Health & Wellness Center should be notified; resident students should notify the Office of Residential Life if the absence is for more than a day or two.

# STUDENTS IN ACADEMIC DIFFICULTY

Students who are having difficulty meeting their academic commitments are monitored by the Office of the Dean of Studies in conjunction with the students' dons. The College works with students to help identify the source of their academic challenges and identify appropriate sources of assistance.

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

## Academic Probation

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

1. quality of work normally expected for undergraduates at their level
2. consistent attendance and application
3. receive no grades of C– or lower and complete all courses on time (permission to request an incomplete must be approved by the Office of the Dean of Studies)
4. no violations of the College's academic integrity policy—whether resolved formally or informally

Probationary students are reviewed at the end of each semester and, if the terms are met, are permitted to return for the second semester, but remain on probation. If the terms are not met, the student is suspended and parent(s) or legal guardian(s) are notified.

In rare cases, students who have failed multiple courses may be suspended without first being placed on probation as such failures indicate that the student has not engaged with course instructors or with the available academic resources to address the impediments to their work.

Students on academic probation are not permitted to register for more than 15 credits, apply for study away, sit on campus governance committees, participate on athletic teams, serve on Student Senate, or serve as resident advisers, orientation leaders, peer mentors, or admissions tour guides/interviewers.

## Academic Suspension

The College reserves the right to suspend students if they are not making satisfactory progress toward their degree. Students who have been suspended are eligible to apply for reinstatement after two academic semesters and must appeal to the Committee on Student Work to be reinstated. Students will be notified of the reinstatement procedures in the letter of suspension. Students who have been suspended for academic reasons may not receive a Sarah Lawrence degree until they have been reinstated and have successfully completed additional full-time course work on the Bronxville campus.

## Policy for Student Presence on Campus While a Student is Separated from the College

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

### Reinstatement Process

A student wishing to be reinstated from academic suspension must request to return in writing to the Office of the Dean of Studies. A request to return should be sent to [deanofstudies@sarahlawrence.edu](mailto:deanofstudies@sarahlawrence.edu) by November 1 for spring return or April 1 for fall return. Requests should be accompanied by a letter from the student's don.

### Reinstatement Process After a Second Academic Suspension

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

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

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

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

## OFF-CAMPUS STUDY FOR UNDERGRADUATES

When a student and don agree that another accredited college or university can offer extended curricular opportunity to meet the student's personal and academic goals, the student may elect to spend a semester or a year as a guest student at another institution. The course of study should be worked out between the student and don and must have prior approval of the Office of Global Education if full credit is to be ensured. The student is responsible for arranging to have an official transcript sent to the Office of the Registrar at Sarah Lawrence.

**All course work must be pre-approved by the Office of Global Education.** Students must successfully complete all course work with a minimum grade of C. Courses with grades of C– and below will not be accepted for transfer. Students can earn up to a maximum of 18 credits per semester or up to a maximum of 36 credits for the academic year.

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

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

**Sarah Lawrence gift aid can only be used on Sarah Lawrence study-away and exchange programs. Students attending non-Sarah Lawrence programs may only transfer any loans, and federal and state aid.**

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

Students will be charged a \$750 matriculation fee each semester while studying on any off-campus or exchange programs.

Please sign up for an appointment to discuss study-away plans at <https://calendly.com/slc-global-education>. The office is in Swinford House (across the street from Westlands Gate).

The Office of Global Education is committed to facilitating access to every student interested in studying away. To enable the full participation of students with disabilities, accommodations may be needed. The Office of Global Education, in conjunction with the Office of Access and Disability Services, will work with students to identify appropriate programs and locations and assist students in determining the necessary accommodations. It is important to be aware of the cultural differences in disability accommodations in order to have a successful and safe experience abroad.

## **Sarah Lawrence Programs**

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

All course work and grades completed in a Sarah Lawrence off-campus program will be posted on the SLC transcript with an appropriate header, e.g., “SLC at Oxford.” Course work completed on non-SLC off-campus programs will be listed as transfer credit.



Detailed information on all SLC-approved programs, including application deadlines, can be found at <https://www.sarahlawrence.edu/global-education/> or by visiting the Office of Global Education. Students will be charged Sarah Lawrence tuition and can apply all their financial aid toward the cost of the program. Sarah Lawrence offers many opportunities both abroad and within the United States.

## Non-Sarah Lawrence Programs

As a Sarah Lawrence College student, you have the opportunity to spend a year or semester away through programs offered by other approved colleges and universities. Sarah Lawrence defines “study away” as an academic program combined with an immersive experience abroad. To provide the opportunity for an immersive experience, programs abroad that involve comparative study in multiple countries must incorporate a four-week minimum stay in each country. Course work completed on approved study-away programs will be listed as transfer credit. Be sure to review the information on our website at <https://www.sarahlawrence.edu/global-education/>.

## Exchange Programs (fall, spring)

Sarah Lawrence College offers students the opportunity to spend a semester or year with our partner colleges in the US or abroad. Spaces are limited, and to qualify for the exchanges, students must be in good academic standing and have completed their first and second years at Sarah Lawrence. Students must also plan to complete either their junior or senior year in Bronxville. The exchange programs are not open to students who have transferred into Sarah Lawrence College with the maximum of 60 credits. Students should make an appointment to meet with Chris Olson in the Office of Global Education for further information on our exchange partners and admission requirements. Please note: Credits completed on an exchange program will be counted as transfer credits.

# SPECIAL ARRANGEMENTS FOR UNDERGRADUATES

## Acceleration

Completion of 120 credits and the residence requirement does not automatically qualify any student for a degree. See “[Degree Requirements](#)” (p.7). Students who wish to accelerate are urged to discuss their options as early as possible with their dons. Students who seek to graduate in fewer than four years must submit a proposal to [deanofstudies@sarahlawrence.edu](mailto:deanofstudies@sarahlawrence.edu) no earlier than a full year in advance of their proposed graduation date. The proposal, addressed to the Committee on Student Work, should be in the form of an essay articulating the student’s reason for wanting to graduate early and should constitute a statement of purpose as to the student’s current and future plans and how acceleration is related to those plans. The proposal must be accompanied by a statement of academic support from the don and from at least one other faculty member, attesting to the student’s intellectual maturity and readiness to graduate early.

## Reduced Course Load

Matriculated undergraduate students generally take an average of 15 credits per term, but full-time tuition covers students from 12–18 credits each semester. In exceptional circumstances related to a medical condition or disability, students may request to take fewer than 12 credits and matriculate part time. Ideally,

such a request should be made prior to the semester for which the status is requested. Whenever possible, but most especially during a semester, students considering a reduced course load should meet with one of the deans of studies to discuss the academic and other implications of such a decision. If a student wishes to pursue a reduced course load for a medical or disability condition, a request should be submitted, in writing, to the Office of the Dean of Studies. If applicable, appropriate medical documentation may be requested by the Office of Health & Wellness or Access and Disability Services. After review, either the directors of counseling, medical services, or the director of access and disability services will make a recommendation to the Office of the Dean of Studies. The student will be notified via email of the decision.

If a reduced course load is granted, tuition will be calculated on a per-credit basis, provided that arrangements are made prior to the semester deadlines for payment of fees. In applying for a reduced course load, students should consider implications for scholarships, loans, health insurance, and housing, some of which may require full-time status. If a medical emergency arises during the semester, students may request a reduced course load up until the 10<sup>th</sup> week of the semester; a partial refund, following the published refund schedule, may be requested for a reduced course load authorized by the Office of the Dean of Studies. The student's parent(s) or legal guardian(s) will be notified of their change in status.

In instances associated with sexual assault or harassment, or other violations of the Policy on Sexual Violence, students may request to take a reduced course load.

Such requests must be made to the Title IX coordinator, Kristin Collado ([titleix@sarahlawrence.edu](mailto:titleix@sarahlawrence.edu) or [kcollado@sarahlawrence.edu](mailto:kcollado@sarahlawrence.edu)). The Title IX coordinator, along with the Dean of Studies Office, will provide guidance for any student considering a reduced course load or leave of absence and assist the student with such an accommodation.

## Non-matriculated Student Status

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

A student who is a degree candidate at Sarah Lawrence may not become a non-matriculated student.

## Graduation Policy

Students who have completed all requirements for the Bachelor of Arts degree during the academic year are invited to participate in the graduation ceremony in May. Students who are within five credits of completion at the end of the spring semester and have plans to finish during the summer may participate in commencement as nongraduates. These students should submit the Request to Participate in Commencement Exercises form, which is available in the Office of the Dean of Studies or on MySLC. If final requirements are completed during the summer, the students will be eligible for August degrees.

## Leave of Absence

A leave of absence may be granted to a student upon request up until the end of the 10<sup>th</sup> week of the semester. (Students who request a leave of absence but are subsequently suspended for academic reasons must apply for reinstatement as outlined in their suspension letter.) The student should first discuss the leave with

their don and complete the Request for a Personal Leave of Absence/Withdrawal form available on the Dean of Studies MySLC page. Once approved, the student's parent(s) or legal guardian(s) will be notified of the change in the student's status. Students on leave from the College are charged a matriculation fee as designated by Student Accounts. We encourage students on a leave of absence to remain in touch with their don. A leave of absence may be extended upon request of the Office of the Dean of Studies.

A student who does not return from a leave of absence within four semesters, or who does not request to extend the leave within that time, will be withdrawn from the College.

Students with loans or grants who are planning a leave of absence should consult with the Office of Financial Aid about any financial implications of their leave. While on leave, students are not permitted on campus or to participate in any College-sponsored/affiliated activities without advance written permission from the Office of the Dean of Studies.

## Medical Leave

A medical leave may be requested by a student for medical reasons that interfere with the student's ability to function academically. The deadline to request a medical leave of absence is the end of the 10<sup>th</sup> week of the semester. **Students must consult with one of the Health & Wellness directors by contacting [healthservices@sarahlawrence.edu](mailto:healthservices@sarahlawrence.edu) in order to make an official request.** A medical leave may also be required by the Office of the Dean of Studies if the student has a medical condition that cannot be reasonably accommodated by the College.

In either case, the student's re-entry to the College will be reviewed by the Health & Wellness directors in consultation with the Office of the Dean of Studies. Parent(s) or legal guardian(s) will be notified of the change in the student's status. During the medical leave, the student will be expected to obtain treatment for the condition that warranted the leave. Documentation of such treatment from the medical providers involved will need to be submitted to the director of medical services or psychological services, who will review the materials. Once the documentation is reviewed, the student will have an interview with the director of medical services or psychological services, who will make a recommendation to the Office of the Dean of Studies. Once the review is completed, the Office of the Dean of Studies will notify the student of the final decision. Requests to initiate a medical leave are to be submitted no later than November 15 for the fall semester and April 15 for the spring semester.

When requesting to return from a medical leave for the spring semester, requests are to be made by **November 1 to the Dean of Studies Office with clinical documentation submitted to Health & Wellness by December 1.** When requesting to return from a medical leave for the fall semester, requests are to be made by **June 1 with clinical documentation submitted to Health & Wellness by July 1.** Students who do not request to return from a medical leave within four semesters will be withdrawn.

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

## Withdrawal

Students may request a full withdrawal from the College up until the end of the 10<sup>th</sup> week of the semester. The Request for a Personal Leave of Absence/Withdrawal form is available on the MySLC Dean of Studies page. After this time withdrawals are not permitted, and students will receive grades and evaluations for all courses in which they are enrolled.

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

# GRADUATE ACADEMIC POLICIES AND PROCEDURES

Sarah Lawrence offers nine distinctive master's degree programs and two dual degrees in the arts, humanities, and sciences:

- The Art of Teaching (Master of Science in Education)
- Child Development (Master of Arts)
- Dance (Master of Fine Arts)
- Dance/Movement Therapy (Master of Science)
- Health Advocacy (Master of Arts)
- Human Genetics (Master of Science)
- Theatre (Master of Fine Arts)
- Women's History (Master of Arts)
- Writing (Master of Fine Arts)
- Joint Degree in Child Development and Social Work in cooperation with NYU School of Social Work (Master of Arts/Master of Social Work)
- Joint Degree in Health Advocacy and Social Work in cooperation with NYU School of Social Work (Master of Arts/Master of Social Work)

Sarah Lawrence also offers four five-year programs available to Sarah Lawrence undergraduate students upon successful application:

- BA in Liberal Arts & MEd in The Art of Teaching
- BA in Liberal Arts & MA in Child Development
- BA in Liberal Arts & MS in Dance/Movement Therapy
- BA in Liberal Arts & MA in Women's History

## Graduate Degree Requirements

The responsibility for seeing that all degree requirements are satisfied rests with the student. Each graduate program has specific requirements as defined on the individual program websites. Graduate students plan their course of study with the individual program director.

## Program Options

The following are general characteristics of the graduate programs at Sarah Lawrence. Please refer to the graduate catalog for information on each program's specific structure and course of study.

**Graduate Seminars and Courses** – Each master's program has one or more seminars or courses designed exclusively for graduate students.

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

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

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

**Fieldwork and Internships** – In several of the master's programs, fieldwork—the integration of the theoretical with the practical—is a requirement for the degree, and students receive a pass/fail for their course in fieldwork. The sites for fieldwork are in New York, New Jersey, and Connecticut and include hospitals, schools, community initiatives, nonprofit organizations, and government agencies. Many graduate students participate in internships throughout the New York City metropolitan area. In addition to the fieldwork and internship placements made by each graduate program, the Office of Career Services provides information about existing internship programs, makes initial contacts for students who wish to create their own programs, and counsels students individually to help them determine internship possibilities. In certain cases, fieldwork credit may be given for internships.

**Master's Project** – Most graduate programs require a master's project, but the forms for the projects vary. The Art of Teaching master's project consists of a written and oral presentation. The Child Development and Women's History programs have master's projects that are original research-based theses. The Joan H. Marks Graduate Program in Human Genetics requires 1,000 hours of supervised fieldwork and a culminating Capstone Project/Thesis. Dance/Movement Therapy requires clinical internships totaling 700 hours, with at least 350 hours of direct client contact and a culminating master's thesis. The Health Advocacy Program requires 600 hours of supervised fieldwork and a culminating Capstone Project. In the creative arts, the Dance Program requires students to develop a master's performance project, which includes choreography and performance. The Theatre Program requires a master's portfolio project, representing complete documentation of the student's work, including photographs, programs, project design, and important papers. The Writing Program requires a master's manuscript.

## Graduate Transfer Credit

All requests for previously completed transfer credit should be made by the student upon entry to their graduate program or in the semester following course completion.

Students may apply for transfer credit for courses taken at other schools if those courses meet the following conditions:

1. They must have been taken at an accredited US college or university, or at an international university of comparable accreditation.
2. The grade must be B or above (B– will not be accepted).

Courses that meet the above conditions are evaluated in terms of content by the program director. It is up to the program director's discretion to evaluate whether the student can transfer in graduate-level credit and whether the transferred credit could replace a course in the program.

A maximum of 10 transfer credits may be applied to the requirements of the degree, with program director review and approval. Transcripts to be evaluated must be official copies sent directly by the issuing institution to the Graduate Studies Office. Student copies cannot be accepted.

## Auditing

Students may audit a course with the permission of the instructor and the student's program director, but they should not expect to have conferences with the teacher or have written work evaluated. The audit will be listed on the student's transcript if they registered for the course within the registration period and the instructor has informed the Office of the Registrar that classes have been attended throughout the semester. There is no charge for auditing by matriculated Sarah Lawrence students. Students cannot convert an audit into a credit course.

# GRADUATE REGISTRATION

## General Description

Graduate students are preregistered each semester in their required courses in the Art of Teaching, Child Development, Dance Movement Therapy, Health Advocacy, Human Genetics, and Women's History; students are registered directly into courses by their programs. For those programs (Child Development, Dance, Theatre, and Women's History) which have electives and components, the registration process is as follows:

During the week of registration, students study the curriculum and discuss proposed programs with their program directors. They arrange interviews with faculty to discuss their courses and to explore the appropriateness of their choices. When the student and the program director have talked about the courses, the registration form is signed by the director and is filed by the student with the Office of the Registrar. Because class size is limited to 15 students in many cases, some students will not be admitted to one of their choices.

On the last day of the initial registration period, the registrar posts a list of all students not admitted to one of their choices and a list of all courses that still have openings. Students are asked to spend that day



interviewing teachers to enable them to select an alternate course. At the end of the day, students hand in a list of three possible alternate courses; final course assignments are posted by the first day of class.

Students in Human Genetics and Writing make elective selections directly with their programs prior to the beginning of each semester.

## **Late Registration**

All students must complete registration by the end of the Add/Drop period. This includes registration for conference courses and independent study. In exceptional circumstances, the dean of graduate and professional studies may give permission for a course change or addition after the third week. No changes will be accepted after the fifth week of classes.

## **Add/Drop Period**

For all programs except for the Health Advocacy Program:

The Add/Drop period runs for the first two weeks after the first day of classes. During this time, students who want to change their programs should get course change forms from MySLC or the Office of the Registrar and obtain faculty signatures for the courses they are dropping as well as for the courses they plan to enter. Students should discuss their plans with their program directors and obtain their permission for any changes.

Students seeking to enter a course in the third week of classes may do so only with the teacher's written permission on a form specially designed for registrations during the third week. In order to earn full credit in the course, the student must make up all of the work missed up to the date the teacher has specified on the registration form. The teacher has the discretion not to admit a student to a course in the third week.

Students may not change their registration after the fifth week.

## **For the Health Advocacy Program**

The Add/Drop period runs for the first week of classes. During this time, students who want to drop a course in which they have been registered should get course change forms from MySLC or the Office of the Registrar and obtain faculty signatures for the courses they are dropping. Students should discuss their plans with their program director and obtain their permission for any changes.

## **Credit in a Course for Which a Student Has Not Registered**

No credit will be given in any course for which a student has not registered at the beginning of a term. Students cannot convert an audit into a credit course after the registration period has ended.

## **Second Semester Registration**

Students who complete a semester course or who plan to leave a yearlong course at the end of the first semester must register again in January. When students would like to leave a yearlong course at midyear, they must receive permission from both their teacher and their program director. They should discuss this option with their teacher and with their program director at least two weeks before the end of the first term so the teacher can submit a final grade and report credit to the Office of the Registrar. Students must complete all work required by their teacher in order to obtain full credit for the first semester of the course.

# EVALUATING GRADUATE STUDENT PROGRESS

## Progress Reports During the Term

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

## End-of-Semester Reports to Students

In most classes, with the exception of the Human Genetics program, students receive written narratives, called evaluations, from each of their teachers at the end of each semester to augment the traditional grading system. Evaluations summarize the continuing dialogue between teacher and student in class and conference, giving students a more complete sense of their progress. Evaluations are submitted electronically and are available for students to view or print through MySLC. Faculty also submit letter grades for all courses to the Office of the Registrar.

Credit and grades for yearlong courses are submitted in June. A student planning to leave a yearlong course at midyear should discuss their plans with the instructor within the first two weeks of December to ensure that sufficient work has been accomplished before the end of the first semester to earn full credit for that semester. The teacher will then submit a grade and credit for the fall semester to the Office of the Registrar.

## Incompletes

All work is due by the last day of classes unless the student has asked for and been granted an official incomplete by the teacher. Students should complete the Graduate Student Incomplete Request Form, available on MySLC. Students are responsible for requesting an incomplete from faculty who determine whether the student is eligible. An incomplete may be awarded only if the student has already done substantial passing work in the course and the teacher judges the reasons for granting incomplete status to be valid, e.g., illness, serious personal crisis, accident, or extenuating academic circumstances. Faculty members are under no obligation to grant incompletes unless they feel they are warranted.

Students on academic probation are not eligible to receive an incomplete.

For fall semester incompletes, all work must be turned in by January 15, and for yearlong or spring semester courses, all work must be turned in by June 30. If there are exceptional circumstances that warrant an extension of these deadlines, the teacher must gain approval from the dean of graduate and professional studies.

Grades and evaluations for fall semester incompletes are due in the Office of the Registrar by February 15; grades and evaluations for spring incompletes are due by August 1.

## Grade Changes

Students who wish to contest a grade must notify the course instructor, the program director, and the dean of graduate and professional studies within a year after receiving the grade.

Additional or revised work cannot be handed in after a course is over in order to improve the grade, but the teacher may be asked to re-evaluate the work that was submitted during the semester if the student believes the work was undervalued. Faculty must notify the registrar of any grade change, and the change must be approved by the dean of graduate and professional studies and the student's program director before it can be posted.

## Course Appraisals

Students are urged to write a course appraisal at the completion of every single-semester or yearlong course. These evaluate the contribution of the teacher to the student's education and to Sarah Lawrence. The appraisals are read by the program director and by the dean of graduate and professional studies and are available to the Advisory Committee on Appointments. Faculty do not read them until their own student evaluations have been submitted to the Office of the Registrar.

## Transcripts

Transcripts may be requested online at [my.slc.edu/transcripts](http://my.slc.edu/transcripts) or [getmytranscript.com](http://getmytranscript.com). Requests are not accepted by telephone or email. The fee for transcripts is \$9.50 per copy. Mailed requests should include a check or money order payable to Sarah Lawrence College; cash is not accepted. Additional charges apply for use of an expedited delivery service or electronic PDF delivery, an option available only with online orders. Transcript fees cannot be billed to the student's account. Transcripts are issued once payment is received and Student Accounts has given clearance. Transcripts will not be issued for students unless they have met their financial obligations to the College.

Official transcripts bear the College seal and the registrar's signature. Transcripts include only courses in which academic credit has been earned and courses currently in progress. Transcripts issued to the student are stamped "Issued to Student" and enclosed in a sealed envelope. When forwarding them to another party, e.g., another college or university, potential employer, etc., where an official transcript is needed, the student should not open the envelope.

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

The College does not provide unofficial academic transcripts. Currently enrolled students and recent graduates have access to their academic records through MySLC.

If a student is currently enrolled and the request is marked "hold for final grades" or "hold for degree," the College will hold the request until grades and/or degree are posted, or until the student notifies the Office of the Registrar otherwise. If a student is currently enrolled in yearlong classes and wishes to include provisional grades with the transcript, the student must ask the teachers to submit provisional grades through MySLC and notify the registrar that the transcript should not be issued until the provisional grades are received. Please allow at least three to five business days to process transcript requests. Students who wish to have any evaluation included must include the name and year of the course with the transcript request. Allow 10 business days for transcripts with evaluations.

## Certification of Enrollment

All students requiring certification of enrollment for veterans' benefits, loan deferments, or any other reason should contact the Office of the Registrar at [regoff@sarahlawrence.edu](mailto:regoff@sarahlawrence.edu). Full-time status is defined as 10 credits or more per semester for graduate students. Part-time enrollment may have implications for financial aid, scholarships, student loans, visa status, and health insurance. It is the student's responsibility to investigate these implications. Students enrolled in non-Sarah Lawrence off-campus programs must have an approved financial aid consortium agreement on file in order for the College to certify their enrollment. Information for students holding a foreign visa can be obtained from the graduate studies international student adviser.

## Academic Integrity

Academic work is a shared enterprise that depends on a commitment to truthfulness. Sarah Lawrence students are expected to abide by the standards of intellectual integrity that govern the broader academic community to which the College belongs. These standards entail acknowledging the origin of the ideas, data, and forms of expression that one employs in one's own work; giving due credit to the sources from which one has borrowed; and affording one's reader a means of consulting those sources directly. Different academic disciplines may have varying conventions of citation and acknowledgment, and electronic media have increased the availability of oral and printed sources. Students are expected to consult faculty members, library staff, and academic style manuals for specific, up-to-date guidelines on citation.

In addition to the true representation of an individual's work, academic integrity requires that students not abet others in any misrepresentation of their work. It also requires that students not interfere with the access of other students to shared material such as library books, course packets, etc. The Esther Raushenbush Library offers citation and reference educational workshops throughout the academic year.

For further information, students may contact the library at [reserves@sarahlawrence.edu](mailto:reserves@sarahlawrence.edu). Students who are unclear about proper citation or who have been found to have violated the academic integrity policy are especially urged to attend these workshops.

## Offenses

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

1. plagiarism
  - a. failure to properly cite sources
  - b. submitting under a student's own name work that is not entirely theirs
  - c. cheating or abetting others in the act of cheating
2. falsification of information, data, or attributions
3. submitting the same work for more than one class, within the same or different semesters, without the express permission of all faculty involved
4. stealing or defacing library materials or otherwise rendering them inaccessible to others

## Procedures

Faculty must discuss a suspected violation with the student (in person whenever possible). If a teacher discovers work believed to violate academic integrity after the semester ends, the teacher should confer with the student's program director and the dean of graduate and professional studies about how best to proceed. Resolution will be handled through the processes that follow.

Any student who has reason to believe that another student has committed a violation of the policy on academic integrity should speak with the faculty or staff member involved, who shall be in charge of further proceedings. If, after this initial conversation, the faculty or staff member feels that the concern is justified, they shall immediately speak with the student believed to have committed the violation and that student's program director.

### **1. Informal Resolution**

Once the teacher has spoken with the student about the potential violation of the policy of academic integrity, the violation may be resolved informally by one or both of the following means:

- a. The faculty member may refuse to accept the work in question and/or require that it be redone and/or reduce the student's grade. The student will also be required to attend a library workshop on academic integrity.
- b. The dean of graduate and professional studies, in consultation with the faculty or staff member and the student's program director, may issue the student an informal warning and a clarification of College policies. Informal resolutions are used internally by the College, along with evaluations, to monitor a student's academic progress. The student will also be required to attend a library workshop on academic integrity.

### **2. Formal Complaint**

Faculty or staff members filing a Formal Complaint (one that may result in institutional discipline against a student) must provide the dean of graduate and professional studies with evidence in writing. This must include a copy of the work in question, a description of the alleged offense and how it was discovered, and anything else relevant to the charges. The dean of graduate and professional studies will make this evidence available to the student and their program director. The student will also have the opportunity to present the office with any materials deemed relevant to the charge. These materials will then be reviewed by a hearing committee made up of two faculty members of the Committee on Student Work and two faculty members of the Committee on Graduate and Professional Studies and chaired by the senior associate dean of studies for a hearing as described below.

Students on campus at the time a complaint is filed must meet with the hearing committee in person. In the event that a Formal Complaint is filed during a semester when the student is unable to be on campus for a hearing, the student has the option for the hearing to proceed via videoconferencing or by responding in writing to the charge and responses. If the student elects to respond in writing, the hearing committee will review all materials relevant to the hearing in that form.

The hearing committee shall review the evidence in the presence of the student, faculty or staff member, and the student's program director. Directly after the review and discussion, the committee will decide whether or not a violation meriting disciplinary action on the part of the College has occurred. The student, faculty or staff member, and program director shall be notified in writing of the decision.

If the hearing committee decides that the student has not committed an offense or that there is insufficient evidence for a decision, no record of the inquiry shall be retained in the student's files. If new information is presented at a later time, the faculty or staff member involved is responsible for reopening the charge and providing all relevant materials for re-examination by the committee.

If the hearing committee decides that the student has violated the policy on academic integrity, the committee shall decide which penalties are appropriate, including a letter of warning, academic probation, suspension for a specified period, expulsion, or recommendation to the provost and president that the degree be revoked (in the case of a student already graduated).

The student, faculty member, and program director shall be notified in writing of any penalties. A finding that the student has violated the College's policy on academic integrity becomes part of the student's permanent academic record and will be disclosed to outside institutions or agencies, e.g., graduate schools and state bar associations, upon request. If the student is allowed to continue in their program, they will be required to attend a library workshop on academic integrity.

## **Appeals**

A student who is found in violation of the academic integrity policy shall have the right to appeal the decision and/or the penalty before an independent, ad hoc appeals committee. This committee shall consist of the provost (or designee of the provost), a faculty member of the Committee on Student Work who was not on the original hearing committee, and a senior member of the library staff. The student must present all new relevant materials, including the grounds for the appeal, in writing. Note that an appeal is not a rehearing of the case. The appeals committee will consult with the hearing committee regarding its response to the appeal. The decision of the appeals committee is final.

# **ATTENDANCE POLICIES**

## **Attendance**

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

Students may not leave early for or return late from school breaks. All academic appointments must be met.

## **Religious Holiday Observances**

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

## Short-Term Absence from Campus

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

## ACADEMIC RESOURCES

### Writing Coordinator and Writing Assistance

Expository writing is seen as a way of understanding any discipline, rather than as a discrete and separate skill; therefore, it is an integral part of every academic course. The College encourages students to work closely with their teachers on their writing in their regular conferences. However, for those who may need or desire additional help and practice, further assistance is available. Faculty writing coordinators and their assistants at the Writing Lab meet regularly with individual students who themselves believe they would benefit from additional help or who have been identified by their teachers as having particular difficulty. Instruction (ESL) is also available for students writing in English as an additional language. For additional information, contact faculty members Carol Zoref ([czoref@sarahlawrence.edu](mailto:czoref@sarahlawrence.edu)) or Kevin Pilkington ([kpilking@sarahlawrence.edu](mailto:kpilking@sarahlawrence.edu)). ESL appointments, weekend appointments, and evening appointments can be made online by writing to [slcwritingslab@gmail.com](mailto:slcwritingslab@gmail.com).

### Library Research Assistance

Individual research consultations are available by appointment. A research consultation provides the opportunity for an individual student to meet with a research services librarian to discuss library resources and research strategies for conference and course work, including thesis work. Students may schedule an appointment by telephone, by email, or via an online form available on the library home page. The library staff works closely with Access and Disability Services to identify appropriate technologies to assist students with special needs. Sarah Lawrence College library staff members contact students approximately once per month during the school year with information about new databases or tools, events, library research strategies, policies and procedures, etc.

## STUDENTS IN ACADEMIC DIFFICULTY

Students who are having difficulty meeting their academic commitments are monitored by the dean of graduate and professional studies in conjunction with the student's program director and, in the case of students in five-year programs, the student's dons. The College assists students in identifying the underlying reasons for their academic challenges and finding appropriate sources of assistance. These resources include the writing coordinators, Health & Wellness, and Access and Disability Services.

At the end of each semester, the dean of graduate and professional studies and individual program directors read all evaluations of students, and program directors also review students' grades. Students who have a persistent pattern of poor evaluations or more than one grade lower than a B in a given semester may be placed on academic probation. Students who consistently receive poor evaluations and multiple grades lower than a B over the course of more than one semester may be suspended.

## Academic Probation

Sarah Lawrence emphasizes student evaluations as an indication of a student's progress in their program. Students are asked to view their grades as an additional indication of standing in their program. Graduate students at Sarah Lawrence are expected to achieve a B or higher in every academic course, and to receive a pass grade in all pass/fail courses and fieldwork practicums. A fail in a pass/fail course or a grade lower than a B indicates that the quality of work is below graduate standards, and thus academic difficulty. The student should discuss areas of weakness that need improvement with their program director. The student may be asked to repeat the course and meet with the program director to discuss the student's future in the program.

Any student with more than one grade lower than a B in a given semester will be put on academic probation for at least two semesters. They will be notified in writing and must meet with their program director to discuss plans for improvement. If the student receives another grade lower than a B in the course of their graduate studies, a second conversation with the program director and a conversation with the dean of graduate and professional studies is indicated. The program director, in consultation with the faculty, will discuss the student's ability to complete the course of study and take steps as indicated, including suspension or potential withdrawal from the program.

Students on academic probation must adhere to the following terms for a full academic year:

1. quality of work normally expected for graduate students in their program
2. consistent attendance and application
3. on-time completion of all courses (permission to request an incomplete must be approved by the dean of graduate and professional studies)
4. no violations of the College's academic integrity policy—whether resolved formally or informally

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

## Academic Suspension

The College reserves the right to suspend students if they are not making satisfactory progress toward their degree. Students who have been suspended are eligible to apply for reinstatement after two academic semesters and must appeal to the Committee on Graduate and Professional Studies to be reinstated. Students will be notified of the reinstatement procedures in the letter of suspension. Students who have been suspended for academic reasons may not receive a Sarah Lawrence degree until they have been reinstated and have successfully completed additional full-time course work in their graduate program.



## Policy for Student Presence on Campus While a Student Is Separated from the College

Students who have been suspended do not have the rights and privileges accorded to full-time enrolled Sarah Lawrence College students. Such students may visit only with permission, given in advance, by the dean of graduate and professional studies. Failure to abide by this expectation may adversely affect the decision to reinstate.

### Reinstatement Process

A student wishing to be reinstated from academic suspension must appeal in writing and meet with the Committee on Graduate and Professional Studies. To initiate an appeal, the student should send a letter to the dean of graduate and professional studies at [gradadministration@sarahlawrence.edu](mailto:gradadministration@sarahlawrence.edu) by November 1 for spring return or June 1 for fall return. Appeals should be accompanied by a letter from the student's program director. The letter requesting reinstatement should discuss the following:

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

The decision to reinstate a student relies on evidence that the student has identified and addressed the issues that impeded academic work in the past and has demonstrated a readiness to re-engage with the academic demands of the College. As such, it is strongly recommended that, if possible, students engage in meaningful activity (work, volunteer, take classes) elsewhere in preparation for a return to Sarah Lawrence College.

Students who are reinstated will return to the College on academic probation. A student who is suspended after having been reinstated may not apply again for reinstatement for two academic years.

## SPECIAL ARRANGEMENTS FOR GRADUATE STUDENTS

### Leave of Absence

Requests for leaves of absence are discussed with and approved by an individual student's program director, and notification is given to the dean of graduate and professional studies. Leaves are granted for only one year at a time and rarely for more than two years in total. An unapproved leave is a withdrawal. Students with loans should consult the Office of Financial Aid regarding loan obligations during the leave. International students should also meet with Shirley Be, the International Student Adviser, in the Office of Graduate and Professional Studies before taking a leave of absence. Students on leave from the College or on an off-campus year, who wish to maintain their matriculation status, are charged a fee.

### Leave with Review

Students who must leave the College for academic, medical, or psychological reasons will need to be reviewed before being given permission to resume their studies. These students are placed on a leave with review rather than a leave of absence. If the student left the College while experiencing serious academic difficulties, the review is conducted by the dean of graduate and professional studies and the student's program director. If the student left the College for medical or psychological reasons, the review will include an assessment by the director of medical services or the director of psychological services. Students on leave with review

who wish to return to the College should begin the review process by writing to the dean of graduate and professional studies at [gradadministration@sarahlawrence.edu](mailto:gradadministration@sarahlawrence.edu), explaining what they have been doing in the interim and describing their reasons for feeling ready to resume graduate school.

## Medical Leave

A medical leave may be requested by a student for medical reasons that interfere with the student's ability to function academically. Students must consult with one of the Health & Wellness directors to begin the process of applying for a medical leave. The student will then be asked to submit a Medical Leave Request Form to the Office of Graduate and Professional Studies to make an official request.

During the medical leave, the student will be expected to obtain treatment for the condition that warranted the leave. Documentation of such treatment from the medical providers involved will need to be submitted to the directors of Health & Wellness, who will review the materials. Once the documentation is reviewed, the student will have an interview with one of the directors of Health & Wellness, who will make a recommendation to the Office of Graduate and Professional Studies. Once the review is completed, the Office of Graduate and Professional Studies will notify the student of the final decision.

When requesting to return from a medical leave for the spring semester, requests are to be made by November 1 with clinical documentation submitted to Health & Wellness by December 1. When requesting to return from a medical leave for the fall semester, requests are to be made by June 1 with clinical documentation submitted to Health & Wellness by July 1.

While on medical leave, students are expected to absent themselves from participating in or organizing on-campus as well as off-campus College-sponsored/affiliated activities, and to visit only with permission, given in advance, by the Office of Graduate and Professional Studies. Failure to abide by this expectation may adversely affect the decision to readmit.

## Withdrawal

Students withdraw from the College either voluntarily or involuntarily. A student who initiates a withdrawal at any time of the year is expected to confer with the program director and complete a withdrawal request form to be submitted to the dean of graduate and professional studies before leaving campus. A student who wishes to resume study at the College after having initiated a withdrawal should write to the dean of graduate and professional studies requesting readmission. Typically, the student should expect to reapply to their program.

Graduate students whose progress or performance fails to meet the standards of the program may be required to withdraw from the program and the College.

## Continuing Enrollment

For those students who require additional semesters beyond the standard two to complete their final projects/capstone projects/theses, a thesis completion fee is assessed during each subsequent semester the student is enrolled. Typically, students are not granted more than one additional semester for thesis completion. Students should apply to their program director and to the dean of graduate and professional studies for permission to enroll in an additional semester of study in order to complete their thesis work.

## Time Limits

A full-time student is expected to complete the degree in two years. A part-time student is expected to complete the degree in four years. Exceptions may be made by the program director, who will grant extensions as needed and ensure that a plan of action for completion has been developed, signed, and copied to the Office of Graduate Studies. If an extension is not requested and/or granted, the student will be withdrawn from the program.

## STUDENT CONDUCT PROCESS

Graduate students are expected to observe all College policies and all local, state, and federal laws, including breach-of-peace offenses. Students who violate College policies or federal, state, or local laws are subject to College conduct action and may be sanctioned to leave the College by the dean of graduate and professional studies and/or the dean of student life. Students are expected to comply with requests of College officials, including public safety officers. Failure to comply with requests will result in conduct action. See [“Student Conduct Process” \(p. 149\)](#) for more information regarding the student conduct process and [“General College Policies” \(p. 70\)](#) for information regarding College policies.

## Grievance Procedures

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

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

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

When the student seeks an informal resolution, a written complaint is not required. The dean of graduate and professional studies will consult with the student's program director, the head of Title IX, the director of Human Resources, the dean of studies, and/or the provost. The dean of graduate and professional studies will then discuss possible options with the student. These options might include mediating a meeting with the student or students together with the faculty member in question and/or contacting the faculty member for a conversation. The student's program director may be engaged in this conversation as deemed relevant by the student and the dean of graduate and professional studies. If the student doesn't participate in this intervention, they will be informed that it has taken place.

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

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

## **Committee on Graduate and Professional Studies**

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

The functions of the committee shall be as follows:

1. To review new master's degree programs and academic credit-bearing initiatives at the level of graduate and professional programs. In conjunction with the graduate program directors, to make recommendations about new programming to the president of the College and the Educational Policies Committee of the Board of Trustees.
2. To review curriculum and academic integrity of existing programs in consultation with the graduate program directors.
3. To review policies and procedures proposed by the graduate program directors and by the dean of graduate and professional studies.
4. To review complaints of a violation of academic integrity.
5. To hear final appeals of students contesting a dismissal decision.
6. To hear final appeals of either an informal or formal resolution of a complaint filed by a graduate student or students against a faculty member, staff member, or administrator.
7. To represent the entire faculty's interests in the activities of Graduate and Professional Studies and to report on them to both teaching and administrative members of the faculty.

# ACADEMIC RESOURCES AND SUPPORT

## ACADEMIC COACHING

While every student at the College has a dean for discussion of relevant academic matters, there are times when a student may need additional assistance with time management and organizational issues. The Office of the Dean of Studies provides academic coaching for students at any point in their time at the College. This coaching involves working on general organizational techniques, time management, and goal setting; planning out long-term assignments; and specific academic skills, such as active reading or note-taking. Students interested in academic coaching should contact the Office of the Dean of Studies.

## ACCESS AND DISABILITY SERVICES

914.395.2235, Westlands 116

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

The process for receiving accommodations begins with the student self-disclosing a disability to the Office of Access and Disability Services and providing that office with the necessary supporting documentation to verify eligibility. Guidelines for documenting specific disabilities can be found on the College website at [sarahlawrence.edu/disability-services](https://sarahlawrence.edu/disability-services). Documentation is considered confidential information and does not become part of a student's permanent record, nor is it shared with other campus offices or persons without the student's written consent. The director of access and disability services works closely with the student to assess special needs, and together they determine what accommodations and services will be reasonable and appropriate. Accommodations are determined on an individual, case-by-case basis.

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

- extended time on tests and/or quiet testing location
- assistance during course registration
- note-taking assistance
- provision of readers, scribes, or sign language interpreters
- written materials provided in alternate format, e.g., Kurzweil, audio from Learning Ally
- housing modifications and assistance with dietary concerns
- on-campus medical transport

Students who would like Sarah Lawrence to accommodate a disability are encouraged to contact the director of access and disability services at 914.395.2235 or [disabilityservices@sarahlawrence.edu](mailto:disabilityservices@sarahlawrence.edu). To make the accommodations in a timely manner, it is important, when possible, to self-disclose and document the disability prior to the semester of enrollment.

## Donning

Faculty/student interaction is central to academic life at Sarah Lawrence. The don serves as the primary academic adviser, helps the student plan a program, and meets with the student regularly throughout the undergraduate years. A don's approval is necessary in matters such as registration and program changes, special plans such as an off-campus year, or acceleration. In addition, dons are available to help students access resources for nonacademic issues. After the first year, students and their dons should continue to meet on a regular and consistent basis.

First-year students are donned by their First-Year Studies teachers. Having worked closely with the student in seminar and conference, the don is particularly attuned to the student's strengths and challenges. Most students keep the same dons throughout their undergraduate years. Others may change dons because of faculty leaves, change of interest, or personal preference. Students wishing to change dons after the first year do so by submitting a Don Change Form, which is available either in the Office of the Registrar or on MySLC. Before making a change, students must speak with the former and new dons and obtain the signature of the new don. Transfer and guest students are assigned dons for the opening weeks of the semester. As the semester progresses, they may continue with these dons or select other faculty to be their dons. Since dons are consulted by faculty and administration and receive copies of student reports, an accurate record of each student's don is essential. Students on a leave of absence or an off-campus year are encouraged to remain in touch with their dons. When a faculty member takes a leave, their donees should arrange an on-campus don for the duration of the leave.

## LIBRARY SERVICES

914.395.2474

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

The library has more than 600,000 hard copy books plus e-books, government documents, microforms, audiocassettes, DVDs, and videocassettes, and subscribes to more than 700 journals and newspapers. In addition, it offers access to 200 online full-text and citation databases, providing electronic access to more than 700,000 journals and 25,000 films.

Access to the library's collections is available from any connection to the academic network. The research services librarians provide an orientation to the library resources and academic research. These sessions are important parts of course strategy. Additionally, students are invited to make appointments with research services librarians for individual help with research projects. Students can contact research services librarians to ask a question or schedule an appointment directly from the library home page using the Book a Consultation link: <https://calendly.com/slreference>.

There are two other libraries on campus. The William Schuman Music Library, located in the Marshall Field Music Building, offers library services and listening facilities and collects books on music and musicians, periodicals, scores, and sound recordings. The Sarah Lawrence College image collection is stored in the Luna database and contains more than 100,000 digital images. The database encompasses major areas of Western art, architecture, photography, decorative and graphic arts, as well as art and architecture from various cultures, including Classical, Romano-Byzantine, Medieval, Islamic, African, Oceanic, and Pre-Columbian.

## Patron Privacy

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

- Circulation information is confidential; however, records are available to staff over a period of time for normal circulation workflow purposes.
- A book’s record with a history of circulation can be searched. Access is limited to library staff.
- Faculty and staff records are removed manually when notice is received that they are no longer associated with the College.

## Circulation Policy—General

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

## Circulation Policy—Reserves

The main library reserve collection is maintained as a closed collection, and books circulate for a limited time in order to provide equal access to required course materials for all students. In addition, the library has a large collection of electronic reserves. Most reserve readings circulate for three hours during the day and may also be borrowed for overnight use. Items borrowed for overnight use are due back one hour



after the morning opening. Please keep in mind that overdue reserve items are fined at the rate of \$0.50 an hour, and failure to return overdue reserves or recalls is a serious offense; the penalties for noncompliance are substantial and may extend to loss of library privileges. It is important to understand that stealing or defacing library materials or otherwise rendering them inaccessible to others is a violation of the College's Policy on Academic Integrity and may be reported to the Office of the Dean of Studies and Student Life.

## **Circulation Policy—Interlibrary Loan**

Items borrowed through interlibrary loan have due dates that average one month in length, as determined by the lending libraries.

## **Circulation Policy for the Music Library**

Books, scores, and music materials in the reserve collection circulate under the same rules as in the main library. Sound recordings can be borrowed for a seven-day period and may be renewed.

## **Library Research Assistance**

Individual research consultations are available by appointment. A research consultation provides the opportunity for an individual student to meet with a research services librarian to discuss library resources and research strategies for conference and course work. Students may schedule an appointment by telephone, by email, or via an online form available on the library home page. The library staff works closely with Access and Disability Services to identify appropriate technologies to assist students with special needs.

# **REGISTRAR'S OFFICE**

914.395.2301/2302 – 2nd Floor of Westlands

The Registrar's Office maintains the permanent records of all current and former students. The office is responsible for course registration, scheduling of classes, transcripts, certification of enrollment, transfer credit evaluation, degree review and conferral, and issuance of diplomas.

## **Transcripts**

Current and recent students may request transcripts through the "My Transcript section" on MySLC; former students without MySLC logins may request transcripts at [getmytranscript.com](http://getmytranscript.com). Requests are not accepted by telephone or email. The fee for transcripts is \$10.00 per copy. Mailed requests should include a check or money order payable to Sarah Lawrence College; cash is not accepted. Additional charges apply for use of an expedited delivery service or electronic PDF delivery, an option available only with online orders. Transcript fees cannot be billed to the student's account. Transcripts are usually issued within four to six business days once payment is received. Official transcripts bear the College seal and the registrar's signature. Transcripts include only courses in which academic credit has been earned and courses currently in progress. If sent to the student to be forwarded to another party, e.g., another college or university, potential employer, etc., where an official transcript is needed, the student should not open the envelope.

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



The College does not provide unofficial academic transcripts. Currently enrolled students and recent graduates have access to their academic records through MySLC. If a student is currently enrolled and the request is marked “after final grades are posted” or “after degree is posted,” the College will hold the request until grades and/or degree are posted, or until the student notifies the Office of the Registrar otherwise.

If a student is currently enrolled in yearlong classes and wishes to include provisional grades with the transcript, the student must ask the teachers to submit provisional grades through MySLC and notify the registrar that the transcript should not be issued until the provisional grades are received. Please allow at least four to six business days to process transcript requests.

## Certification of Enrollment

All students requiring certification of enrollment for veterans’ benefits, loan deferments, or any other reason should contact the Office of the Registrar at [regoff@sarahlawrence.edu](mailto:regoff@sarahlawrence.edu). Currently enrolled students may also generate a certification document through the “My Transcript section” in MySLC approximately three weeks after the first day of classes.

Full-time status is defined as 12 credits or more per semester for undergraduate students and 10 credits for graduate students. Part-time enrollment may have implications for financial aid, scholarships, student loans, visa status, and health insurance. It is the student’s responsibility to investigate these implications. Students enrolled in non-Sarah Lawrence off-campus programs must have an approved financial aid consortium agreement on file in order for the College to certify their enrollment. Information for students holding a foreign visa can be obtained from the assistant dean of studies/director of international admission and advising.

## Undergraduate Transfer Credits

All requests for previously completed transfer credit, including college courses, AP, IB, A-level, and similar examinations, should be made by the student prior to the beginning of the senior year.

Students may apply for transfer credit for courses taken at other schools if those courses meet the following conditions:

1. They must have been taken at an accredited US college or university, or at an international university of comparable accreditation. Courses completed at nonaccredited institutions require direct review by the College faculty in a process initiated through the Registrar’s Office. Students who have already attained junior standing, i.e., 60 credits completed, may not transfer credits from two-year/community colleges. Beginning with courses taken in spring 2020, online courses will be considered for transfer if, in addition to the above conditions, they are offered during a defined term/session with clear beginning and end dates, contain a structured progression through course material, and include student-faculty interaction, as well as required assignments and teacher feedback.
2. The grade must be C or above (C– will not be accepted).

Courses that meet the above conditions are evaluated in terms of content. The general rule is that, in order to receive credit, courses must be in disciplines offered at Sarah Lawrence and must not duplicate, overlap, or regress to previous work for which the student has received credit. Prior to enrolling, the student should consult the registrar to determine whether or not credit for the course or courses will transfer to the College.

A form to obtain approval for transfer credit is available on MySLC. A maximum of 36 semester hours will be accepted for one year of study; a maximum of 18 semester hours for one semester and a maximum of 12 semester hours for one quarter or trimester. A maximum of 60 transfer credits may be applied to the requirements of the degree. A full memo indicating courses that are not normally creditable (speech, business, health education, and courses of a technical nature, for example) is available under “Policies” on the Registration page in MySLC. Transcripts to be evaluated must be official copies sent directly by the issuing institution to the Office of the Registrar. Student copies cannot be accepted. Transfer credit will not be granted for course work undertaken concurrent with Sarah Lawrence College registration unless **prior approval has been given** by the Committee on Student Work.

## Transferring Credits from Online Courses

1. Online courses must be offered by a regionally accredited college or university, and must be applicable to an undergraduate degree at that school. Massive open online courses and other non-credit or credit-optional courses are not eligible for transfer credit.
2. Online courses must be taken in liberal arts subjects akin to those offered at Sarah Lawrence and provide content, level, and comparability of such courses.
3. Online courses must be offered during a defined term/session, with clear beginning and end dates, and may not be self-paced or entirely asynchronous. Students may not simultaneously enroll at Sarah Lawrence and in online courses.
4. Online courses must have structured progression through course material.
5. Online courses must include student-faculty and student-student interaction, as well as required assignments and teacher feedback.

## Credit Earned Prior to Matriculation as a First-Year Student (applies to students entering the College Fall 2022 and subsequently)

*A form to request credit is available on MySLC.*

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

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

- 1. Advanced Placement Examinations:** Credit is awarded for exam scores of 4 or 5. Official score reports from the College Board must be sent to the Office of the Registrar. No credit will be awarded for tests taken after the completion of high school. Credit for AP examinations cannot be used to satisfy distribution requirements.
- 2. International Baccalaureate (IB):** Students entering the College with a full IB diploma may earn 30 credits toward a Sarah Lawrence degree. Non-diploma IB students who score 5 or above on higher-level exams may request three credits for a maximum of three subjects or a total of nine credits. No credit will be awarded for tests taken after the completion of high school. Only credit for higher-level IB examinations with scores of 5 or above may be applied toward distribution requirements.

- 3. A-Level Examinations:** Eight credits will be awarded for each A-level exam in which a student has earned an A or B.
- 4. Students may receive credit for college-level courses taken while in high school under the following conditions:**
- Courses must have been taken at a US regionally accredited two- or four-year college or university in classes intended primarily for college students. Courses may not have been taken at a student's high school, nor in programs designed primarily for high school students, nor may they have been used to fulfill high school graduation requirements. This must be verified in writing by the student's high school.
  - A grade of C or above (C- will not be accepted) must have been earned.
  - Courses must satisfy all of the other requirements that govern transfer credit in general.
  - A maximum of 30 credits may be awarded for associate degrees earned prior to high school graduation. (For associate degrees earned after high school graduation, please refer to the Transfer Credit Policy.)

### Credit Earned Prior to Matriculation as a First-Year Student (applies to students entering the College prior to Fall 2022)

*A form to request credit is available on MySLC.*

- 1. Advanced Placement Examinations:** Students may request credit for a maximum of three AP exams in which scores of 4 or 5 were earned. Two credits will be granted for each exam in disciplines accepted toward a Sarah Lawrence degree. Official score reports from the College Board must be sent to the Office of the Registrar. No credit will be awarded for tests taken after the completion of high school. Credit for AP examinations cannot be used to satisfy distribution requirements.
- 2. A maximum of nine credits completed during the junior or senior year may be awarded for work done prior to high school graduation. (This includes AP exams, IB subject tests, and college courses.) Students may receive credit for college-level courses taken while in high school under the following conditions:**
  - Courses must have been taken at a US regionally accredited two- or four-year college or university in classes intended primarily for college students. Courses may not have been taken at a student's high school, nor in special programs for high school students, nor may they have been used to fulfill high school graduation requirements. This must be verified in writing by the student's high school.
  - A grade of C or above (C- will not be accepted) must have been earned.
  - Courses must satisfy all of the other requirements that govern transfer credit in general.
- 3. International Baccalaureate (IB):** Students who enter the College with a full IB diploma may earn 30 credits toward a Sarah Lawrence degree. Nondiploma IB students who score 5 or above on higher-level exams may request three credits for a maximum of three subjects or a total of nine credits. If a student has earned an IB diploma and other credits prior to matriculation, a maximum of 30 credits will be awarded. Credit for an IB diploma may be requested only after a student has successfully completed the first year at the College, earning full credit in all courses. No credit will be awarded for tests taken after the completion of high school. Only credit for higher-level IB examinations with scores of 5 or above may be applied toward distribution requirements.

**4. A-Level Examinations:** Seven and one half credits will be awarded for each A-level exam in which a student has earned an A or B. Credit for A-levels may be requested only after a student has successfully completed the first year at the College, earning full credit in all courses.

## Summer Study

Students may earn credit during summer study through directed study taken under the supervision of Sarah Lawrence faculty or through course work at another accredited, degree-granting institution. A maximum of 16 summer credits (including Sarah Lawrence credits) can be used to fulfill degree requirements. Normally, students may earn a maximum of eight credits in one summer.

## Courses Taken at Another College

Students should discuss proposed courses with their dons and complete the Summer Transfer Credit Approval Form available on MySLC to ensure transferability of credit. Completed forms should be submitted to the Office of the Registrar. Students who enroll in extended summer sessions of 10 weeks or longer may earn up to 10 credits. Students may not earn credit for course work for which they have previously been awarded credit.

Preprofessional courses, vocational courses, business courses, and courses not compatible with the SLC curriculum are not eligible for transfer. General guidance regarding transfer credit may be found by following the “Policies” link on the Registration page in MySLC. Students must have an official transcript sent directly from the school to the Office of the Registrar upon completion of their summer work. Credit can be transferred only if the student has earned a grade of C or above (C– will not be accepted). Students with 60 or more credits completed may transfer credits only from four-year accredited institutions. Students who transfer to the College with 60 credits must earn all of their remaining credits at Sarah Lawrence in Bronxville. See also [“Undergraduate Transfer Credits” \(p. 47\)](#).

# WRITING CENTER

Expository writing at Sarah Lawrence is seen as a way of understanding any discipline rather than as a discrete and separate skill. It is an integral part of every academic course at SLC, as well as performing and creative arts classes. The College encourages students to work closely on writing with their faculty in their biweekly or weekly conferences. Students can also discuss writing concerns with their dons.

Students who may need or desire additional support and practice can schedule one-on-one appointments with faculty members Kevin Pilkington and Carol Zoref. They can also meet with graduate students who work evening hours or with an ESL/EAL instructor.

Students typically schedule one 30-to-45-minute appointment per week. Students writing in English as a second or additional language (ESL/EAL) can make two appointments per week. Students seeking academic accommodations should contact the Office of Access and Disability Services.

# APPOINTMENTS

Undergraduate and graduate students currently matriculated in degree-granting programs can make, cancel, and change appointments using the online scheduler (see below under Faculty & Staff). You must send an email to the appropriate faculty member or writing mentor in order to cancel on the day of your appointment. Repeatedly missing appointments can result in a temporary halt to your ability to schedule a meeting.

## What to Bring

Bring either a hard-copy or digital version of the project on which you are working. If you are just getting started, bring the assignment description if you received one. If you are working on applications for competitive scholarships or study-away programs, bring those instructions along. If you have nothing in hand, arrive prepared to start writing.

## What Not to Bring

Do not bring papers that you want us to proofread for spelling or grammar errors. Every word processing program includes some sort of spell check or grammar check function that you should always use before submitting any written work. Some of these perform better than others. Use the best word processing program that you can on your personal computer, or run your paper through the word processing program loaded onto all of the College computers. If you chronically have trouble with spelling and/or grammar, you should make an appointment with one of the writing mentors or the ESL/EAL instructor.

# FACULTY & STAFF

The Writing Center is staffed by two faculty members, one instructor, and three graduate students.

- If you primarily need help with grammar and punctuation, you should meet with one of the writing mentors or with the ESL/EAL instructor.
- To schedule an appointment with a member of the Writing Center staff, please click on the booking link below their name to get started.

## Schedule an Appointment

### **Carol Zoref, Director/Faculty**

Office: Bates 100

Email: [czoref@sarahlawrence.edu](mailto:czoref@sarahlawrence.edu)

Schedule an appointment with Carol

### **Kevin Pilkington, Coordinator/Faculty**

Office: Swinford 201

Email: [kpilking@sarahlawrence.edu](mailto:kpilking@sarahlawrence.edu)

Schedule an appointment with Kevin

**Diana Wallerstein, ESL/EAL Instructor/Grammarian**

Instruction for international students as well as U.S. students whose first language is not English.

Diana also works with all other students who are looking to improve English-language grammar and punctuation.

Office: Esther Raushenbush Library

Email: [dwallerstein@sarahlawrence.edu](mailto:dwallerstein@sarahlawrence.edu)

Schedule an appointment with Diana

**Writing Mentors/Grammarians**

Writing mentors are selected from among current students in the Sarah Lawrence College MFA Program in Creative Writing. They schedule weekday evening and Sunday hours.

Office: Esther Raushenbush Library

Email: [writingcenter@sarahlawrence.edu](mailto:writingcenter@sarahlawrence.edu)

Schedule an appointment with a Writing Mentor

# COMMUNITY STANDARDS

Responsibility for campus life is shared by the entire community. The following policies and procedures provide guidance to and set expectations for students in conducting themselves in a manner supportive of community life at Sarah Lawrence. Students are expected to abide by these and other policies found in this handbook. Failure to do so may result in disciplinary action and sanctions.

## CONDUCT CODE

### Alcohol and Other Drugs

Sarah Lawrence College aims to create an environment that promotes the highest levels of learning within a healthy and vibrant social atmosphere. To this end, the College's Alcohol and Other Drugs Policy stems from the belief that students who are educated as to the effects of the use and abuse of alcohol and other drugs should be trusted and expected to make healthy, respectful decisions for themselves and the entire community.

Students are responsible for living within the parameters of this policy and for encouraging others to do the same. Violations of the spirit and intent of this policy will be responded to with disciplinary action. See [“Student Conduct Process” \(p. 149\)](#). The influence of alcohol or other drugs is not an excuse for unacceptable behavior and will not be seen as a mitigating factor in conduct hearings.

Furthermore, members of the community should understand that Sarah Lawrence College observes all federal, state, and local laws and regulations governing the sale and/or purchase of alcohol and other drugs and the service of alcoholic beverages by all members of its community. See [“Appendix 4” \(p. 196\)](#). The College expects that these laws will be adhered to at all events associated with the College. The College cannot and will not protect any member of the Sarah Lawrence community who has broken federal, state, and/or local law.

## Good Samaritan Policy

Student health and safety are primary concerns of the Sarah Lawrence community. To ensure that students receive prompt and appropriate medical attention for alcohol or other drug intoxication, and to reduce impediments to seeking such assistance, the College has instituted this Good Samaritan Policy.

In those instances in which students contact Public Safety and Security or other College officials to request medical assistance (either for themselves or for another student) due to intoxication, neither student will be subject to formal disciplinary action for being intoxicated or under the influence of other drugs or for having provided the intoxicated person with alcohol.

In lieu of formal disciplinary action, the involved students will meet with a Student Life staff member to discuss the incident. The student requiring medical attention will be referred to Health & Wellness for an assessment and must complete the assessment and any resulting treatment recommendations in a timely manner. This policy does not excuse or protect students who flagrantly or repeatedly violate the Alcohol and Other Drugs Policy and does not preclude disciplinary action regarding other violations of College policy.

The spirit of the Good Samaritan Policy is that we all have an ethical responsibility to help people in need. As a community, we expect that all members will take active steps to protect the safety and well-being of other members of our community.

## Prohibited Behaviors and Sanctions

Failure to comply with this policy will result in disciplinary action. See [“Student Conduct Process” \(p. 149\)](#). Prohibited behaviors regarding the use, possession, and distribution of alcohol and other drugs on campus as well as minimum sanctions for engaging in such behaviors are outlined in the charts below. See [“Student Conduct Process” \(p. 149\)](#). Some of these behaviors may also be violations of local, state, and federal laws and may be subject to off-campus legal action. See [“Appendix 4” \(p. 196\)](#). A hearing officer or hearing panel may give sanctions greater than the sanctions listed in the chart below when warranted by the facts and circumstances of the specific violation. In addition, the period of time between offenses will be taken into account when determining sanctions.



<b>Prohibited Behaviors</b>	<b>MINIMUM SANCTIONS</b> See <a href="#">“Student Conduct Process” (p. 149)</a>		
<b>CATEGORY A – Other Drugs Related</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Possession or use of illegal drugs Possession or use of legal drugs not lawfully prescribed for the individual or intentional misuse of legally prescribed drugs Possession or use of drug paraphernalia	<ul style="list-style-type: none"> <li>• Documented Warning</li> <li>• Mandatory Educational Program</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Health &amp; Wellness</li> <li>• Housing or Social Probation</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Parental Notification</li> </ul>
<b>CATEGORY B – Other Drugs Related</b>	<b>First Offense</b>	<b>Second Offense</b>	
Use of other drugs that leads to medical intervention, i.e., ER evaluation	<ul style="list-style-type: none"> <li>• Referral to Health &amp; Wellness</li> <li>• Housing or Social Probation</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Parental Notification</li> </ul>	
<b>CATEGORY C – Other Drugs Related</b>	<b>First Offense</b>	<b>Second Offense</b>	
Distribution (including purchase, sale, illegal transfer, or giving others for free) of illegal drugs or prescription medication	<ul style="list-style-type: none"> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion, particularly associated with sale</li> <li>• Suspension</li> </ul>	

Policy continues on next page.

<b>Prohibited Behaviors</b>	<b>MINIMUM SANCTIONS</b> See <a href="#">“Student Conduct Process” (p. 149)</a>			
<b>CATEGORY A – Alcohol Related</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Consumption and/or possession of alcohol by an individual under the age of 21  Possession of an open container of alcohol in public regardless of age	<ul style="list-style-type: none"> <li>• Documented Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Educational Program</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Health &amp; Wellness</li> <li>• Housing or Social Probation</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Housing</li> <li>• Parental Notification</li> </ul>
<b>CATEGORY B – Alcohol Related</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Participating in or sponsoring drinking games or contests (activities that encourage excessive consumption)  Possession of mass consumption containers (i.e., kegs, beer balls, beer bong, etc.)  Providing alcohol to an individual under the age of 21  Providing alcohol to someone who is visibly intoxicated	<ul style="list-style-type: none"> <li>• Documented Warning</li> <li>• Mandatory Educational Program</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Health &amp; Wellness</li> <li>• Loss of Event Registration Privileges</li> <li>• Housing or Social Probation</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Social Probation</li> <li>• Loss of Housing</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Parental Notification</li> </ul>
<b>CATEGORY C – Alcohol Related</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
Consumption of alcohol that causes a disruption to the community or necessitates assistance from others, but does not require medical intervention, i.e., ER evaluation (any age student)	<ul style="list-style-type: none"> <li>• Documented Warning</li> <li>• Mandatory Educational Program</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Health &amp; Wellness (non-compliance could lead to Housing Probation)</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Social Probation</li> <li>• Loss of Housing</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Parental Notification</li> </ul>

Policy continues on next page.

Prohibited Behaviors	MINIMUM SANCTIONS See <a href="#">“Student Conduct Process” (p. 149)</a>			
CATEGORY D – Alcohol Related	First Offense	Second Offense	Third Offense	Fourth Offense
Consumption of alcohol that necessitates medical intervention, i.e., ER evaluation (any age student)	<ul style="list-style-type: none"> <li>• Documented Warning</li> <li>• Referral to Health &amp; Wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Health &amp; Wellness (non-compliance could lead to Medical Leave)</li> <li>• Parental Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Parental Notification</li> </ul>	

## Bias-Related Incidents and Crimes

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

### Bias-Related Crimes

**Definition of a Hate or Bias Crime:** Any crime committed by a defendant against a victim when that victim (either a person or an institution) is intentionally selected, in whole or substantial part, because of that victim’s perceived race, color, national origin, ancestry, gender, religion, age, disability, or sexual orientation or expression.

The College takes bias-related crimes seriously. Students, faculty, staff, and visitors are encouraged to immediately report all bias-related crimes to Public Safety and Security.

Certain actions may rise to the level of a crime. Federal and state laws specifically regulate crimes that are motivated by hate or bias, and the College is required to report them to the local police.

Any bias-related crime against a member of our community is viewed as an attack on the entire community and will not be tolerated. To help ensure an environment free of such hateful acts, the College has enacted policies and procedures that specifically deal with bias-related crimes.

The College encourages all members of the community to immediately report all incidents to Public Safety and Security. Bias crimes will be reported to local law enforcement. Please reach out to the Diversity, Equity, and Inclusion Office for information or support.

## College Conduct Measures

If a student is involved in the commission of a bias crime, the incident will be investigated according to the College's Conduct Policy.

The following sanctions may be given to students found responsible for bias-related crimes:

- Permanent expulsion from the College
- Suspension from the College
- Permanent loss of campus housing
- Suspension from campus housing
- Housing probation
- Social probation
- Restricted access
- Warning

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

Note: If the bias crime involves an alleged sexual assault, the Policy on Sexual Violence will be followed and will supersede the College's bias-related crime policy and procedures. See [“Policy on Sexual Violence” \(p. 96\)](#).

## New York State Law Involving Bias Crimes

Under the NYS Hate Crimes Act of 2000 (Section 485 .05 of the NYS Penal Code), in addition to the criminal charges and the penalties a perpetrator must face for the “crime” element of a hate crime, the law allows for additional charges for the “hate” element as well. This significantly increases the crime the perpetrator is charged with as well as the penalties and time of imprisonment if convicted.

## Damage to Property and Vandalism

College community members (i.e., students, faculty, staff, and visitors) are expected to respect College property, the private property of other members of the Sarah Lawrence community, and the property of the larger community in which we live. Examples of behaviors that would be violations of this policy include, but are not limited to, damaging, tampering with, or vandalizing (including etching, painting, drawing upon, or otherwise marking something without permission) property owned, operated, or controlled by the College or one of its members. This includes gardens, lawns, and landscapes.

Violations of this policy will result in conduct action including, but not limited to, restitution, repair costs, hourly wages of College staff incurred in the repair or cleanup, and a \$100 community impact fine. Depending on the severity of the violation, additional sanctions as described in the [“Student Conduct Process” \(p. 149\)](#) section of this handbook may be imposed. Violators may also be subject to arrest.

## Dishonesty/Falsification of Information

Students will be considered in violation of this policy if they:

- Lie or furnish false information to the College or to College officials.
- Are aware of false information being furnished by others with the intent to deceive (and do not correct that false information in a timely manner).

- Withhold information pertinent to student misconduct.
- Alter, misuse, enter any false information, or forge signatures on any official documents or College resources including, but not limited to, registration form, audit form, fourth course request form, academic transcripts, drop/add form, or electronic communication.
- Alter or have in their possession an altered identification card of any form.
- Counterfeit, forge, and fabricate official documents/paperwork/electronic communications.
- Intentionally issue a bad check/payment or other financial instrument in order to remove a hold, register for classes, or receive an official transcript or diploma.
- Provide false information or fail to provide current information for the purpose of defrauding Sarah Lawrence College or other parties.

## Disruptive Behavior

In order to preserve an open educational environment of dialogue, the College expects that students and their guests will avoid disruptive behavior that impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the College. Examples of disruptive behavior include, but are not limited to:

- obstruction or disruption of teaching, research, administration, conduct proceedings, and other College activities including the integrity of classes, lectures, discussion groups, readings, performances, meetings, and public occasions, such as opening day, Family Weekend, Mayfair, admission events, and commencement;
- self-destructive conduct that may impact the larger community;
- interference with the rights of others to enter, use, or leave any College facility, service, or activity;
- throwing any object from a window or structure.

This policy covers acts and attempted acts, regardless of whether the act or attempted act was deliberate or whether the potential outcome was intended. Students who violate this policy are subject to conduct action. Students engaging in self-destructive behavior may also be referred to Health & Wellness and/or a local hospital for an evaluation.

## Failure to Comply

Failure to comply with the request of a College official (including requests for identification or information), lying to a College official, failing to provide relevant information, and/or running away when approached by a College official are considered to be serious policy violations and will result in conduct action. Sanctions for failing to comply with a College official may include, but are not limited to, housing probation or restriction of access to campus. Any physical aggression directed at a College official, including shoving, kicking, or spitting, may result in suspension.

## False Identification

**Definition:** In addition to being against College policy, possessing false identification is a Class D Felony (170.10 of the Penal Code—Forgery in the Second Degree or 170.25 of the Penal Code—Criminal Possession of a Forged Instrument in the Second Degree).

## Sanctions

**First Offense** – Confiscation of false identification and housing probation or restriction of access to campus

**Second Offense** – Confiscation of false identification and loss of housing and/or social probation

**Third Offense** – Confiscation of false identification and suspension

## Freedom of Expression and Mutual Respect

Sarah Lawrence is committed to offering all its students the fullest opportunity to pursue their education.

We believe education best occurs in an atmosphere of unfettered inquiry and freedom of expression; we believe such inquiry and expression are possible only in a community founded on mutual respect and acceptance practiced by students, faculty, and staff alike. Free and robust debate and exchange of ideas are at the heart of our academic enterprise. However, the College makes a distinction between free expression of ideas and physical or verbal abuse that threatens or inhibits such expression or significantly interferes with a person's education. Repeated and confirmed instances of abuse or harassment will be subject to disciplinary action.

Hearing officers may assess whether a verbal action constitutes an abuse serious enough to warrant disciplinary action. With the understanding that speech includes oral, written, and electronic forms of communication including social media, the following definitions will serve as guidelines:

**Threatening or Menacing Speech:** Speech intended to put a particular person or group of persons in reasonable fear of physical or psychological harm, or speech that may reasonably be foreseen to induce such fear

**Slander:** Speech referring to a particular person that is false, defamatory, and malicious, with malice understood as knowledge of falsity or reckless disregard of truth

**Verbal Harassment:** A pattern of behavior entailing at least two instances of insulting and vituperative speech, directed at a particular person and in the presence of that person, that may reasonably be foreseen to interfere with that person's education, inhibit that person's freedom of action or expression, or cause significant mental or emotional harm

**Assaultive Speech:** Speech intended to insult and provoke, employing vituperative obscenity or abusive epithets, directed at a particular person and made in that person's presence, without reasonable provocation, that may reasonably be foreseen to interfere with that person's education, inhibit that person's freedom of action or expression, or cause significant mental or emotional harm

These definitions may be employed to evaluate allegations of harassment of all kinds including, but not limited to, harassment on the basis of race, sex, gender, ethnicity, religion, age, disability, or sexual orientation. We hope that these definitions may also serve to guide members of the community in the formation of ideas and expression of responses to others that are critically constructive, ethically responsible, and intellectually courageous.

The College recognizes that, in the course of living together as a community, hurtful and offensive remarks may be made in the heat of intellectual argument, political debate, verbal gamesmanship, and personal disagreement that may cause anger, embarrassment, or discomfort, but that do not constitute serious

harassment. We urge students to resolve conflicts that cause or are caused by such remarks through the various types of mediation available in the College: friends, dons, Office of Student Life staff, and deans.

Allegations of possible harassment involving faculty or members of the staff may be presented to the dean of the college or the director of human resource services, as appropriate. Students who believe they have been harassed by other students in terms of the definitions outlined above may file a complaint through the Office of Student Life and the College discipline process.

## Graffiti

Graffiti of any kind (taping, chalking, etc.) is forbidden. Students and their guests may not alter, write on, or paint College property, including walls, furniture, gardens, lawns, and landscapes. Violators will be subject to disciplinary action, which includes a community impact fine of \$100 plus the cost of removing the graffiti (time and materials). Restoration work must be completed by SLC staff or a third-party vendor. Students and/or guests are not allowed to repaint the affected areas. See also [“Damage to Property and Vandalism” \(p. 58\)](#).

## Hazing

**Definition:** According to the New York State Penal Code, “a person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person and thereby causes such injury.” Sarah Lawrence College defines hazing as “any action taken or situation created which, regardless of location or consent of the participants, recklessly or intentionally endangers mental or physical health or involves forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any organizations at Sarah Lawrence College.”

- Sarah Lawrence College prohibits all forms of hazing as it is both against New York State law and humiliates, degrades, and endangers its participants.
- Any instances of hazing should be reported immediately to Public Safety at 914.395.2222. All allegations of hazing shall be fully investigated. All students, faculty, staff, and on-campus visitors or invitees are subject to these regulations. In addition, violators are also subject to any applicable provisions of the Penal Code. (Hazing in the first degree is a Class A misdemeanor punishable by up to one year of imprisonment, a fine up to \$1,000, or both. Hazing in the second degree is a violation punishable by up to 15 days of imprisonment, a fine up to \$250, or both.)
- On-campus visitors or invitees to the campus engaging in hazing are subject to ejection from campus property and/or arrest.
- Such activities and situations include, but are not limited to:
  - a. physical and psychological shocks;
  - b. morally degrading or humiliating games and activities;
  - c. coercing or forcing illegal acts;
  - d. personal servitude;
  - e. sexual harassment.

**Sanctions** may include a warning, restricted access to campus, social probation, housing probation, suspension, or expulsion. Additionally, organizations that violate hazing policy may have their permission to operate on campus withdrawn.

## Physical Assault

Sarah Lawrence College does not tolerate physical violence. Students who engage in or encourage physical violence against another member of the Sarah Lawrence community (i.e., students, faculty, staff, and visitors) are subject to disciplinary action.

Physical assault is defined as striking, shoving, kicking, or otherwise subjecting another person to physical contact that causes them harm, is harassing, or alarms that person regardless of whether the behavior was deliberate or whether the potential outcome was intended. Physical assault also includes hitting a person with anything thrown or propelled, including objects thrown from a window or structure.

Violations of this policy will result in disciplinary action. Sanctions may include, but are not limited to, the following: housing probation, social probation, referral to Health & Wellness, suspension, or expulsion. Violators may also be subject to arrest. If it is determined that a student found responsible for violating this policy had no other option but to use physical violence in self-defense, this will be taken into consideration in the sanctioning process.

Individuals who believe they have been physically assaulted should seek immediate assistance by contacting Public Safety at 914.395.2222. If medical assistance is required, contact Health & Wellness at 914.395.2350 during office hours or Public Safety at 914.395.2222 after 5 p.m. and on weekends.

## Retaliation

Threats or other forms of intimidation and/or retaliation against a student or employee for bringing a complaint of any alleged violation of College policy are prohibited. This includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint, those who assist a student or employee in bringing a complaint, or those who participate in an investigation and/or student discipline process for an alleged violation of College policy. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating individual if it is determined that a violation of this policy occurred. All incidents that are believed to constitute retaliation should be reported immediately to the dean of studies and student life (when the individual alleged to have engaged in retaliation is a student) or to the director of human resources (when the individual alleged to have engaged in retaliation is a nonstudent).

## Theft and Unauthorized Use

College community members (i.e., students, faculty, staff, and visitors) are expected to respect College property, the private property of other members of the Sarah Lawrence community, and the property of the larger community in which we live. Examples of behaviors that would be violations of this policy include, but are not limited to:

- The theft, or attempted theft, of property or services owned or controlled by a community member/visitor or the College, regardless of location.
- The unauthorized use or possession of property or services owned or controlled by a community member or the College, regardless of location.



Violations of this policy will result in disciplinary action including, but not limited to, restitution, repair costs, hourly wages of College staff incurred in the repair or cleanup, and a community impact fine of \$50. Depending on the severity of the violation, additional sanctions as described in the discipline process section of this handbook may be imposed. Violators may also be subject to arrest.

## **Weapons**

Sarah Lawrence College is committed to providing a safe and secure learning and working environment for students, faculty, staff, and visitors. The use, possession, and storage of any weapons of any kind (firearms, ammunition, air guns, knives, bows and arrows, replicas of such, etc.), including those defined in Sections 265.01(3) and 265.06 of the New York State Penal Code, are strictly prohibited on campus. Exceptions, for educational purposes only, must be arranged in advance via written approval by the director of public safety. Violators will be subject to disciplinary action and may be subject to arrest in accordance with the New York State Penal Code.

# **RESIDENTIAL LIFE AND HOUSING POLICIES**

All students living in College housing must adhere to the housing contract, which every student must sign before they are allowed to occupy College housing. In addition, all students must abide by all residential policies and procedures in addition to the conduct code and general College policies.

## **Antennae**

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

## **Bed Bugs**

Students who suspect they have bed bugs must immediately contact Campus Operations and go to the Health & Wellness Center. Campus Operations will call the pest control company and schedule a room inspection as soon as possible. Health & Wellness will examine any bites to confirm whether they are indeed bed bug bites. When Campus Operations is closed, students must contact the Westlands Desk. In the event bed bug bites are confirmed, it is imperative that the affected room(s) are treated as soon as possible to prevent spreading. Once contacted, Facilities staff will provide instructions on what must be done before the room(s) can be treated. To avoid additional work, it is strongly recommended that the student speak with the Facilities staff prior to washing linens or clothes, or before removing anything from the room(s). Before the College can treat the affected areas, the affected student(s) must follow the bed bug protocol provided by Campus Operations within 24 hours. Failure to do so will result in the student(s) forfeiting their housing for the remainder of the semester or year. It is the responsibility of the affected student(s) to immediately inform Campus Operations if they suspect they have bed bugs. Early and immediate intervention is the key to handling this pest problem, so never hesitate to call Campus Operations and have your room checked.

## Body or Head Lice

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

## Damage Charges and Fines

The College expects that student rooms, common areas, and bathrooms will be in the same condition when the student vacates the space as they were when the student moved in. Therefore, damage charges include a punitive fine as well as a charge to cover the cost of repair or replacement. Rooms or common areas left in exceptionally poor condition may result in a student's loss of future housing privileges. There is also an expectation that the exterior of buildings and the grounds around residence halls will be kept clean and uncluttered. No decorative flags or clotheslines except at Warren Green are permitted hanging out of windows, on the exterior of buildings, or on the grounds.

Students will be billed for damages to their rooms and/or common areas incurred during the academic year. Assessable damages include alterations or defacement of the building structure or furnishings. Students may not structurally alter, write on, or paint College property. Charges and fines for damages that occur in common living areas such as living rooms, corridors, bathroom facilities, and cooperative areas will be equally divided among the residents if the person(s) responsible is/are not known or identified. Additionally, students may be assessed a community impact fine if the damages warrant such a charge. Common areas are inspected on a regular basis, and fines are assessed accordingly. Anyone who causes damage to or removes common area furniture will be subject to charges and conduct action.

End-of-the-year room inspections may result in damage charges being assessed by Campus Operations.

**Cleaning:** Residences, including bedrooms, common areas, and bathrooms, should be clean and free of all garbage and belongings. Any residence not in clean condition will be fined a minimum of \$50 per student.

**Wall and Ceiling Damage:** Walls and ceilings should be left in the same condition as they were found. If any damage is done, a fine of \$50 will be levied, plus any additional repair costs. The use of Fun-Tak or any similar adhesive is prohibited. Damage to surfaces from adhesives will result in a fine. Students whose walls have been painted or written on will be charged between \$200 and \$400 per wall to repaint.

If rooms or common areas are painted by students for any reason or found with graffiti or other markings, they will be repainted by Facilities staff within seven days from when the damage was discovered. The student account(s) of the resident(s) of the affected area will be charged a fine and the cost of repainting. Students may not repaint the area themselves (or have someone else repaint the area) in order to avoid the repainting charge and fine.

**Room Furnishings:** The College supplies a bed frame, mattress, desk, chair, closet, and dresser. The student supplies a pillow, blanket, linens, lamps, wastebaskets, and personal accessories. We highly recommend you bring an additional floor and/or desk lamp. The furnishings in the room upon arrival are the furnishings for the duration of your stay. The College does not accept requests for furniture exchanges. For the safety of our students, only beds provided by the College and designed to be lofted may be lofted. Beds may only be lofted in rooms that have the College-provided loft system. Students may not build or purchase lofts. Students who reside in rooms that have loft frames and would like to have their beds lofted or unlofted must arrange

a time with Campus Operations for installation or removal. Students may not change the configuration of the loft bed without the assistance of Facilities staff. Waterbeds are not permitted in the residence halls.

**Room Furniture:** Each piece of furniture that needs to be replaced because of student abuse will carry a \$50 fine and the replacement cost (mattress \$150, bed frame \$175, desk \$430, chair \$125, dresser \$430, screens \$40–\$125). Damaged furniture has a \$25 fine plus an additional repair cost. Furniture may not be brought outside. Any furniture found outside will be removed. Residents responsible for taking furniture outside will be charged a fine. If the responsible student(s) cannot be identified, residents from the area where the furniture was housed will be billed. Other damages will be charged at the replacement/repair cost plus a fine of \$50. Students are charged the full cost for missing furnishings. Fines are assessed for having to remove any additional furnishings found in rooms that do not belong to that room. If a student feels that the charges and fines have been levied against the wrong party, the student should contact Campus Operations. If a student feels that the charges and fines are unwarranted and the matter cannot be resolved between the AVP of facilities and the student, the student has the right to appeal the issue to the vice president of operations and facilities.

**Housekeeping:** Students are responsible for cleaning their individual and shared common spaces, including kitchen and bathrooms. Failure to do so may result in disciplinary action. A bucket of cleaning supplies is left in each common area at the beginning of the fall semester, which can be replenished throughout the year by visiting Campus Operations. Students living in non-cooperative houses (OSilas, Titsworth, Dudley Lawrence, MacCracken, Westlands, Garrison, and Taylor) should purchase their own cleaning supplies. We suggest cleaning shared bathrooms and kitchens, especially stoves, once a week or at least once every two weeks. Students must maintain their spaces to standards acceptable to Residence Life and Facilities. For safety and hygiene, students must use bathmats (not supplied by SLC) when exiting showers.

**Keys:** If keys to a room/apartment/house/residence hall are lost or stolen and Campus Operations deems it necessary to change the lock(s), the lock(s) will be changed at a cost of \$50, along with an additional cost for a new set of keys that is billed to the student's account. If a student loses a key, and Campus Operations determines the lock does not need to be changed, the student can obtain new keys from Campus Operations at a cost of \$50 per key. When a student moves out of a room or studio space and does not return the corresponding keys, unreturned keys will be replaced at a cost to the student of \$50 per key. Charges for unreturned keys will be refunded to the student if the student returns the lost or unreturned keys within 30 days of when the charge occurred. For everyone's safety, all exterior and interior residence doors should be closed and locked at all times. Lost keys should be reported and replaced immediately. Failure to do so puts other residents at risk. The College reserves the right to require a student to have the room lock changed. Because each key is unique and assigned to a particular student, students may not trade keys. Failing to return the specific key issued will result in a \$50 per key fine. Keys must always be turned in to Campus Operations or Westlands Desk.

## Guests, Residential Guests, Occupancy Limits & Overnight Guests

A campus guest is defined as any person who is not affiliated with Sarah Lawrence College as a current student or employee. All guests on campus at any time must conform to all College regulations. Those who do not will be required to leave. In the event of violations of law or noncompliance with a request to leave, a guest may be considered a trespasser and Campus Safety will be notified.

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

All nonresidents in any College residence must be escorted by an authorized resident at all times, with the exception of SLC students who may have keycard access to a classroom or other authorized student common area within a residence. Otherwise, at no time is a nonresident allowed to walk through any hallways, lounges, or other public areas of a residence hall, apartment complex, or College house without being in the company of the host they are visiting.

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

**Overnight Guests:** Permission must always be secured from each resident of a room/apartment/house before a residential guest may remain, particularly overnight. An overnight guest is any person who is not a resident of the residential area they are visiting and who visits/remains in the building between midnight and 7 a.m., regardless of whether they plan to sleep during the stay. Students are required to register any overnight guests with the College using the online guest registration system provided by Residential Life.

Any guest may not stay overnight on campus for more than two consecutive nights or more than five nights within a 30-day period, unless authorized in advance by Residential Life. The maximum number of overnight guests permitted at any time is two per student, and overnight guests may not exceed the number of regularly assigned students plus one overnight guest per bedroom (e.g., a student in a double bedroom may have one, but not two, overnight guests unless their roommate is away for the night and has agreed to both overnight guests being present).

Guests less than 17 years of age must be directly related to their host and must obtain permission from the Residential Life Office prior to their arrival.

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

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

This policy does not apply to Facilities personnel, authorized contractors, Campus Safety, Residential Life staff, or any other College employee or agent who must enter a residential area as part of their College duties, i.e., to assist students and maintain/secure Sarah Lawrence College property.

## Health and Safety Inspections

There will be periodic inspections by Residential Life staff to ensure adherence to health, safety, and emotional support animal (ESA) regulations, and that College property is being maintained. There will be at least two visual safety inspections of every residential room each academic year. The College reserves the right to inspect any room or common area at any time without notification. Students violating health and safety standards will be subject to conduct action. The College reserves the right to conduct a room search when there is credible information that a violation of College policy has occurred. In addition to Residential Life inspections, at least once a year New York conducts fire safety inspections. According to New York State fire regulations, the State Fire Inspector may enter any student room as part of state inspections.

## Housing License Cancellations and Refunds

This license will be binding for the entire current or forthcoming academic year unless: (1) Residential Life receives and approves the student's written cancellation request by May 15 (for the subsequent fall term); or (2) Residential Life receives and approves the student's written and valid cancellation request by Dec. 1 (for the subsequent spring term); or (3) Residential Life receives written notice from the College that the student will withdraw, begin an approved academic program outside the Bronxville area, or take a leave of absence approved by the College; or (4) this license is otherwise canceled or terminated in accordance with the terms specified within this License Agreement, including approval of late housing cancellation requests.

Between the aforementioned dates and the first day that College residences are opened for those respective terms, the student will be charged a \$450 cancellation fee (forfeiting their housing deposit) for canceling the license and/or not checking in by the first day of classes.

**Housing cancellations made after the first day of classes are not eligible for refund.** However, housing cancellation requests will be considered by the College at any time and, minimally, a \$450 cancellation fee will be applied to the student's account for any approved housing cancellation which is considered late (defined as a cancellation requested after May 15—for the academic year OR after Dec. 1—for the spring term only). Fall semester residents who request cancellation of the license for the following spring semester will still be charged for room & board if they remain enrolled at the College and are taking classes at the Bronxville campus. If the student never occupies or vacates their assigned space after the first day of classes, without submitting a written cancellation request, or if the Student's cancellation request is not approved by the Office of Residential Life, the student will continue to be responsible for all housing and board fees for the entire license period.

Cancellation requests must be in writing. No cancellation requests will be accepted by phone. Students with extenuating circumstances for canceling the license may request a waiver of the cancellation fee and/or room charges by submitting a written waiver request to Residential Life. The waiver request will be reviewed and a decision will be issued by the Office of Residential Life.

## Housing License Period

This license period is for the full academic year (or any remaining portion of the current academic year immediately following the student's authorized check-in) unless the student graduates after the fall term, is a new spring term check-in, or this license is canceled or terminated as specified herein. In the event the student is permitted for any term to move in prior to regular student check-in dates, as scheduled and announced by the College, additional charges may apply and the license period will commence on the exact date of the student's actual check-in.

Unless this license is canceled or terminated early as specified herein, the license period will suspend at 10 a.m. on the day following the last day of fall classes. The College is not obligated to provide student housing during the winter break.

The license period resumes on the official spring check-in date as set and announced by the College except in the event the student is authorized to check in prior for any reason (e.g., athletic training requirements); then the student's license period will resume on the date of the student's actual check-in.

The license period ends at 8 p.m. on the day of undergraduate commencement for seniors participating in May commencement and ends at 10 a.m. on the day following the last day of spring classes for all other students. This license period explicitly excludes any housing over summer recess.

The student's license period cannot be changed from these dates unless approved in writing by the Office of Residential Life.

The College reserves the right, in its sole discretion, to require, if necessary, that the student vacates their student housing/room assignment, including the removal of all personal property, between the last day of the fall term and the first day of classes for the spring term. In addition, The College may temporarily or permanently require students to vacate their assigned room at any time in the event of a health or safety emergency such as a pandemic.

## Liability

The College cannot be responsible for losses or damages to student property due to fire, theft, electrical outage, radiator leaks, appliance failure, water damage, or natural disaster. Students should make sure that their own insurance policies will cover anything lost or damaged. The College recommends that students take home all valuables during vacation periods. The College has established policies and regulations for the safety of all students. It is expected that students become familiar with these policies, which are provided in this handbook.

## Locking Room/Apartment/House Doors

In an effort to create a safer environment, residents should lock the exterior door to their room, apartment, or house at all times.

## Lockouts

If students are locked out of their rooms, they may call Public Safety and Security for access. At the time access is granted, the student will be issued a lockout ticket by the responding security officer. The first ticket is a warning, the second is a \$5 fine, and all subsequent tickets carry a \$10 fine to be charged to the student's College account.

## Loss of Housing

Students in violation of the rules and regulations stated in the Student Housing License Agreement, in this handbook, or as applied by the Committee on Undergraduate Student Life or the Office of Student Life, will be subject to conduct action, which may include housing probation, removal from College housing, restrictions related to housing assignment, or denial of the privilege to petition for College housing. Repeated violations or serious infractions of these regulations may result in immediate removal from College housing.

## Quiet Hours/Courtesy Hours

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

Courtesy hours are in effect at all times. During courtesy hours, your music, voices, or noise should not be disruptive to your community. It is expected that all students will respond to a request for quiet by lowering the noise level. Residents are expected to demonstrate courtesy and consideration toward others at all times.

Musical instruments and DJ equipment may not be played in student residences unless attached to headphones.

Individuals affected by loud or excessive noise should first approach the person(s) making the noise and ask for the noise level to be lowered. If the noise persists, students should contact an RA and may also call Campus Safety if necessary. Multiple noise violations by the same student(s) may result in conduct action.

## Storage

### Furniture Storage during the Academic Year

Sarah Lawrence College does not store any dorm furniture. The College will only store furniture for students with documented medical accommodations. Students needing such accommodation must contact the director of access and disability services and provide that office with documentation for the storage need. In the event that a storage need is related to a medical issue or disability, the College will waive the storage fee.

### Summer Storage

The College does not offer on-campus storage of student items during the summer. However, the College has partnered with Collegeboxes, a shipping and storage company. Collegeboxes has many storage and shipping options. Refer to their website, <https://www.collegeboxes.com>, for more information. Collegeboxes will store and/or ship any item at any time during the year. Any personal belongings left on campus by students, including in residences, class spaces, common areas, and student club spaces, will be discarded. Students will be charged for the disposal of items from their rooms.

## Yards and Lawns

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

## Windows

No items including, but not limited to, flags, towels, banners, and signs may be placed on the inside or outside of residence hall windows. Flyers approved by the College can be posted by staff on lobby and common room windows. Those violating this policy will have 24 hours to remove items. If the item is not removed, College staff will remove the items.

# GENERAL COLLEGE POLICIES

## Bicycles

Students must register their bicycles with Campus Safety or Campus Operations. To register your bicycle, email Campus Operations at [operations@sarahlawrence.edu](mailto:operations@sarahlawrence.edu) and they will schedule a time for you to bring your bicycle to the office. Campus Operations is located in Andrews House (Purple Door). You will need to bring your bicycle to the meeting, because a Sarah Lawrence IdentiGuard sticker will be placed on your bicycle.

Bicycles cannot be parked or stored in hallways, entranceways, stairwells, or common areas. Bicycles cannot be locked to handrails or banisters, as this constitutes a serious accessibility issue and fire hazard. If an unregistered bicycle is found attached to or blocking any egress, it will be immediately removed and confiscated. If a registered bicycle is found attached to or blocking any egress, the student will be notified and given 24 hours to remove the bicycle, or the bike will be removed and confiscated.

Exterior bicycle racks are located throughout the campus. Indoor bicycle racks are located at Hill House, and residents must store bicycles on the racks provided. Bicycles are permitted inside a building only in a student's room or a faculty or staff member's office.

At the end of the year, any registered bicycles remaining on campus over the summer must be left securely locked to one of the Hill House bicycle racks. All bicycles, both registered and unregistered, found locked to railings, poles, fences, etc., will have the lock cut, and the bike will be removed and, depending on condition, donated or discarded.

## Sanctions

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



## Billing, Payment of Tuition, Fees, and Related Charges

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

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

Past due balances greater than \$100 will be assessed a late payment fee equal to 1 percent of the past due balance or \$10, whichever is greater. Late payment fees are required by the due date.

## Chosen Name Policy

As a community that strives to be inclusive, Sarah Lawrence College recognizes that some students may wish to be known by a name that is different from their legal name. Students may select a Chosen Name by which they can be identified within the Sarah Lawrence community, i.e., in class rosters, email address, MySLC forums, and student IDs. Chosen Names can be first and/or middle names. Changing the surname would require a legal change of name. For further information and to access the SLC Chosen Name Form, please go to [https://my.slc.edu/ICS/Campus\\_Life/Departments/StudentAffairs/Diversity\\_Equity\\_and\\_Inclusion/Chosen\\_Name\\_Policy\\_FAQs.jnz](https://my.slc.edu/ICS/Campus_Life/Departments/StudentAffairs/Diversity_Equity_and_Inclusion/Chosen_Name_Policy_FAQs.jnz).

Students who wish to register a legal change of name must do so with the registrar on the second floor of Westlands. A Name Change form is available on MySLC. Email: [regoff@sarahlawrence.edu](mailto:regoff@sarahlawrence.edu); phone: 914.395.2320.

## Closed Captioning

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

## Computer and Network Acceptable Use

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

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

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

## Acceptable Behavior

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

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

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

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

## Student Email Policy

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

### College Use of Email

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

## **Student Email Accounts**

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

### **Expectations Regarding Student Use of Email**

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

### **Appropriate Use**

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

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

### **Redirecting Email**

Students may elect to redirect (auto-forward) messages sent to their Sarah Lawrence College official email address. Students who redirect email from their official address to another address (such as AOL, Yahoo!, Gmail, or any email server other than the official College servers) do so at their own risk. Having email lost as a result of redirection does not absolve a student from the responsibilities associated with communication sent to an official email address. The College is not responsible for the handling of email by outside vendors or unofficial servers.

## **Copyright Information**

### **The EDUCOM Code**

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

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

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

## Security and Privacy Rights

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

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

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

Computer networks are not secure. Although it is counter to policy for an unintended recipient to deliberately read another person's electronic communications, the College cannot guarantee that an electronic message will not be read or examined by an unintended recipient, either on or off campus. It is therefore recommended that computer networks not be used to transmit information that is confidential, sensitive, or for which privacy rights might be a concern.

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

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

## Computer Accounts

### Issuance of Accounts

All members of the Sarah Lawrence College student body are provided accounts on the mail server and MySLC, and are subject to the Acceptable Use Policy (AUP), which is available for review on the Help Desk website, [sarahlawrence.edu/hd](http://sarahlawrence.edu/hd), or in [“General College Policies” \(p. 70\)](#). Services associated with these accounts include electronic mail, access to the internet, and remote access to library resources. Accounts are created for incoming students by Information Technology Services, and information is mailed to incoming students during the summer.

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

### Termination of Accounts

Students may retain their remote access to library resources until August 15 of the year in which they graduate. Gryphon Mail (gm.slc.edu accounts) will continue to be supported indefinitely.

Additional information about student computer accounts is available at:

Undergraduate students: [my.slc.edu/ICS/Campus\\_Life/Departments/Help\\_Desk/About.jnz](http://my.slc.edu/ICS/Campus_Life/Departments/Help_Desk/About.jnz)

Graduate students: [my.slc.edu/ICS/Campus\\_Life/Departments/Help\\_Desk/About.jnz](http://my.slc.edu/ICS/Campus_Life/Departments/Help_Desk/About.jnz)

### Emergency Notification

In case of school closings, delayed openings, or a crisis on campus, the College uses an external notification system that sends an email, text message, and voicemail. Students are expected to sign up with this system and keep their information current. If a student changes to a different cell phone provider, the student will need to update the emergency notification database.

### Emergency Response Plan

The current emergency response plan is on the College website. Go to the Public Safety page of the College site and click on the link. All members of the community should familiarize themselves with the plan.

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

1. Students must carry their Sarah Lawrence College ID card at all times and show it to Public Safety officers or other College officials upon request.
2. Students are asked to take normal security precautions including locking room doors and refusing to admit strangers to their residence halls and/or rooms.
3. Do not bring expensive jewelry or equipment to the College.
4. Duplication of keys by a locksmith is prohibited. Unauthorized keys will be confiscated.
5. Ground-floor windows must be locked whenever the room is unoccupied. Facilities will provide ground-floor residents, free of charge, a “Charlie Bar” for use upon request.
6. Dial 914.395.2384 or 914.395.2209 (always covered) for assistance and advice concerning any security matter.
7. If students must walk alone after dark from one part of campus to another (especially the more isolated areas), they may call 914.395.2209 to arrange for an escort or ride through Public Safety or the student shuttle.

8. Emergency telephones are installed at various locations around the campus for emergency use. These telephones are clearly marked with a blue light and painted white for easy identification. These phones are linked directly to Public Safety. As students walk around campus, they should note the locations of these phones.
9. Never give a student's housing location to a stranger. Refer all guests to Westlands Desk.
10. For everyone's safety, all deliveries for students from outside vendors must be made to Westlands Desk. Students expecting a delivery need to make sure the vendor has their name and personal phone number. Students are not permitted to give the vendor their campus address. Westlands Desk will contact the student when the food or item is delivered. If Public Safety discovers a delivery person on campus, they will be escorted to Westlands Desk and reminded that deliveries must be made to Westlands.
11. Never prop open exterior doors of residence halls.

Please see the Public Safety section of the College's website for more information.

## Filming on Campus

Any student wishing to film on campus must submit a Location Request to Film Form to Campus Operations (Request for Film Form) [https://my.slc.edu/ICS/Campus\\_Life/Departments/Campus\\_Operations/Campus\\_Operations](https://my.slc.edu/ICS/Campus_Life/Departments/Campus_Operations/Campus_Operations) at least four days in advance of the shoot day. If the location is inside a building, other permissions may be required. If filming takes place in a residence hall, permission must be secured from the director of residential life. If the location is the common area/hallway of a residential building, then the signatures of all the residents of that building will be required. If the location is in a specific student room, then signatures of students in all of the adjacent rooms, including above and below, will be required. All other buildings and outdoor or common spaces must be approved by Campus Operations. It is recommended that filmmakers contact Campus Operations ([operations@sarahlawrence.edu](mailto:operations@sarahlawrence.edu)) in advance of submitting a Location Request to Film Form.

Because of the potential for problems due to the mixture of community tenants and students living in Hill House, filming is not permitted in Hill House.

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

## Fire Safety Procedures and Regulations

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

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

## What to Do in Case of a Fire

**If you discover or suspect a fire,** pull the building fire alarm if it is on your way out of the building. As you leave, warn other occupants by knocking on doors and shouting a warning on your way out. Evacuate the building and notify emergency personnel from a safe location. Call 911 first, then 914.395.2222. Give as much information as possible: the name of the building, the location of the fire, your name, and a call-back number. You should stay on the phone until the dispatcher hangs up. Do not assume someone else has called.

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

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

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

**After leaving the building,** move away from the building to ensure your safety and allow emergency personnel and equipment to enter and maneuver around the building. Follow the directions of fire, police, and College personnel, and try to get to assigned assembly locations if feasible.

Students, faculty, and staff must vacate any building when an alarm sounds. Fire drills will be held periodically throughout the year. Any student who fails to leave a building/area during a fire alarm is subject to disciplinary action and a \$50 fine.

## Fire Safety Policies and Sanctions

### Approved Appliances

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

These appliances should be plugged into a surge protector.

## Possession of Prohibited Items

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

- hanging items from the ceiling
- paper lanterns and/or paper lamp shades
- extension cords
- open flames of any kind
- hot plates
- toasters
- toaster ovens
- halogen lamps
- appliances with a heating unit (except UL-listed hair dryers and irons)
- live cut trees such as evergreens
- hover boards
- lava lamps

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

## Sanctions

<b>First Offense</b>	\$25 fine per item
<b>Second Offense</b>	\$50 fine per item
<b>Third Offense</b>	\$100 fine per item and Housing Probation
<b>Fourth Offense</b>	\$200 fine per item and Loss of Housing

## Possession of Prohibited Appliances

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

1. air conditioners not installed by the College
2. electric heaters
3. heavy-duty appliances (except for cube-size refrigerators and small microwaves)

<b>First Offense</b>	\$100 fine and Housing Probation for one semester
<b>Second Offense</b>	\$150 fine and Housing Probation for one semester
<b>Third Offense</b>	\$300 fine and Loss of Housing

## Possession and/or Use of Candles and/or Incense

The majority of residence hall fires are caused by candles and incense in student rooms. Therefore, candles (regardless if they have been lit) and incense (whether lit or unlit) are prohibited in student rooms, and the sanctions for possession of these items are significantly higher. Candles and incense discovered in student rooms will be confiscated and destroyed.

Candles needed for religious purposes must be registered with the assistant director of diversity, equity, and inclusion at the beginning of the year. These candles may not be lit in student rooms or common areas. No more than six candles can be used at one time (except for Chanukah), and candles must be placed in the center of a nonflammable plate/vessel that has a circumference twice the length of the candle and is filled with sand.



## Sanctions

<b>First Offense</b>	\$100 fine and Housing Probation
<b>Second Offense</b>	Loss of Campus Housing

## Possession and/or Use of Grills

There are three community barbecue grills on campus. Three small ones are located in residence hall areas (Hill House, Old Dorms, and Slonim Woods). The use of any other barbecue grills on campus, aside from these three community grills, is prohibited. Meant to enhance and encourage positive community building on campus, the three small grills cannot be reserved, and use of these grills is on a first-come, first-served basis.

To ensure that one group's community building does not interfere with other community members' sleep, study, work, etc., the following guidelines have been adopted regarding use of the community grills:

1. Use of the three small grills located in residential areas is permitted without prior authorization Sunday through Thursday, 9 a.m. to 9 p.m., and on Friday and Saturday, 9 a.m. to 10 p.m. All cooking must be completed and the coals disposed of in the provided bin by the closing times noted. Students who would like to use the grill outside the timeframes listed above must request permission from the Committee on Student Life.
2. Individuals or groups who use any of the grills are responsible for cleaning up after the event, which includes proper disposal of coals and trash removal.

## Unauthorized Burning of Any Item on Campus

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

## Sanctions

<b>Each Offense</b>	\$250 fine
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## Tampering with Fire Safety Equipment

All fire safety equipment on campus is vital in case of an emergency, and therefore tampering with fire safety equipment in any way is strictly prohibited. Tampering with fire safety equipment includes, but is not limited to: moving or removing fire extinguishers, signs, and poles; unnecessarily discharging a fire extinguisher; marking on or covering fire safety signs; or hanging anything from a sprinkler system, including all pipes and sprinkler heads.

## Sanctions

<b>First Offense</b>	\$250 fine plus cost of repair, replacement, or cleaning, and Housing Probation
<b>Second Offense</b>	\$500 fine plus cost of repair, replacement, or cleaning, and Loss of Housing

## Tampering with Smoke Detectors/Carbon Monoxide Detectors/Heat Detectors

Covering, removing, and/or damaging the heads of smoke, carbon monoxide, or heat detectors is extremely dangerous and prohibited. In the event of a fire in a residence hall room, smoke and heat detectors engage the sprinklers in order to contain the fire within that room. If a fire were to break out in a room with a covered or damaged detector, the fire would likely grow to an unmanageable size before it was detected.

If a detector in a common area or shared room is covered or disabled, all occupants will be assessed the sanctions, regardless of who tampered with the detector, unless resident(s) take responsibility. In this case, not removing the cover or reporting that the detector is disabled is as dangerous as covering the detector.

#### Sanctions

<b>First Offense</b>	\$500 fine plus cost of repair or replacement and Housing Probation
<b>Second Offense</b>	\$1,000 fine plus cost of repair or replacement and Loss of Campus Housing

**Tampering with, Dismantling, or Damaging Door Emergency Alarms or Locks that are Found on Attic, Balcony, and Roof Doors**  
Students are not permitted in campus attics or on campus balconies and roofs. Doors leading to these areas often have alarms or locks on them. No one is permitted to tamper with, dismantle, or damage these devices.

#### Sanctions

<b>First Offense</b>	\$100 fine
<b>Second Offense</b>	\$200 fine
<b>Third Offense</b>	\$300 fine

#### Blocking of Fire Exits and Propping Fire Doors

In the case of a fire in a campus building, timely evacuation of the building is imperative. Therefore, all members of the community must take care not to block the fire exits that make evacuation possible (i.e., hallways, entrances, and any area that leads to an outside door) or prop the fire doors that help contain a fire. This includes fire exits in Hill House apartments.

#### Sanctions

<b>First Offense</b>	\$50 fine
<b>Second Offense</b>	\$75 fine
<b>Third Offense</b>	\$100 fine

#### Failure to Leave a Building During a Fire Alarm or Fire Drill

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

#### Sanctions

<b>Each Offense</b>	\$50 fine
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#### Activating a False Fire Alarm or Improper Use of an Emergency Door (Malicious)

Intentionally activating a fire alarm or using an emergency door when there is no safety emergency necessitating the alarm is a criminal offense, and any student found to have done so is subject to criminal charges along with College disciplinary action.

## Sanctions

<b>First Offense</b>	\$250 fine plus Housing Probation
<b>Second Offense</b>	\$500 fine and Loss of Housing

### Activating a False Fire Alarm (Unintentional)

Some violations of policy result in the unintentional activation of the fire alarm, bringing the Yonkers Fire Department. In these cases, the violation places our own community in danger as well as those community members around us who may be in serious need of emergency assistance. Therefore, in cases where a policy violation leads to the activation of a fire alarm, further sanctions will be assessed. For example, students who set off a fire alarm by smoking in their rooms will be subject not only to the smoking policy sanctions, but also to the fines listed below.

## Sanctions

<b>First Offense</b>	\$50 fine and Housing Probation for one semester
<b>Second Offense</b>	\$100 fine and Housing Probation for one year
<b>Third Offense</b>	\$250 fine and Loss of Housing

### Activating a Fire Alarm Due to Cooking

All of the common area kitchens in residence halls are equipped with smoke and heat detectors. The sensitivity of the detectors is set as low as allowed by law. However, burning or smoking food will set off the fire alarm and bring the Yonkers Fire Department. It is the responsibility of the person(s) using the kitchen to ensure that their cooking does not activate a fire alarm.

In communal living environments, if no one takes responsibility for the alarm, each member of the house/apartment will be found responsible. If the person responsible comes forward, the fine will be reduced by 20 percent. The same rules apply to students using microwaves in their residence hall rooms.

## Sanctions

<b>First Offense</b>	\$50 fine*
<b>Second Offense</b>	\$100 fine*
<b>Third Offense</b>	\$250 fine*

\*minus 20 percent if responsibility is taken initially

## Health Insurance and Fees

The College requires each student to be covered by a health insurance plan. The annual premium for the Student Health Insurance Plan offered by the College will be included on the student's bill. The Student Health Insurance can be waived only if the online waiver form is completed, demonstrating equivalent insurance coverage for the student. Although many families have some form of insurance, it's important to ensure that students are adequately covered in the local New York area while attending school. All too often situations arise where a student requires care beyond what is available at the Sarah Lawrence College Health & Wellness Center, only to discover that their insurance covers them only in the event of an emergency or in their home geographic region. Students who waive the Student Health Insurance Plan are responsible to check with their own insurance companies regarding coverage for off-campus providers.

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

## Installations in Public Spaces

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

1. All art or other installations proposed for a public location, including outside spaces (other than in the Heimbold Visual Arts Center), must receive approval from Campus Operations. If the proposed location is in a residence hall, approval must also be obtained from the director of residential life and residents of the hall/house/apartment.
2. Installations may be approved for up to a seven-day period.
3. Proposals should include:
  - a written description of the proposed installation, including a description of the installation and the proposed location, the materials to be used, and how the installation will be secured;
  - a drawing of the installation and proposed location;
  - the requested date(s) and time(s) for the installation (note: the requested dates and times should include setup and removal);
  - the name and contact information (both a reliable phone number and email address) of the person(s) responsible for the installation.
4. Students should make an appointment to meet with the AVP of facilities in Campus Operations (Purple Door/Andrews House) to review the proposed project for accessibility issues and potential fire and safety hazards at least one week before the installation start date. This will ensure time to get proper approvals from other departments or students.
5. Approved installations must have an "artist's statement" about the installation and the name of the person responsible for the installation located next to the installation.
6. If an approved installation becomes a safety hazard for any reason, Facilities will attempt to contact the artist via phone or email to address the problem. Facilities maintains the right to remove the installation, if necessary, for safety reasons.
7. These guidelines exist to ensure a safe, accessible, and clean community environment. Failure to comply with these guidelines and the installation's approved expectations and conditions, including, but not limited to, removal by the specified date and time or use of unapproved materials, will result in removal of the installation by Facilities. Students may be charged with costs associated with the removal of an art installation and may be subject to disciplinary action.

## Library Noise and Food/Drink Policy

The library is committed to providing an environment that is comfortable, inviting, and conducive to study. To accommodate the preferences of many users while continuing to provide a wide range of services, the library supports the following **Noise** policy:

- The library is a quiet study area, and conversations must be kept to a minimum throughout the building. Four sections of the library are designated as 100 percent no-talking areas: the Periodical Room, the Quiet Study Room in the main level, the Quiet Study Room on the upper level, and the Computer Lab.
- Library patrons must set their cell phones to a nonaudible signal, and no phone conversations are allowed.
- Groups of two or three can use the study rooms on the top floor or the conference room near the snack bar for meetings.
- Socializing is limited to the vending machine area.
- Please keep in mind that, occasionally, College events are scheduled in the library, and the noise levels may increase in the surrounding area.
- Patrons should report noise situations to the Information Desk, and all library staff and student supervisors have the responsibility to intervene in these situations. Patrons who fail to comply may be asked to leave the building.

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

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

## Nondiscrimination

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

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

Sarah Lawrence College is committed to the ideal of a community founded on mutual respect and tolerance. Free and robust debate and exchange of ideas are at the heart of our academic enterprise. However, the College makes a distinction between free expression of ideas and physical or verbal abuse or harassment, which threatens or inhibits such expression or significantly interferes with a person's education or work. The College takes the issues of discrimination and harassment seriously, and will thoroughly investigate any complaints that are brought to its attention in accordance with the policies and procedures set forth in this handbook. If the investigation determines that discrimination or harassment has occurred, appropriate disciplinary action will be invoked, up to and including permanent separation from the College. Retaliation against an individual for reporting or providing information about discrimination or harassment is an equally serious violation of College policies.

Inquiries concerning the application of the aforementioned Revenue Procedure, Title IX, or Section 504 to any policy, program, or other activity at Sarah Lawrence may be referred to the director of human resource services, who has been designated by the College to oversee the continued application of the College's nondiscriminatory policies, or to the chief diversity officer. In addition, inquiries may be addressed to: Director, Office for Civil Rights, Department of Education, Washington, DC.

### **Complaint Procedures for Discrimination Claims**

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

- Complaints against an administrator or staff member should be brought to the director of human resource services.
- Complaints against a faculty member should be brought to the provost and dean of the faculty.
- Complaints against a student should be brought to the dean of student life or the Office of the Dean of Studies.

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

### **Official Communication**

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

## Operating a Business/Solicitation

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

## Parking and Driving

### Regulations

1. Resident undergraduate first-year students are not permitted to have a car on campus.
2. All student-owned vehicles parked on campus must be registered with the College and must display a valid parking permit sticker.
3. All staff and faculty-owned vehicles parked on campus must be registered with the College and must display a plastic hang tag parking permit.
4. Vehicles parked on campus that are owned by visitors and community members must display a temporary parking pass (to be obtained at Campus Operations, Westlands Campus Safety Desk, library, Sports Center, or Office of Advancement).
5. Student parking permits are issued by Campus Operations for a fee to cover administrative costs. The permit can be purchased in advance of the academic year or per semester. Full-time residential students' rate is \$200 per semester, full-time commuters' rate is \$100 per semester, and part-time commuters' rate is \$50 per semester. This fee is charged to the purchaser's student account. The fee is nonrefundable. The cost of a permit is not prorated. Only one permit sticker at a time will be issued. Students must register their vehicles and obtain new permits every academic year.
6. To obtain a parking permit sticker from Campus Operations, students must go to [my.slc.edu/parkingpermit](https://my.slc.edu/parkingpermit). The fee will be billed to their account, and they can pick up the permit in Campus Operations, Monday–Friday, 8 a.m.–5 p.m.
7. A student parking permit must be posted on the inside lower left corner of the rear window.
8. Any transfer of ownership, such as the purchase, sale, or exchange of a vehicle bearing the College parking permit, should be reported promptly to Campus Operations. Students must return their permits at this time. If for any reason a student no longer needs their parking permit, it must be returned to Campus Operations. Permits are nontransferable. Students are responsible for any violations against their permits.
9. Students are responsible for campus parking of any vehicle registered in their name, even if someone else is driving it or has parked it.
10. All state and local motor vehicle and traffic laws are necessarily a part of Sarah Lawrence's regulations and must be observed.
11. The campus speed limit is 15 miles per hour.
12. In case of a snow alert, students are expected to park their cars in the Kober lot. If a student's car remains in any other parking area, the student will be subject to a daily \$100 fine and/or towing or booting at the owner's expense. Tickets will be issued starting two hours after the first snowflake falls from the sky.
13. If a student or a guest needs to park an unregistered vehicle on campus, a one-day parking pass or temporary parking pass may be requested from Campus Operations. Students will need to show a guest pass to receive the permit.

14. Anyone appealing a parking fine must write a letter of appeal to the Director of Campus Operations. The appeal must be made within two weeks of receiving the ticket. Your appeal will be reviewed by Campus Operations and Campus Safety.
15. Due to a finite number of campus parking spots, purchasing a Sarah Lawrence parking permit does not, at any time, guarantee a space in a campus parking lot.
16. In the event that there are no available parking spaces in a student's assigned lot, students must park in Kober lot. Contact Operations in the event the Kober lot is full. Illegally parking a car will result in a ticket, fine, and/or booting or towing. Parking is not permitted on campus roads or in the driveways of the College's houses.

## Accessible Parking

1. Students, faculty, and staff who are in need of accessible parking on campus due to a disability and who have city- or state-issued accessible plates or permits may park in any designated accessible parking space on campus. Accessible parking is available in the Westlands, Kober, Andrews, 45 Wrexham, and North parking lots and near the Performing Arts Center, Mead Way, Swinford Lot. To park in the designated accessible spaces, vehicles must also display a valid Sarah Lawrence parking pass.
2. Students with temporary disabilities requiring parking accommodations should contact Health & Wellness, [healthservices@sarahlawrence.edu](mailto:healthservices@sarahlawrence.edu), or Access and Disability Services, [pwaldman@sarahlawrence.edu](mailto:pwaldman@sarahlawrence.edu), to request a temporary accessible parking permit. Faculty and staff with temporary disabilities should contact Human Resources to request a temporary accessible parking permit. These permits will allow parking in specific lots on campus close to where classes or programs are held. These permits do not allow parking in the designated accessible parking spaces; a city- or state-issued accessible plate or permit would still be required. Once approved for the temporary accessible parking permits, students, faculty, and staff with temporary disabilities will need to go to Campus Operations in Andrews House to complete a vehicle registration card (if the car is not already registered) and to obtain the Sarah Lawrence temporary parking permit.

**Sarah Lawrence College assumes no responsibility for vehicles operated or parked on campus property.** Operation and parking are fully at the risk of the owner of the vehicle.

## Parking Violation Penalties

For Registered Vehicles and Applicable to ALL SLC Community Members

First violation..... \$35 fine

Second violation..... \$50 fine

Third and all subsequent violations  
for the academic year..... \$75 fine and/or booting or towing

Booting ..... \$75 fine per day

All fines will be billed to the student's account.

*Students with more than 10 violations during the school year will automatically lose their parking privileges and must remove their vehicles from campus for the remainder of the school year.*



## For Unregistered Vehicles

A \$75 fine and/or towing or booting will occur on the first and all subsequent violations.

## Exceptions to Parking Violation Penalties for Registered Vehicles

The following will occur on the first and all subsequent violations:

1. Parking in any lot, other than Kober, during a snow emergency will result in a daily \$100 fine and/or booting or towing.
2. Parking in a handicapped-accessible spot or fire zone will result in a \$100 fine and/or booting or towing.

## Payment for a Fine/Boot

1. Violators who are not Sarah Lawrence students, faculty, or staff must pay fines in cash only. Fines to students not paid within 30 days will automatically be charged to the violator's student account and will be collected through the Student Accounts billing process.
2. To have a boot removed, the violator must go to Campus Operations to pay the fine or have the fine billed to the violator's College account. After business hours on weekdays and on weekends, one must pay in cash only at Westlands Desk.

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

It is strongly recommended that vans be reserved at least a week in advance. The 15-passenger vans accommodate 14 passengers and a driver, while a minivan accommodates six passengers and a driver. Vans traveling more than an hour's distance or overnight from the Bronxville campus must have a faculty or staff member in the van as either a passenger or registered driver. Vans may only travel a maximum of 500 miles from campus. No driver may drive more than five consecutive hours. On trips where the driving time exceeds five hours, there must be two registered drivers. Due to the high demand for vehicles during our academic year, vans may be reserved for a maximum duration of three consecutive days. Scheduled van trips may be canceled by the College due to weather conditions or public safety emergencies. The director of public safety and security or assistant vice president of campus operations will hear requests for exceptions to this policy.

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

**Van Drivers' Responsibilities:** All approved van drivers will receive a notice stating the College's rules and regulations while operating a vehicle. More information on payment, tolls, accidents, and driving concerns can be found on myslc—search Campus Operations or [https://my.slc.edu/ICS/Campus\\_Life/Departments/Campus\\_Operations](https://my.slc.edu/ICS/Campus_Life/Departments/Campus_Operations).

## Pets (Student)

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

There are two exceptions to this policy. Students may request to have an Emotional Support Animal (ESA) in their residence hall room as an accommodation for a documented disability. If a student wishes to request this accommodation, they can review the policy and procedure at [https://my.slc.edu/ICS/Campus\\_Life/Departments/Disability\\_Services/Accommodations\\_and\\_Services/Emotional\\_Support\\_Animals.jnz](https://my.slc.edu/ICS/Campus_Life/Departments/Disability_Services/Accommodations_and_Services/Emotional_Support_Animals.jnz) or contact Access and Disability Services at [disabilityservices@sarahlawrence.edu](mailto:disabilityservices@sarahlawrence.edu). Emotional Support Animals are only allowed in the student's room, not in common areas in the residence halls or any other buildings. ESAs are allowed outside if they are on a leash or under the control of the student at all times. Students who have animals in the residence halls without the approval of Access and Disability Services will be sanctioned, and the animals will have to be removed. If students with Emotional Support Animals are found to be in violation of the ESA agreement they have signed, they will be subject to a fine or the withdrawal of the accommodation.

**In compliance with CDC directives, ESAs should not be in contact with persons exposed to COVID-19, who have tested positive to COVID-19, or who are sick with COVID-19. Therefore, any students who have approved ESAs in their residence hall rooms and need to go into isolation or quarantine must make arrangements prior to coming to campus for the ESA to be taken off campus for the length of stay in isolation or quarantine. The ESA cannot be left in the care of anyone on campus. Contact information for the person(s) or shelter that will come and get the ESA must be provided to the director of access and disability services.**

Service dogs, as defined by the Americans with Disabilities Act (ADA), are dogs that are individually trained to do work or perform tasks for people with disabilities. Service dogs must be allowed to accompany people with disabilities in all areas of the campus where the public is normally allowed, and they must be under the control of the handler at all times.

## Photography and Video Policy

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

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

Sarah Lawrence College  
Office of Marketing and Communications  
[communications@sarahlawrence.edu](mailto:communications@sarahlawrence.edu)

## Publicity and Posting

As a conservation tool and as an effort to maintain campus beauty, the Committee on Undergraduate Student Life has passed the following policy with regard to the posting and announcing of events on campus.

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

**Content:** In no way will any announcement be censored, except in the case of posters/flyers containing violations of College policies or regulations, which will not be stamped. The groups/individuals responsible for the event must identify themselves on the poster and are encouraged to include contact information when possible.

**Approved Posting Locations:** Posters/flyers may not be put on doors, windows, trees, sidewalks, poles, or elevators. Posting around a door is acceptable, but posting on the door itself is not. The bulletin boards or adjoining wall spaces in the areas indicated below should be the only locations with postings. Posters/flyers should be hung using push pins or staples on bulletin boards, and only blue painter’s tape on other surfaces. No other kind of tape is allowed, including, but not limited to, masking tape, duct tape, medical tape, double-sided tape, and any form of packing tape. Posters/flyers may not cover other posters/flyers. Approved posting locations include the following:

- Barbara Walters Campus Center
- Bates common dining lobby
- Bates second floor
- Campbell Sports Center
- Heimbold Visual Arts Center
- Ilchman Science Center first, second, and third floors
- Laundry rooms (all locations)
- Library copy machine area
- MacCracken lower level
- Marshall Field lobby

- North Building lobby
- Reisinger lobby
- Siegel Center
- Slonim Living Room
- Westlands first and second floors
- Wrexham lower level

**Residence Halls:** Resident advisers are responsible for posting in the residence halls. If a student would like to post a flyer in their residence hall, they may contact their RA for permission.

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

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

**Banners:** Banners may be hung on the railings of the Barbara Walters Campus Center balcony. Banner materials are available in the Student Involvement and Leadership Office. The BWCC Information Desk staff will assist with the hanging of the banner. Banner space should be reserved through Virtual EMS. Visit MySLC for information about reserving space on campus, including banner space.

**TV Screens:** LCD TVs are located in a number of high-traffic areas around campus for the purpose of distribution of campus information, including the promotion of campus events. To request space on the TVs, send a simple, landscape-oriented image to [events@sarahlawrence.edu](mailto:events@sarahlawrence.edu). Due to limited space in the rotation, large campuswide events and announcements take priority.

**Free Expression Spaces:** There are two free expression spaces on campus that may also be used for the promotion of events. These spaces include the Bates Free Speech Wall and Hill House Free Speech Wall. They may be repainted at any time, no matter what is currently on the boards.

**Outside Individuals/Organizations:** Individuals or groups not associated with the College that wish to announce a community event must get prior approval from [events@sarahlawrence.edu](mailto:events@sarahlawrence.edu). Outside individual organizations are not permitted to set up a table on campus.

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

## Roofs, Attics, Balconies, and Fire Escapes

Students are prohibited from entering attics and climbing on roofs, balconies, or fire escapes (except in emergencies). Students are also prohibited from storing items on or otherwise blocking balconies, fire escapes, and fire escape pathways. The sanctions for entering an attic or being on a roof, balcony, or fire escape are:

<b>First Offense</b>	\$250 fine and housing probation for one year (includes parental notification via a copy of the sanction letter).
<b>Second Offense</b>	\$500 fine and loss of College housing for a minimum of two semesters. During the second semester of loss of housing, the student may petition the director of residential life to return to housing for the following semester.
<b>Third Offense</b>	A student who returns from the two-semester loss of housing and violates the policy again will receive the sanction of permanent loss of housing.

Students will also receive appropriate sanctions for any other violations of College policy that occur while in an attic or on a roof/balcony/fire escape including, but not limited to, violations of the smoking or alcohol and other drugs policies. Students may not tamper with, dismantle, damage, or turn off door emergency alarms or locks that are found on roof, attic, balcony, and fire escape doors.

## Smoke-Free Policy

### Summary

Sarah Lawrence College is committed to providing a smoke-free environment for students, faculty, staff, and visitors.

### Policy Statement

Sarah Lawrence College maintains an environment where students, employees, and visitors are not exposed to secondhand smoke. Therefore, smoking is prohibited on all College-owned and College-managed property in New York State, hereafter referred to as “College property,” both indoors and outdoors. This includes but is not limited to:

- All buildings on the Sarah Lawrence College Bronxville campus, including but not limited to classrooms, lecture halls, residences, residence halls, apartments (excluding legacy tenants of Hill House), laboratories, faculty and administrative offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms
- All outdoor spaces on the Sarah Lawrence College Bronxville campus, including but not limited to lawns, patios, terraces, fields, open land areas, parking lots, garages, athletic venues, outdoor paths, bridges, and wooded areas (city-owned streets and sidewalks are excluded from this policy)
- All partially enclosed areas, including but not limited to covered and uncovered walkways, breezeways, loading docks, building entrances, exterior stairways, and landings
- All vehicles owned and leased by Sarah Lawrence College or its affiliated organizations
- All off-site locations, buildings, and/or properties leased and managed by Sarah Lawrence College in New York State

Organizers of and attendees at all events, such as conferences, meetings, lectures, social events, cultural events, and athletic events, including property rentals using College property, will be required to abide by the Sarah Lawrence College Smoke-Free Policy. In addition:

- The sale of tobacco and/or vapor products, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, vapor pipes, bongs, and hookahs, is not permitted on College-owned and College-managed property.

- The free distribution of tobacco and/or vapor products at College events or to College organizations by vendors or organizations is not permitted.
- Tobacco- or vapor-related advertising or sponsorship is not permitted.
- Tobacco- or vapor-related advertising is permitted in newspapers or magazines not produced by the College and which are lawfully sold, bought, or distributed on College property.

## Background

Health risks associated with smoking are well documented. Research findings show that tobacco use, including smoking and breathing secondhand smoke, constitutes a significant health hazard. National studies also found that smoking contributes to institutional costs including increased medical costs, lost productivity in the workplace, fire damage, cleaning, and maintenance.

## Applicability

This policy applies to all members of the College community including but not limited to faculty, students, and staff—including those employed through contract agencies, contractors, vendors, and contracted parties. This policy applies to all guests, visitors, and any other individuals while on College property.

## Definitions

**Secondhand Smoke and/or Vapor:** A mixture of the smoke and/or vapor given off by the burning or heated element of products, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, vapor pipes, bonges, and hookahs, and the smoke and/or vapor exhaled from the users of these products

**Smoking:** Burning and/or heating any type of matter or substance that contains tobacco and/or nicotine or any other legal or illegal substances and drugs, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, vapor pipes, bonges, and hookahs

**Tobacco-Related:** Applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company that manufactures tobacco products

**College Property:** New York State property or facilities owned, managed, maintained, leased, or controlled by Sarah Lawrence College

## Compliance and Enforcement

Effective implementation of this policy depends on the mutual respect and cooperation of all members of the Sarah Lawrence College community.

Failure of students, faculty, or staff to comply with this policy will result in a \$100 fine for the first violation, a \$200 fine for the second violation, and a \$300 fine for each subsequent violation per academic year. In addition, an indoor violation by a resident student will result in housing probation for one year. All reports of student violations shall be referred to the Office of Student Life. All reports of faculty and staff violations shall be referred to the Office of Human Resources.

Visitors, guests, volunteers, trainees, vendors, contracted parties, and supplemental staff employed through contract agencies are expected to observe the Sarah Lawrence College Smoke-Free Policy. College employees, event coordinators, and sponsors/hosts of events held at the College are responsible for notifying individuals of the policy, including the restrictions on the sale or distribution of tobacco products. Individuals who smoke will be requested to extinguish the cigarette, electronic cigarette, cigar, pipe, etc. and will be informed of the policy. Refusal to extinguish or a repeated request to extinguish will constitute a violation of the policy and may result in removal from or denial of readmission to the building or event or removal from campus.

## Student Group Travel Policy

### Statement of Purpose

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

### Registration Process

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

### Definition: Student Group Trip

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

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

### Exceptions:

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

Before departure, the following documents must be filed with the Student Involvement and Leadership Office. Copies of these documents are available on the Student Involvement and Leadership page on MySLC.

- **Personal Emergency Information for Student Travel Form.** Each participating student must complete this form. Any changes must be reported to the Student Involvement and Leadership Office as soon as possible, and all information must be accurate at the time of departure.
- **Student Travel Information and Roster Form.** One copy must be filed with the Student Involvement and Leadership Office before departure. Any changes must be reported to the Student Involvement and Leadership Office as soon as possible, and all information must be accurate at the time of departure.
- **Release and Assumption of Risk.** Each participating student must complete this release. One copy must be filed with the Student Involvement and Leadership Office prior to departure.
- **Student Leader/Adviser Checklist for Student Group Travel.** One copy must be filed with the Student Involvement and Leadership Office prior to departure.

## Trespass

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

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

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

Violations of this policy will result in disciplinary action including, but not limited to, a community impact fine; any applicable repair, replacement, and/or cleaning costs; warning; housing probation; social probation; or loss of housing. Multiple violations may result in suspension from the College. Non-SLC community members found to be in violation will be asked to leave campus, may be issued a "No Trespass" or "Persona Non Grata" letter prohibiting them from campus, and may be subject to arrest.

## Unmanned Aircraft (Drones and Model Aircraft)

This policy applies to Sarah Lawrence College employees, students, and third parties.

The operation of unmanned aircraft systems (UAS) and model aircraft is prohibited on or above the College's property because of the inherent risk in the operation of such equipment and the close proximity and density of kilovolt overhead electrical wires and aerial phone and network cabling.

Exceptions to the UAS policy for uses specifically related to approved academic work or research can be requested through the dean of the college. The College, its students, employees, and any relevant third parties granted an exception must comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems.



## Definitions

**Unmanned Aircraft Systems (UAS)**—UAS are also known as or may be characterized as drones. According to the FAA, a UAS is the unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft. UAS may have a variety of names including quadcopter, quadrotor, etc. FAA regulation applies to UAS regardless of size or weight. Model aircraft are not considered by the FAA as UAS and have different regulations. *The operation of unmanned aircraft systems is prohibited on or above the College's property unless a formal exception is granted by the dean of the college.*

**Model Aircraft**—Model aircraft are considered differently by the FAA than other UAS and have different regulations. Model aircraft are not for business purposes, only for hobby and recreation. Model aircraft must be kept within visual sightline of the operator, and should weigh under 55 pounds unless certified by an aeromodeling community-based organization. Model aircraft must be flown a sufficient distance from populated areas. *The operation of model aircraft is prohibited on or above the College's property.*

**Certificate of Authorization (COA) or Waiver**—According to the FAA, a COA is an authorization issued by the Air Traffic Organization to a public operator for a specific UAS activity. After a complete application is submitted, FAA conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UAS can operate safely with other airspace users. In most cases, the FAA will provide a formal response within 60 days from the time a completed application is submitted.

**333 Exemption**— This is an FAA exemption based on Section 333 of the FAA Modernization and Reform Act of 2012 (FMRA), which grants the Secretary of Transportation the authority to determine whether an airworthiness certificate is required for a UAS to operate safely in the National Airspace System.

## Procedures

1. Any College employee or student wishing to operate a UAS as part of academic work or research must contact the dean of the college to obtain permission by submitting their request electronically at least two weeks prior to operating a UAS on College property.
2. All members of the College community are personally responsible for complying with FAA regulations, state and federal laws, and College policies.
3. Any College employee or student who obtains permission to operate a UAS as part of their College employment or as part of a College academic or research program must first obtain a 333 Exemption or Certificate of Authorization (COA) or Waiver issued by the FAA.
4. Third parties engaged by any College employee or student who obtains permission to operate a UAS must also provide proof of FAA approval. In addition, operation of a UAS by a third party over College property must be under a contract which holds the College harmless from any resulting claims or harm to individuals and damage to College property and must provide evidence of insurance as required by the College.
5. If the approved use involves recording or transmitting visual or oral images, operators must take all reasonable measures to avoid violations of areas normally considered private. Under New York State law, unlawful surveillance constitutes a felony.
6. Use of UAS must comply with all other applicable College policies.

## Prohibited Uses

- UAS shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, individual residential rooms, changing or dressing rooms, and health treatment rooms.
- UAS shall not be used to monitor or record residential hallways, residential lounges, or the insides of campus daycare facilities.
- UAS shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, in an individual's workspaces, on a computer, or on other electronic displays.

## Sanctions

Any violations of College policies by an individual will be handled in accordance with applicable College policies and procedures, which may include disciplinary actions up to and including termination from the College. Legal prohibitions regarding physical presence on campus/trespassing and other legal action may also be pursued against third parties that operate UAS in violation of this policy. Fines or damages incurred by individuals or departments that do not comply with this policy will not be paid by the College and will be the responsibility of those persons involved.

# POLICY ON SEXUAL VIOLENCE

## Purpose of the Policy

Sarah Lawrence College is an intellectual community founded on mutual respect and is committed to providing a living, learning, and working environment that is free from sexual violence in any form. The College, pursuant to the terms of this Policy on Sexual Violence (the "Policy"), prohibits offenses of sexual violence (referenced in this Policy as "sexual violence"), which include sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.

## Jurisdiction of the Policy

For every report received by the College, the Title IX Office will review the circumstances of the reported conduct to determine whether the College has jurisdiction over the parties involved, and take steps reasonably within its control, and appropriate to the circumstances, with the aim of addressing reported concerns and preventing harm to those in the community.

## I. To Whom the Policy Applies

This Policy applies to the following individuals:

- All current and incoming students and student employees, both undergraduate and graduate, enrolled at Sarah Lawrence College,
- All Sarah Lawrence College employees (faculty and staff), and
- All third parties serving the campus or involved with College-related activities, such as employees of contractors or vendors.

The College retains the authority to exercise jurisdiction regardless of where the incident(s) that are reported, or of which it becomes aware, may have occurred (i.e., whether on campus or off campus), and to determine the appropriate policy provisions and procedures to be applied in responding to such reports. If the College has jurisdiction over the involved parties, Sarah Lawrence College also may investigate any reported violations of this Policy that occur in the context of a College program or activity that affects the College's working or learning environment.

Third-party reports of sexual violence may also be made by any individual affiliated with the College *and* any nonaffiliated individual. Such reports must still be applicable to the populations listed above.

### A. Geographic Scope of the Policy

The Title IX Office is required to be consistent with federal regulations that impose limits on the situations and the geographic settings that fall within the scope of the College's Title IX compliance obligations. However, under New York law and under College policies other than this Policy, other occurrences beyond the scope of Title IX jurisdiction may still be investigated and disciplined, where appropriate. Allegations in a Title IX Formal Complaint related to behavior that occurs outside of the education program or activity or outside the US, or behavior that would not meet the definition of Title IX sexual harassment as defined by federal regulation, must be dismissed as required by federal regulations currently in effect. Both the complainant and respondent may appeal the dismissal of any allegations under Title IX. However, in keeping with the College's educational mission and commitment to fostering a learning, living, and working environment free from discrimination, harassment, and retaliation, the College may still move forward with a resolution option (administrative assistance, mediation, or the Formal Complaint Process, as discussed below) employed under conduct policies other than the College's Policy Against Sexual Violence. In such circumstances, the College will use the same resolution process for all forms of prohibited behavior under the College's Policy Against Sexual Violence. Therefore, all allegations of conduct that would otherwise constitute a violation of this Policy, irrespective of the site of the alleged misconduct or the presence or absence of any connection with an education program or activity, will be handled by the Title IX Office and follow the same procedures.

The College will offer supportive measures, including counseling services and educational accommodations, to any students in need of such services, whether an incident is subject to review under this Policy or any other. Additionally, regardless of the jurisdiction of the incident, students may seek support through law enforcement resources, community resources, or other agencies outside the College.

For more information regarding resources for all persons, including those injured by the acts or conduct of non-College-affiliated individuals, please see [“Resources for Students Who Experience Sexual Violence” \(p. 110\)](#). For additional information about available resources on sexual violence, see [www.sarahlawrence.edu/svps](http://www.sarahlawrence.edu/svps) and [www.my.slc.edu/safe](http://www.my.slc.edu/safe).

## II. Applicable Procedures under This Policy

For violations allegedly committed by **students or by College faculty, staff, or third-party employees** impacting students:

- The disciplinary process and applicable procedures for investigating and/or adjudicating alleged violations of this Policy under the above circumstances can be found in the Student Handbook by visiting: Procedures for Complaints Against Students Regarding Sexual Violence > Options & Assistance for Reporting Individuals/Complainants. [Please refer to p. 124.](#)

### III. Campus Disciplinary Process vs. Legal Proceedings

Acts of sexual violence within the scope of this Policy also are prohibited under various New York State and federal laws, including in certain circumstances applicable criminal laws. Incidents of sexual violence therefore may give rise not only to an investigation or determination under this College Policy, but to claims in civil litigation and to criminal charges prosecuted in the criminal justice system. The internal Sarah Lawrence processes differ from civil or criminal matters, and the legal definitions used in criminal or civil litigation may vary from definitions used by the Sarah Lawrence community as outlined in this Policy. In connection with matters reported or proceeding under this Policy, the definitions as outlined in this Policy will govern, and the College in its sole discretion will determine any and all jurisdictional questions arising under this Policy.

Pursuing campus resolution under this Policy *does not* preclude an individual from contacting law enforcement immediately, from seeking the assistance of law enforcement authorities in the future, from pursuing a criminal charge, or from pursuing a claim in civil court. Similarly, the pursuit of legal action and/or reporting the conduct to law enforcement does not preclude pursuit of campus resolution under this Policy and the Policy's corresponding conduct process.

Additionally, the standards for finding a violation under applicable criminal law are different from the standards for finding a violation of this Policy. Therefore, criminal investigations or reports, or law enforcement officials or by the District Attorney with respect to bringing a criminal case, are *not determinative* of whether a Policy violation involving sexual violence can be found to have occurred under the College's Policy. The College's conduct process may run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external law enforcement officials who may, for example, be gathering evidence, or temporary delays otherwise deemed appropriate in the discretion of the College. Temporary delays generally should not last more than 10 days, except when law enforcement officials specifically request and justify a longer delay, or the College believes a longer delay period is warranted.

Please see the Appendix for a list of relevant local, state, and federal laws that may relate to an incident of sexual violence.

### Enforcement of the Policy

The College will promptly consider all reports of sexual violence. It will take necessary and appropriate measures seeking to remedy such situations, after due consideration of the reporting party's wishes and concerns, although its ability to effectively remediate may be impaired or precluded if a student who reports an act of sexual violence is unable, or unwilling, to identify a potentially responsible party, is unwilling to assist in any investigation that may be undertaken, or requests that no action be taken with respect to a potentially responsible party. In addition, if a reporting student wishes to maintain confidentiality and

requests that the student's name or other identifiable information not be shared in connection with any investigation or proceedings under this Policy, or requests that the College not conduct an investigation, the College *may*, in its discretion, but is not obligated to, honor the student's request.

In exercising such discretion, the College will weigh requests by a student to decline the disciplinary process or for confidentiality against the College's obligation to take reasonable steps to help ensure a safe, nondiscriminatory environment for all members of its community. The College has the sole discretion to make the determination as to whether an investigation must be conducted or proceedings under this Policy must occur. Additionally, if a student pursues the disciplinary process, that student may also withdraw a Formal Complaint any time after filing it, or may withdraw from any continuing involvement with the College's process at any time. That determination by the student will not preclude the College from continuing to investigate, or from continuing the College's process under this Policy.

## Reporting Options

For further information on how to report sexual violence, please see [“Reporting Options” under “Resources for Students Who Experience Sexual Violence” \(p. 110\)](#).

## Definitions

The College intends to define terms, for purposes of implementing this Policy, consistent with current law and regulation. To the extent such laws or regulations change, the College will apply this Policy and conduct all proceedings hereunder consistent with governing law and regulation.

### I. Prohibited Conduct

#### A. Sexual Assault

Sexual assault is defined as engaging in sexual activity without consent, including having sexual contact or sexual intercourse with another individual without consent.

- i. Sexual contact without consent:** Any intentional and knowing contact or fondling with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another (whether involving physical contact or not) without permission, or with a person incapable of providing consent. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. This also entails contact done directly or indirectly through clothing, bodily fluids, or with an object. Sexual contact also includes attempted sexual intercourse.
- ii. Sexual intercourse without consent:** Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.
- iii. Statutory rape:** Under the law in New York, sexual activity is deemed to be nonconsensual if between a legal adult (age 18 or older) and a person under 17 years of age, except that persons 15 years of age or older may be deemed capable of consenting to sexual activity with another who is four years older or less. For a more detailed discussion of these laws and their impact on the ability to consent, see [“Appendix 1: New York State Penal Code” \(p. 179\)](#).

## **B. Sexual Exploitation**

Taking nonconsensual or abusive sexual advantage of another person for a person's own advantage or benefit, or violating the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices):

- Sexual voyeurism, such as permitting others to witness or observe the sexual or intimate activity of another person, in a state of undress, or in a place and time where such person had reasonable expectation of privacy (such as a changing room, toilet, or shower) without that person's consent.
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent.
- Disseminating, streaming, or posting sexual information, images, or recordings about another person without that person's consent as of the time of the dissemination, streaming, or posting.
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation.
- Exposing or inducing others to expose themselves when consent is not present.
- Knowingly exposing or transmitting a sexually transmitted disease or infection (STD or STI) or human immunodeficiency virus (HIV) to another person.
- Inducing incapacitation in another person without their consent or knowledge with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

Sexually based stalking and/or bullying can constitute sexual exploitation, in addition to constituting independently prohibited conduct under this Policy.

## **C. Sexual Harassment**

Any unwelcome sexual advance, request for sexual favors, or other unwanted or unwelcome conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when one or more of the following conditions are present:

### **i. Quid Pro Quo:**

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any College program and/or activity, or is used as the basis for College decisions affecting the individual.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual, such as grading; acceptance into a course, program, or team; advancement, promotion, hiring, or retention.

### **ii. Hostile Environment:** A hostile environment exists when the conduct is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the College's education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

Examples of conduct that may constitute sexual harassment include but are not limited to:

- Pressure for a dating, romantic, or intimate relationship;
- Unwelcome sexual advances;
- Unwelcome touching, kissing, hugging, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary references to parts of the body;
- Sexual comments or references;
- Sexual innuendoes, gestures, or humor; or
- Sexual graffiti, pictures, or posters.

## **D. Relationship Violence**

**i. Dating violence:** Any abusive or violent behaviors (including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse) between two people committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person who has been subjected to such abusive or violent behaviors, where the existence of such a romantic or intimate relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

This violation includes behavior that seeks to establish power and control over another person by causing fear of physical violence or sexual abuse or assault. Dating violence can be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct.

**ii. Domestic violence:** Any abusive or violent behaviors (including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse) between two people that is committed by:

- The current or former spouse of the person who is subjected to the acts of abuse or violence;
- A person with whom the person subjected to such abusive or violent behaviors shares a child in common;
- A person who is cohabitating with or has cohabitated with the person subjected to abusive or violent behaviors; or
- Any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of New York State.

This behavior seeks to establish power and control over another person by causing fear of physical or sexual abuse or violence. Domestic violence can be a single act or a pattern of behavior, depending on the frequency, nature, and severity of the conduct.

## **E. Stalking**

Knowingly engaging in an unwanted course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress. "Emotional distress" means significant mental suffering, anxiety, or alarm.

Conduct that can amount to stalking may include actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means, e.g., cyberstalking), including but not limited to:

- Following a person.
- Being or remaining in close proximity to a person.
- Entering or remaining on or near a person's property, residence, or place of employment without permission and without a legitimate purpose.
- Monitoring, observing, or conducting surveillance of a person.
- Threatening (directly or indirectly) a person.
- Communicating to or about a person.
- Giving gifts or objects to, or leaving items for, a person.
- Interfering with or damaging a person's property (including pets).
- Engaging in other unwelcome contact when that behavior causes fear of harm or substantial emotional distress and that fear or distress is a reasonable response to the behavior.

## II. Affirmative Consent

Affirmative consent is a **knowing, active, voluntary, present, and ongoing** mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, *does not* demonstrate consent. The definition of consent *does not* vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Any party claiming that consent was present during a sexual encounter has the burden of proving consent under this Policy.

### A. Valid Aspects of Consent

Consent must be *all* of the following:

- **Knowing:** All individuals understand, are aware of, and agree as to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity.
- **Active:** Consent must take the form of “clearly understandable words or actions” that reveal one's expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a verbalized “no”) should not—in and of themselves—be understood as consent. Consent cannot be inferred by an individual's manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date. *It is the responsibility of the person initiating sexual activity to ensure that affirmative consent to that activity, and all sexual acts, has been given.*
- **Voluntary:** Consent must be freely given and cannot be the result of the respondent's intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity), force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).



- **Present and Ongoing:** Consent must exist both at the time of initiation of sexual activity and at all times thereafter, throughout the entirety of sexual activity. *Consent to previous sexual activity, either at prior times or earlier on a specific date, does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts.* Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

## **B. Capacity to Consent**

Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to:

- Age (generally, the age of consent to engage in sexual activity with a legal adult [18 years of age or older] is 17 in New York);
- Physical condition; or
- Disability that impairs the individual's ability to give consent.

Reasons why one could lack capacity to give consent due to a physical condition or disability include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) to the point of incapacitation (that being where the person, through drug or alcohol use, is incapable of appreciating that sexual activity is occurring or about to occur, or incapable of knowing, active, voluntary, present, and ongoing consent); or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring or about to occur, or otherwise in a condition rendering the person incapable of knowing, active, voluntary, present, and ongoing consent. For a more detailed definition of incapacitation, please refer to Related Definitions directly below.

For the legal definition of consent under New York State law, see the Appendix to this Policy.

## **III. Related Definitions**

### **A. Force or Coercion**

- Force:** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, and coercion to overcome resistance.
- Coercion:** An unreasonable amount of pressure, or an intimidating behavior. The use of emotional manipulation to persuade someone to do something they do not want to do or are reluctant to do, such as engaging in sexual activity or performing certain sexual acts, may constitute coercion. Coercing a person into having sex or performing sexual acts may vitiate consent, even when that consent otherwise may have been expressed by the subject in words or actions. Coercion may occur even where the parties are otherwise in an ongoing relationship, such as a romantic or dating relationship.

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

In evaluating whether coercion was used, the frequency, duration, and intensity of the other person's verbal or physical conduct or threats are all relevant, as is the degree of confinement or isolation to which the person was subjected. Coercion may be evidenced by an interaction that can reasonably be interpreted as indicating that a party will be harmed or restrained if they do not engage in sexual conduct.

## **B. Incapacitation**

When alcohol is involved, incapacitation is a state beyond drunkenness or being “buzzed” or intoxicated. When drug use is involved, incapacitation is a state beyond being under the influence or impaired by use of the drug. In general terms, the difference between intoxication or impairment, on the one hand, and incapacitation on the other, is that a person incapacitated by drug or alcohol use is incapable of appreciating that sexual activity is occurring or about to occur, or incapable of providing knowing, active, voluntary, present, and ongoing consent. Alcohol and other drugs impact each individual differently; some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include:

- Lack of full control over physical movements (for example, significant difficulty walking or standing without assistance, or stumbling about);
- Lack of awareness of circumstances or surroundings (for example, lack of engagement with others in the environment, lack of an indication of awareness of where one is, how one got there, who one is with, or how or why one became engaged in ongoing interactions);
- Lack of consciousness, or periodic episodes suggesting the person is “in and out” of consciousness; and/or
- Inability to effectively communicate (for example, inability to communicate coherently, inability to follow or meaningfully participate in a discussion, significant slurring of speech, inability to complete thoughts or sentences, difficulty finding words).

A person who is incapacitated but who may appear to be giving consent may not have the capacity to do so. **When determining whether a person has the capacity to provide consent, the College will consider whether a sober, reasonable person in the respondent's position knew or should have known that the other party was incapacitated, and as a result could not consent to the sexual activity.** It is especially important, therefore, that anyone engaging in sexual activity is aware of both any other person's level of intoxication and capacity to give consent. **When a question is reasonably raised as to whether a potential partner is incapacitated by alcohol or drug use, one should assume that consent is not able to be given. Being intoxicated or impaired by drugs or alcohol also does not excuse one from the responsibility to obtain consent, or from ensuring that a potential partner is capable of consenting.** Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual violence, or to engage in nonconsensual sexual activity.

Because the impact of alcohol and other drugs varies from person to person, the amount of alcohol and/or drugs a person consumes will not ordinarily be sufficient, without other evidence, to prove that they were incapacitated under this provision.

Another effect of alcohol consumption can be memory impairment, or forgetting entire or partial events (sometimes referred to as “blackout” or “brown-out”). A person may experience this

symptom while appearing to be functioning “normally,” including communicating through actions or words that seem to express an interest in engaging in sexual activity. Whether sexual activity with a person who is “blacked-out” constitutes a violation of this policy depends on the presence or absence of the observable factors that would indicate to a reasonable, sober person that a person is also incapacitated, as described above. Total or partial loss of memory, without more, is insufficient to demonstrate incapacitation.

### **C. Preponderance of the Evidence**

Preponderance of the evidence is the evidentiary standard used at Sarah Lawrence College to determine whether or not a Respondent, including any student, staff member, or faculty member, is responsible for violating the Policy on Sexual Violence. This standard requires that the preponderance of the evidence—the totality of the credible evidence, considered impartially—must establish that it is *more likely than not* that the Policy was violated.

### **D. Retaliation**

The College does not tolerate retaliation or discrimination against those who bring forward a report or make a Formal Complaint against any person and/or their family and friends, as well as any person who cooperates in the investigation of a report or a Formal Complaint, or who participates in the conduct process (either as a party or as a witness) for an alleged violation of the Policy on Sexual Violence.

Anyone who believes they have been retaliated against as a result of their involvement with an investigation and/or conduct process for an alleged violation of the Policy should report the alleged retaliation to the director of human resources (for faculty and staff) or the dean of studies and student life (for students) immediately. The appropriate conduct action will be taken, which may be independent from any investigation into a report of sexual misconduct and/or the Formal Complaint Process, and sanctions for retaliation will range up to and including suspension or expulsion from the College in the case of a student who has retaliated, and up to and including termination of employment in the case of an employee who has retaliated. The Title IX coordinator may be consulted about allegations of retaliation, and retaliation allegations may be resolved within an investigation into the underlying report of sexual misconduct and/or the Formal Complaint Process, at the discretion of the Title IX coordinator in consultation with the director of human resources (for faculty and staff) or the dean of studies and student life (for students). For further information on the College’s general policy prohibiting retaliation, [please refer to p. 62](#) of the Student Handbook.

## **IV. Definitions of Roles under This Policy**

### **A. Adviser:**

Students may select a single adviser of their choice. The adviser may be a parent, friend, faculty/staff member, or a lawyer. The adviser must maintain confidentiality throughout the duration of their time serving as an adviser, and even after conclusion of the process. This includes a prohibition of public disclosure of information learned during the proceedings under this Policy. An individual is not obligated to serve as an adviser and may decline to do so if, for example, they perceive a conflict of interest in being one party’s adviser, conclude they may not effectively assist the party, or perceive the presence of any other compelling reason.

At the student's request, an adviser may be present at any meeting conducted as part of the process under this Policy. The role of the adviser is limited to the following:

- **Within any meeting or communication regarding the Formal Complaint (except questioning in the hearing, addressed separately below),** the adviser may not speak on behalf of the student. The adviser may counsel the student and may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- **During the investigation,** the adviser also may not speak on behalf of the student. The sole role of the adviser during the investigation is to provide private support and advice to the student outside of the interview. The adviser also may seek reasonable breaks during meetings or discussions to allow such counseling to occur.
- **During the hearing,** the role of the adviser is to relay their party's desired questions (subject to the Adjudicator determining the question is appropriate and relevant) to be asked of the other party or witnesses. Advisers are not permitted to raise objections to questions posed by the other party's adviser or the Adjudicator, argue in support of their advisee's position, or otherwise "represent" the advisee in the hearing. The parties and their adviser may consult in private during the hearing, but any break in the hearing for purposes of such consultation may not occur while a question is pending.

If a student is unable or unwilling to procure an adviser of their choice, the College will appoint an adviser to the student, free of charge. While the student may determine the participation of the adviser during the investigation, the adviser must be present during the hearing in order to ask questions of the other party and witnesses, as stated above. Parties are prohibited from directly questioning any other party, or any witness, at any hearings conducted as part of the Formal Complaint Process.

## **B. Complainant:**

The Complainant is an individual who has signed or endorsed a Formal Complaint alleging a violation of this Policy, and/or other applicable College policies, and has requested an investigation and hearing as part of a Formal Complaint Process.

In the event the person who has experienced the alleged misconduct chooses not to file a Formal Complaint and the College files a Formal Complaint, the College will be deemed the Complainant and the person who experienced the alleged misconduct will be deemed a witness.

## **C. Hearing Coordinator:**

The Title IX coordinator or the coordinator's designee serves as the Hearing Coordinator. The Hearing Coordinator is responsible for overseeing the hearing procedure for all alleged violations of this Policy, including administrative and logistical assistance to the Hearing Adjudicator, disseminating the Adjudicator's decisions, and maintaining the case records. The Hearing Coordinator ensures that the Complainant's and the Respondent's rights under these procedures are honored and that hearing procedures are followed.

The Hearing Coordinator or the coordinator's designee may be present for the hearing, but will not take part in the deliberations and outcome of the Hearing Adjudicator. However, the Hearing Adjudicator may call upon the Hearing Coordinator during their deliberations to answer questions about the conduct process, precedent, or other pertinent matters.

**D. Hearing Adjudicator:**

The Hearing Adjudicator hears and assesses Formal Complaints of alleged violations of the Policy, makes determinations of responsibility in such cases, and, if applicable, determines sanctions. The Hearing Adjudicator is a single individual specifically trained to adjudicate hearings within the Formal Complaint Process. In addition to training on the adjudication process, the training includes information on how to evaluate evidence impartially, engage trauma-informed sensitivity during hearings, and analyze facts and credibility.

The potential Adjudicator may be excused in the event of a conflict of interest, lack of availability, or other valid reason, as determined by the Title IX coordinator, and in the Title IX coordinator's sole discretion.

**E. Investigator:**

The College will designate Investigator(s), who may investigate reports and Formal Complaints made under the Policy. The Investigator(s) are responsible for overseeing and completing the investigation procedure and shall draft the Final Investigatory Report, which includes the Formal Complaint, relevant statements, summaries of interviews of the Complainant, the Respondent, and any relevant witnesses, relevant physical and documentary evidence, and, if appropriate, a credibility analysis.

**F. Reporting Individual/Complainant:**

The Reporting Individual is a person who reports an alleged violation of the Policy, but has not filed a Formal Complaint. The Reporting Individual may be the person who has been subjected to an alleged violation of the Policy or may be a third party (such as a witness or Mandated Reporter).

**G. Respondent:**

The Respondent is a person who has been alleged to have violated, and/or has been charged with an alleged violation of, the Policy in a Formal Complaint and/or other related conduct violations under other applicable College policies.

**H. Witnesses:**

Witnesses are identified as any person(s) with direct and/or relevant knowledge of the alleged Policy violation being reported, other than a Complainant or a Respondent. Witnesses may be individuals affiliated with the College community and individuals outside of the community.

**V. Alcohol and/or Drug Use Amnesty**

The health and safety of every student at the College is of critical importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that sexual violence occurs may be hesitant to report such incidents, due to fear of potential consequences for their own conduct.

**A. Bystanders or Reporting Individuals/Complainants Reporting Under the Influence**

A bystander acting in good faith or a Reporting Individual acting in good faith who discloses any incident of sexual violence to the College's officials or law enforcement *will not* be subject to the College's conduct process for violations of alcohol and/or drug use policies occurring or allegedly occurring at or near the time of the alleged incident. The College strongly encourages students and all community members to promptly report incidents of sexual violence to appropriate College officials.

## **B. Disclosing Substance Use During the Formal Complaint Process**

Similarly, students disclosing during the Formal Complaint Process the use of alcohol or drugs in connection with a potential violation of this Policy will not be subject to the College's disciplinary process for such disclosed violations, assuming that the disclosure is related to the alleged Policy violation at issue.

# **POLICY ON CONSENSUAL RELATIONSHIPS**

## **I. Policy on Romantic or Sexual Relationships Between Employees and Students**

As a condition of employment, all employees of the College (including full- and part-time administrative staff, full- and part-time regular faculty, guest faculty, graduate faculty, coaches, and employees of independent contractors or vendors) may not engage in sexual or romantic relations with any Sarah Lawrence College student, regardless of whether the student consents to such interaction. The Policy does not apply to students who are already spouses/domestic partners of current employees at the College, or spouses/domestic partners of contractor or vendor employees working at the College.

A romantic or sexual relationship between a faculty or staff member and a student poses a significant potential threat to the health and well-being of the College community.

- Such a relationship could lead to preferential treatment or other acts, actual or perceived, of alleged favoritism or alleged retaliation on the part of an employee toward a student.
- Given the power differential between students and faculty or staff members, there is serious concern that such relationships could never be fully consensual, or could be perceived by others, at the time or in retrospect, as coercive in nature.
- Such relationships can also be harmful to other students and employees not directly involved, and highly injurious to the College's commitment to providing a nurturing learning and work environment for all in the community.

## **II. Procedures on Romantic or Sexual Relationships Between Employees and Students**

### **A. Reporting Violations of This Policy**

- i. For Concerns Regarding Faculty:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a faculty member and a student should speak to the Title IX Office. The Title IX Office and/or Human Resources Office will meet with the parties involved to discuss this report. The Office will confer with the director of human resources and the provost and dean of the faculty or, if appropriate because the student is a graduate student, the dean of graduate and professional studies. The matter may be referred to the process established for complaints involving faculty (see Article III, Section GD of the faculty bylaws). The appropriate dean will report the resolution of any such complaint to both the student and faculty member.
- ii. For Concerns Regarding Staff:** Students, faculty, and staff concerned about a sexual or romantic relationship involving a staff member or contractor/vendor employee with a student should contact the director of human resources.

Employees who engage in sexual or romantic relationships with a student contrary to the requirements provided in this Policy are subject to disciplinary action, up to and including dismissal, depending upon the nature of and context for the violation. Employees who are approached by a student seeking to establish or embark upon a romantic relationship shall (in addition to rejecting the overture) immediately report the overture to their direct supervisor and to the director of human resources. Failure to make such a report can constitute grounds for disciplinary action, up to and including dismissal.

For advice or consultation regarding the appropriate course of action, community members may seek assistance from the director of human resources or the College's Title IX coordinator. If there is any doubt whether a relationship falls within this Policy, individuals should disclose the facts and seek guidance rather than fail to disclose. Additional questions may be addressed to an appropriate supervisor, the provost and dean of the faculty, the dean of graduate and professional studies, the College's Title IX coordinator, or the Human Resources Office.

### **B. Jurisdiction of This Policy**

Should a romantic or sexual relationship with a student be considered to potentially have been nonconsensual, or to potentially have met the definition of sexual harassment against a faculty member or staff member, the College will investigate and resolve this matter in accordance with the Sarah Lawrence College Policy on Sexual Violence. This Policy on Romantic or Sexual Relationships Between Employees and Students therefore applies to such relationships only to the extent that they are not covered by the Policy on Sexual Violence. In the event a question arises as to which policy is applicable to a given set of circumstances, the College, in its sole discretion, will choose the policy and the procedures that will control.

### **C. Adjudicating Violations of This Policy**

Upon receipt of a notification involving a possible violation of this Policy, the director of human resources (or the director's designee) and/or the provost and dean of the faculty (or their designee) will meet with the parties involved. The parties involved may have an adviser of their choice present during the initial interviews and during such further interviews as the director and/or the provost and dean of the faculty may deem necessary.

The director of human resources and/or the provost and dean of the faculty will use a preponderance of the evidence standard to determine responsibility (i.e., it is more likely than not that the Respondent was responsible for the prohibited behavior). The director of human resources and/or the provost and dean of the faculty will report the resolution to both parties. This report will summarize the conclusions of the investigation and also may include, where deemed appropriate, any actions taken or penalties imposed.

The facts about individual cases and their disposition are confidential. This means that such information is shared by the College only on a need-to-know basis. The College reserves the right, moreover, to correct or address misinformation or incomplete information that becomes public as a result of the alleged violation, or to make such disclosures as may be in the best interest of the College and the College community.

# RESOURCES FOR STUDENTS WHO EXPERIENCE SEXUAL VIOLENCE

Should an individual find that one or more of the provisions within the Policy on Sexual Violence have been violated, this section describes how to report an incident of sexual violence, students' rights and responsibilities in the disciplinary process, and other on- and off-campus resources.

## Reporting Options

The College encourages reporting of sexual misconduct. Members of the College community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to the College or law enforcement, and have the right to choose whether to engage with the College once the College receives a report. The information below is for individuals who wish to report incidents of sexual misconduct. All persons are cautioned that a delay in reporting alleged Policy violations, or in pursuing a Formal Complaint that can trigger an investigation, can impair the effectiveness of such investigation or any proceedings hereunder.

### I. Reporting to the College

#### A. Title IX Office

The staff identified below are specially trained to work with individuals who report or are accused of sexual misconduct and have knowledge about on- and off-campus resources, services, and options—including the availability of interim measures. Incidents of sexual violence may also be directly reported to these individuals.

##### i. Title IX Coordinator

The College has named a Title IX coordinator to oversee College compliance with Title IX regulations. The Title IX coordinator will:

- Provide oversight for all Title IX reports and identify patterns, issues, and/or problems. Note: The Title IX coordinator oversees these processes, but does not have a role in the sexual violence investigation, hearing, and/or adjudication except as otherwise stated, which can be found in [“Procedures for Complaints Against Students Regarding Sexual Violence” \(p. 123\)](#).
- Review and support the informational initiatives enabling students, staff, and faculty to fully understand sexual violence and sexual harassment as forms of sexual discrimination and further educate the community about College policy and procedures.

To contact the Title IX coordinator, please refer to the following information:

Kristin Collado, Esq., Title IX Coordinator

Phone Number: 914.323.6138

Email Address: [titleix@sarahlawrence.edu](mailto:titleix@sarahlawrence.edu) or [kcollado@sarahlawrence.edu](mailto:kcollado@sarahlawrence.edu)

Campus Location: Andrews Annex, Room 102b



## B. Mandated Reporters

The College also recognizes that students may be most comfortable disclosing gender-based misconduct to a College employee they know well. These individuals (also known as “Mandated Reporters”) are required to report the incident to the Title IX coordinator. Before a student reveals information about an incident, these individuals will try to ensure that the student understands their reporting obligations.

Mandated Reporters include the following individuals:

- Office of Residential Life staff members, including resident advisers (RAs) and assistant residential life coordinators (ARLCs)
- All Office of Student Life staff
- All Campus Safety staff
- All faculty members, including dons and guest faculty
- All other College employees (with the exception of Health & Wellness staff)

## C. Exceptions to College Reporting

If an individual discloses information through a public awareness event such as candlelight vigils, protests, or other public events, the College will not consider such disclosure to be a report of an incident under this Policy, and will not be obligated to evaluate the report based on such information. The College may use the information provided at such an event, however, to inform additional education and prevention efforts.

## II. On-Campus Confidential Resources

If a student wants to maintain confidentiality and has not disclosed information about an incident, these individuals will seek to direct the student to the College’s confidential resources. Confidential resources are individuals or groups whose communications legally cannot be disclosed to another person without a student’s consent, except under very limited circumstances such as an imminent threat or danger to self or others. **Students may use these resources even if they decide not to make a report, decide not to file a Formal Complaint, or decide not to participate in the College’s conduct process or the legal process.**

The College maintains only one confidential resource: the Health & Wellness Center.

- Students may speak with a Health & Wellness staff member openly and without fear of initiating a report to the Title IX Office, Campus Safety, or others on or off campus, so long as there is no imminent danger to the individual or others.
- Health & Wellness staff will listen, help students to access additional assistance if needed, and explain options for obtaining additional support from the College and others. They can also arrange for medical care or accommodations and accompany students, or arrange for someone to accompany students, to seek such care. The staff are also familiar with the College’s disciplinary process, can explain what to expect, and provide support while disciplinary or criminal processes are pending.

Some students may still wish to seek other confidential resources in addition to Health & Wellness. For more information on how to access off-campus confidential resources, please see the section on [“Off-Campus Resources & Assistance” \(p. 117\)](#) under Supportive Measures.

## On-Campus Confidential Resources

Resource	Contact Information	Description of Services
Health & Wellness Center	<b>Psychological Services:</b> Cary Bosak  <b>Medical Services:</b> Mary Hartnett  Lyles House 914.395.2350 Monday–Friday, 9 a.m.–5 p.m.  <a href="https://www.sarahlawrence.edu/health-and-wellness/">https://www.sarahlawrence.edu/health-and-wellness/</a>	Provides confidential care for students' medical and psychological health concerns.
My Student Support Program (MySSP)	<b>Health &amp; Wellness Center</b>  Lyles House 914.395.2350 Monday–Friday, 9 a.m.–5 p.m.  <a href="https://my.slc.edu/ICS/icsfs/mm/my_ssp-_student_instructions.pdf?target=19883c3d-cf9a-4271-9f63-02811aa7a105">https://my.slc.edu/ICS/icsfs/mm/my_ssp-_student_instructions.pdf?target=19883c3d-cf9a-4271-9f63-02811aa7a105</a>	<ul style="list-style-type: none"> <li>• Provides all undergraduate and graduate students with immediate, 24-hour support at no cost to the student, regardless of health insurance provider.</li> <li>• Immediate support available by phone or text. Ongoing support by appointment, available through phone or secure video portal.</li> </ul>

### III. Reporting to Law Enforcement

An individual who has experienced sexual violence has the right to choose whether to file a police report. Sarah Lawrence College encourages individuals to report incidents of sexual violence to local law enforcement. **The Title IX Office provides information on contacting local law enforcement and, at the individual's request, can assist an individual in doing so. However, the Office will not compel an individual to go to law enforcement.**

#### A. Reporting to Local Yonkers Law Enforcement

If the Reporting Individual/Complainant decides to file a criminal report, the College will assist in contacting the Yonkers Police Department or other appropriate law enforcement agency. The College also has an agreement with the Yonkers Police Department pursuant to which the police will come to campus to take a report.

- When the police come to campus, they also will engage in such acts as they deem appropriate to ensure the physical safety of the involved persons.
- Interviews generally will be conducted in private, but students can request the presence of a member of Public Safety, a friend, or another adviser or supportive person during the interview.
- Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of the perpetrator.

It is also important to note that timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence.

Once the police investigation is completed, the case generally will be referred to the Westchester County District Attorney's office for a preliminary review. The District Attorney's office decides whether a case will be prosecuted criminally. Some of the factors going into that decision will be the quantity and quality of evidence available to prove the charge(s) in court. If the District Attorney decides not to prosecute, that decision does not mean that the report of assault was not credible or that there was no assault. It only means that, based on past experience, the prosecutors in the District Attorney's office do not believe that there is sufficient evidence to successfully prosecute the case in court, where they must prove guilt beyond a reasonable doubt.

## **B. Reporting to New York State Law Enforcement**

As a result of the New York State Enough Is Enough legislation, the state instituted a New York State Police Campus Sexual Assault Victims Unit. This unit acts as a liaison with all private and public colleges and universities within the state, and is specifically trained to respond to Reporting Individuals. In addition to having the option to report to local law enforcement, Reporting Individuals may also make reports of sexual violence to the Campus Sexual Assault Victims Unit.

The state troopers within the Campus Sexual Assault Victims Unit are available to assist Reporting Individuals in reporting to law enforcement and to inform Reporting Individuals of the legal and criminal action they may pursue. The Title IX Office provides information on contacting state law enforcement and, at the individual's request, can assist an individual in doing so. However, the Office will not compel an individual to go to law enforcement.

To contact the **Yonkers Police Department** for incidents that occurred on campus:

Phone Number: 914.377.7900

Location: 104 South Broadway, Yonkers, NY 10701

Website: <https://www.yonkersny.gov/live/public-safety/police-department/domestic-violence>

To contact the **New York City Police Department** for incidents that occurred within New York City:

Phone Number: 212.267.RAPE (7273) (Sex Crimes Report Line)

Location: <https://www1.nyc.gov/site/nypd/bureaus/patrol/precincts-landing.page>

to seek out the nearest precinct

Website: <https://www1.nyc.gov/site/nypd/services/victim-services/victim-services-landing.page>

To contact the **New York State Police Department** for incidents that occurred within the state of New York:

Phone Number: 1.844.845.7269 (nonemergent toll-free hotline)

Location: State of New York

Website: <https://consentfirst.troopers.ny.gov/>

## Supportive Measures

Sarah Lawrence College offers myriad services and resources concerning sexual violence. The College is committed to providing equal access to resources for both Reporting Individuals/Complainants and Respondents. These include counseling services, medical services, victim advocates, volunteer visa and immigration assistance, and volunteer legal assistance. The College also has the ability to institute supportive measures to prevent or minimize contact between a Reporting Individual/Complainant and a Respondent.

### I. On-Campus Resources & Assistance

The information listed below pertains to resources that the College has the ability to initiate for students involved in incidents of sexual violence.

#### A. Measures for the Individual(s) Involved

Individuals who make a report may be offered supportive measures (changes to academic, living, working, or transportation situations or other applicable arrangements) in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment. Individuals may receive these measures regardless of whether they choose to report the crime to law enforcement. Individuals may also receive these measures regardless of their decision to pursue any disciplinary action or the Formal Complaint Process.

Depending on an individual's needs or the nature of the situation, these supportive measures and accommodations may vary and change. The chart on p. 115 is a list of *potential* accommodations, which may be temporary or permanent, and which may be taken where reasonable and appropriate under the circumstances.

#### B. Measures Involving Notification to the Alleged Individual

##### i. No Contact Order (NCO) Directive

Upon receiving a Preliminary Report, the Title IX Office may issue a No Contact Order to any parties involved, if deemed appropriate, or at the request of the Reporting Individual/Complainant and/or the Respondent.

A No Contact Order, if issued, will be mutual, and will stipulate that both parties are not allowed to have any contact with each other in person, online, or through third parties on their behalf or what appears to be on their behalf. Additionally, if the parties observe each other in a public place, it shall be the responsibility of the *individual who came into the area subsequent to the first individual situated there* to leave the area immediately, and without directly contacting or communicating with each other, unless the No Contact Order specifically states otherwise. The College may also establish an appropriate schedule for the parties to access applicable College buildings and property where needed. **Restrictions that may arise from No Contact Orders are not sanctions imposed for violations of this Policy, and they may be imposed at any time in the process and without the need for a finding of responsibility or nonresponsibility for any Policy violation on the part of any party.**

	<b>Types of Potential Supportive Measures</b>	<b>Campus Partners</b>
<b>Academic</b>	<ul style="list-style-type: none"> <li>• Rescheduling classes or exams</li> <li>• Alternative course completion options</li> <li>• Ability to transfer sections or withdraw without penalty</li> <li>• Excused absences for class attended (related directly to incident or partaking in any part of the College's process)</li> </ul>	<b>Dean of Studies</b> Westlands, 2nd Floor 914.315.2249 Monday–Friday, 9 a.m.–5 p.m. <a href="mailto:deanofstudies@sarahlawrence.edu">deanofstudies@sarahlawrence.edu</a> <a href="https://www.sarahlawrence.edu/dean-of-studies/">https://www.sarahlawrence.edu/dean-of-studies/</a> <b>Individual Professors/Dons</b>
<b>Health &amp; Wellness</b>	<ul style="list-style-type: none"> <li>• Assistance setting up counseling services session</li> <li>• Emergency counseling services session</li> <li>• Voluntary medical leave of absence</li> <li>• Access or referrals to medical services</li> <li>• Medical transportation/escort</li> </ul>	<b>Health &amp; Wellness Center</b> Lyles House 914.395.2350 Monday–Friday, 9 a.m.–5 p.m. <a href="https://www.sarahlawrence.edu/health-and-wellness/">https://www.sarahlawrence.edu/health-and-wellness/</a>
<b>Housing</b>	<ul style="list-style-type: none"> <li>• Relocation of housing assignment</li> <li>• Options and resources for off-campus housing</li> </ul>	<b>Department of Residential Life</b> Bates 205 914.315.2575 Monday–Friday, 9 a.m.–5 p.m. <a href="mailto:reslife@sarahlawrence.edu">reslife@sarahlawrence.edu</a> <a href="https://www.sarahlawrence.edu/student-life/housing-and-dining/residential-life-staff.html">https://www.sarahlawrence.edu/student-life/housing-and-dining/residential-life-staff.html</a>
<b>On-Campus Employment</b>	<ul style="list-style-type: none"> <li>• Excused absences for missed work (related directly to incident or partaking in any part of the College's process)</li> <li>• Changes to work schedule</li> </ul>	<b>Office of Student Employment</b> Westlands, 1st Floor 914.395.2570 <a href="https://www.sarahlawrence.edu/financial-aid/student-employment/">https://www.sarahlawrence.edu/financial-aid/student-employment/</a>
<b>Safety &amp; Security</b>	<ul style="list-style-type: none"> <li>• No Contact Order (NCO)</li> <li>• Persona Non Grata (PNG) Directive</li> <li>• Medical transportation/escort</li> <li>• Safety-related plans and strategies for off campus</li> </ul>	<b>Office of Campus Safety</b> Westlands Front Desk 914.395.2222 (Emergency) 914.395.2209 (Nonemergency) <a href="mailto:security@sarahlawrence.edu">security@sarahlawrence.edu</a> <a href="https://www.sarahlawrence.edu/security/">https://www.sarahlawrence.edu/security/</a>

NOTE: While campus partners are listed in the table, the Title IX Office will facilitate any necessary coordination with other offices to ensure the student receives the appropriate accommodations and to prevent the student from needing to engage in multiple separate requests on their own.

All individuals involved will be given an explanation of the consequences for violating these orders, including but not limited to additional conduct charges and interim suspension. If a violation of a No Contact Order is reported, the College may initiate the conduct process appropriate to the status of the individual who allegedly has violated the order and will impose sanctions if that individual is found responsible for violating the order (irrespective of any sanctions that may be assessed for any Policy violation that may be determined). Alternatively, an alleged violation of a No Contact Order may be considered an additional allegation within an ongoing investigation into a Formal Complaint at the sole discretion of the Title IX coordinator or their designee.

The Title IX Office will reevaluate the need for the continuation of No Contact Orders at the beginning of each semester, as long as both parties continue to be enrolled and/or employed at the College. Both parties shall be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a No Contact Order, including potential modification, and shall be allowed to submit evidence in support of such requests.

## **ii. Community Safety Assessment**

A community safety assessment is a process conducted by the Office of Campus Safety to determine if a student, such as the Respondent who is the subject of a report alleging a violation of this Policy, may be a danger to the Reporting Party and/or members of the College community. Typically, a campus safety assessment regarding sexual violence will consider whether the Respondent or another person may be a danger to the Reporting Individual/Complainant or to the College community. While this process may be utilized in relation to alleged incidents of sexual violence, it is also utilized by the College in other incidents pertaining to the safety of individual students and the community.

The Title IX Office, in consultation with such others as deemed appropriate, will determine if a campus safety assessment should occur upon receipt of a report of sexual violence. If it is determined as a result of the assessment that the Respondent or other person may be a danger to the Reporting Individual/Complainant or the community, the Title IX coordinator, in consultation with such others as the coordinator may consider appropriate, will take appropriate action to address and limit the perceived danger. Such action can include, but is not limited to, removing the Respondent or other person from campus immediately, or restricting access to portions of the campus or to one or more campus activities.

Additional supportive restrictions may be determined by the Title IX coordinator or the dean of studies and student life based on the needs and interests of the campus community. Restrictions that may arise from this assessment process are not sanctions imposed for violations of this Policy, and they may be imposed at any time in the process, and without the need for a finding of responsibility or nonresponsibility for any Policy violation on the part of any party.

### iii. Persona Non Grata (PNG) Directive

Upon receiving a Preliminary Report in which the alleged individual is not affiliated with the College, the Title IX Office may issue a *persona non grata* (PNG) directive at the request of the Reporting Individual/Complainant.

A *persona non grata* directive stipulates that the alleged non-SLC affiliated individual is an unwelcome person to the College and is prohibited from being on College grounds or at any College-sponsored event. If a violation of the PNG directive is made, the recipient of the directive may be removed by Campus Safety or arrested by local law enforcement.

The Title IX Office evaluates the need for the PNG directive after receiving information from a Reporting Individual/Complainant. Such considerations for the directive include, but are not limited to, concern for a Reporting Individual's/Complainant's safety and well-being, concern for the safety and well-being of the College community, or previous incidents in which the alleged individual has made themselves known to the College.

## II. Off-Campus Resources & Assistance

The information listed below pertains to resources off campus that students involved in incidents of sexual violence may wish to consider. All resources are completely independent entities from the College.

### A. Advocacy Resources

Below is a list of free off-campus advocacy resources:

Resource	Contact Information	Description of Services
Hotlines	<p><b>RAINN: Rape, Abuse, Incest, National Network</b> 800.656.HOPE <a href="https://hotline.rainn.org/">https://hotline.rainn.org/</a></p> <p><b>NY State College Campus Sexual Assault Hotline:</b> 844.845.7269 <a href="https://www.ny.gov/programs/enough-enough-combating-sexual-assault-college-campuses">https://www.ny.gov/programs/enough-enough-combating-sexual-assault-college-campuses</a></p> <p><b>NY State Domestic Violence Hotline:</b> 800.942.6906</p> <p><b>NYC Hotline:</b> 1.800.621.4673 (HOPE)</p>	<p>All hotlines provide 24-hour (7 days/week) crisis counseling and information regarding sexual assault, dating violence, and stalking. Survivors and friends of survivors can call.</p> <p>Note: The hotlines can also provide information on local hospitals, such as what hospitals will have a victim advocate or SANE (Sexual Assault Nurse Examiner) available.</p>

Resource	Contact Information	Description of Services
<b>WestCOP Victims Assistance Services (VAS)</b>	2 Westchester Plaza Elmsford, NY 10523 914.345.3113 <a href="https://westcop.org/programs/vas/">https://westcop.org/programs/vas/</a> <b>VAS Toll-Free Helpline:</b> 914.827.2255 <b>Local Westchester Hotline:</b> 914.345.9111	Provides free, comprehensive, and compassionate services to crime victims and their families, friends, and loved ones.  Those eligible to utilize VAS include: any adult, teen, or child affected, directly or indirectly, by domestic or dating violence, rape or sexual assault, stalking, homicide or DWI, elder abuse, child abuse, physical assault, bullying (including cyber-bullying), harassment and hate crimes, sex and/or labor trafficking, physical assault, burglary, identity theft, and other crimes.
<b>My Sister's Place</b>	3 Barker Ave. White Plains, NY 10601 914.683.1333 <a href="https://mspny.org/">https://mspny.org/</a> <b>My Sister's Place 24/7 Hotline:</b> 800.298.7233 (SAFE)	Provides comprehensive services on domestic violence and human trafficking for victims and survivors. They offer legal services, confidential local emergency shelter, counseling, safety planning for adults and children, and accompaniment to court.
<b>NYC Anti-Violence Project</b>	116 Nassau St., 3rd Floor New York, NY 10038 212.714.1184 <a href="https://avp.org/">https://avp.org/</a> <b>AVP Hotline:</b> 212.714.1141	Provides resources for lesbian, gay, transgender, bisexual, and HIV-affected survivors and victims affected by violence.
<b>Hope's Door</b>	Main Office 50 Broadway Hawthorne, NY 10532 914.747.0828 <b>Hope's Door Family Justice Center</b> County Courthouse 111 Martin Luther King Jr. Blvd. White Plains, NY 10601 914.995.3100 <a href="https://hopesdoorny.org/">https://hopesdoorny.org/</a> <b>Hope's Door 24/7 Hotline:</b> 888.438.8700	Prevents, responds to, and partners to end domestic and intimate partner violence and other forms of abuse. They also offer confidential emergency shelter, counseling, advocacy, and legal services for victims of domestic violence and human trafficking.



### i. Seeking Confidential Medical Services

Experiencing any form of sexual violence is difficult and overwhelming. Regardless of whether the individual chooses to report the incident, the College strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained.

Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible, and, where appropriate, also address concerns regarding sexually transmitted infections and pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., Rohypnol or other “date rape” drugs) and perform a rape evidence collection procedure, which are also strongly recommended to preserve all legal remedies. Such services are also confidential resources and are not obligated to disclose reports of sexual misconduct to the Title IX coordinator for the College (under any circumstance) or law enforcement (except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law).

Rape evidence collection can be performed through:

#### **Westchester Medical Center**

#### **Forensic Acute Care Team (FACT) Program**

<https://www.westchestermedicalcenter.org/forensic-acute-care-team-fact>

This program is available 24/7, provides medical and/or forensic evidence collection evaluations free of charge, and offers counseling and advocate services. The program is available to individuals of all ages in which the incident occurred within the past **96 hours**, or if the individual is reporting active symptoms (such as pain, bleeding, or skin injury).

If the incident is reported to the College or the Title IX Office, **transportation to Westchester Medical Center may be provided by SLC Campus Safety.**

### ii. Preserving Physical Evidence

Regardless of whether an incident of sexual violence is reported to the police or the College, Sarah Lawrence College strongly encourages individuals who have experienced sexual violence to preserve evidence to the greatest extent possible, as this will best preserve all legal options for them in the future. Additionally, such evidence may be helpful in pursuing a complaint with the College. While the College does not conduct forensic tests for parties involved in a Formal Complaint, results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in the process, provided they are available at the time of the investigation and proceeding.

Below are suggestions for preserving evidence related to an incident of sexual violence. It is important to keep in mind that each suggestion may not apply in every incident.

General physical evidence preservation suggestions:

- In order to best preserve their legal options in the future, individuals should consider not altering, disposing of, or destroying any physical evidence of sexual violence.

- If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine, or by blood sample).
- Individuals can preserve evidence of electronic communications by saving them and/or by taking screenshots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.
- Even if survivors choose not to make a report with the College, they may consider speaking with law enforcement to preserve evidence. Please note that, as College employees, Campus Safety would have to report the concern to the Title IX Office.

Physical evidence preservation suggestions specific to sexual assault:

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48–96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection.
- An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.
- If the individual who has been sexually assaulted decides to change clothes or bedding and wishes to preserve evidence, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility, or the police in a non-plastic (e.g., paper) bag.

## **B. Legal Resources**

### **i. Orders of Protection**

Orders of Protection, sometimes called restraining orders, are legally mandated court orders issued by the courts, the District Attorney's office, and/or the police. The College has no direct role in the process related to the issuance of Orders of Protection. However, individuals have the right to be assisted by the College's Campus Safety or by other College officials in seeking an Order of Protection. They are also entitled to receive a copy of any Order of Protection or equivalent that may be issued, as promptly as practicable after such order is received by the College, and have an opportunity to meet or speak with a College representative, or other appropriate individual, who can explain the order and answer questions about it, including information about the responsibility of the recipient of the order to stay away from the protected person or persons.

Sarah Lawrence College recognizes Orders of Protection by directing any person who obtains such order to provide a copy to the director of campus safety. An individual who is a protected person under the order may then meet with the director of campus safety to develop a plan to reduce risk of harm while on campus, or while coming to and going from campus. This plan may include, but is not limited to, escorts, special parking arrangements, changes in housing/academic/campus work arrangements, and other necessary accommodations.

Individuals have the right to receive assistance from Campus Safety when the individual may seek to cause or request an arrest for an alleged violation of an Order of Protection. However, Campus Safety does not possess arrest powers. Therefore, upon request, College Campus Safety staff will call on local law enforcement for this purpose. Nothing in this Policy shall limit or negate current law enforcement jurisdiction and procedures. For a more comprehensive discussion on Orders of Protection to this Policy, refer to [“Appendix 2” \(p. 192\)](#).

- **Cases in Which There Is No Order of Protection in Place:** Even if there is no Order of Protection in place, the College can still help parties under this Policy with the development and implementation of a plan to reduce risk of harm while on campus, or while coming to and going from campus. Please refer to the previous section, [“On-Campus Confidential Resources” \(p. 111\)](#).

## ii. Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, volunteers services, or is a student.

Information regarding sexual offenders is available through the New York State Offender Registry at <https://www.criminaljustice.ny.gov/nsor> or by calling, toll-free, 1.800.262.3257. Compliance with the provisions of this Policy does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Below is a list of free off-campus legal resources:

Resource	Contact Information	Description of Services
<b>Victims Justice Center (VJC) of Westchester County DA’s Office</b>	11 Dr. Martin Luther King Jr. Blvd. White Plains, NY 10601 914.995.3300 <a href="https://www.westchesterda.net/victim-services/victims-justice-center">https://www.westchesterda.net/victim-services/victims-justice-center</a>	Assists victims in filing applications to the New York State Office of Victim Services for reimbursement for fees associated with things such as crime scene cleanup costs, funeral expenses, or other financial losses experienced as a result of a crime against them. They also make referrals to other community organizations/service providers and counseling.
<b>Pace Law School Women’s Justice Center</b>	78 N. Broadway White Plains, NY 10603 914.422.4628 <a href="https://law.pace.edu/wjc">https://law.pace.edu/wjc</a> <b>Legal Helpline:</b> 914.278.0739	Provides legal assistance for all individuals who experience sexual assault, domestic violence, and elder abuse regardless of sex or gender. Services also include a free walk-in clinic.

Resource	Contact Information	Description of Services
<b>Hudson Valley Justice Center</b>	30 South Broadway, 6th Floor, Yonkers, NY 10701 914.308.3490 <a href="http://www.HVJC.org">www.HVJC.org</a>	Provides free legal services to the immigrant community with various civil legal issues, including housing, immigration, and wage theft.
<b>New York City Alliance Against Sexual Assault</b>	32 Broadway, Suite #1101 New York, NY 10004 212.229.0345 x326 <a href="http://www.svfreennyc.org/alliance-legal-services-program/">http://www.svfreennyc.org/alliance-legal-services-program/</a>	Provides services for survivors and victims of sexual assault through the Alliance Legal Services Program. Can offer consultation, representation, and referrals for criminal justice, victim compensation, visa/immigration needs, family law issues, and Title IX-related concerns.

## Prevention & Education

All members of the Sarah Lawrence community play a role in creating a culture of safety and respect and in eliminating sexual violence. Members of the campus community can take steps to limit the potential to hurt others by seeking out education on what consent really means. The College prohibits sexual violence and will offer resources to anyone who has experienced such violence while taking appropriate administrative and conduct action regarding any allegedly responsible individual within the jurisdiction of the institution. The Policy on Sexual Violence applies equally to all students and employees regardless of sex, sexual orientation, gender, gender identity, or gender expression. Without a proper understanding of the concept of consent, any person is at risk of committing a violation of this Policy.

### I. Student Onboarding and Ongoing Efforts

Sarah Lawrence College has developed a comprehensive student onboarding and ongoing education campaign to educate members of the College community about domestic violence, dating violence, stalking, and sexual assault. Topics about which education is provided by the College include:

- Relevant definitions including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, sexual harassment, and sexual exploitation.
- The role of the Title IX coordinator, Campus Safety, and other relevant offices that address sexual violence prevention and response.
- Awareness of violence, its impact on those who have experienced sexual violence as well as their friends and family, and its long-term impacts on members of our community.
- Bystander intervention and the importance of taking action to prevent violence when one can safely do so.
- Risk assessment and reduction including, but not limited to, steps that all persons can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family (whether on or off campus), and the availability of College officials who can answer general or specific questions about risk reduction.
- Consequences and sanctions for individuals who commit crimes and policy or Code of Conduct violations.

- The fact that the College requires all employees to participate in an interactive online program that outlines current laws against sexual harassment and provides examples that clearly illustrate situations and behaviors to be avoided. Employees must take the program when first employed and then periodically thereafter throughout employment.
- The fact that all new students are required to complete online programs regarding sexual violence, affirmative consent, and bystander intervention.
- The fact that the College administers a student survey to assess the campus climate regarding sexual violence every other year.
- Ongoing training throughout the academic year on sexual misconduct and related topics for athletes, student leaders, and student organizations.

## PROCEDURES FOR COMPLAINTS AGAINST STUDENTS REGARDING SEXUAL VIOLENCE

The following procedures apply to cases in which a Sarah Lawrence College student is a Complainant or Respondent of a Formal Complaint. If a faculty member, staff member, or third-party employee of the College is named as a Complainant or Respondent in a Formal Complaint involving a student, these procedures apply as well.

In the event an ambiguity or a question arises with respect to the procedures that will govern the review of a particular report or Formal Complaint alleging sexual violence, the College's Title IX coordinator shall have the sole and exclusive discretion to make the determination as to the procedures that will be followed. Moreover, modifications to any of the procedures discussed herein may be considered, if agreed to by the Complainant and Respondent (henceforth known as the Parties), and approved by the Title IX coordinator. Approval of such modifications shall be in the sole and exclusive discretion of the Title IX coordinator.

### Rights and Responsibilities

#### I. Access to Information on Resources

Persons making reports of sexual violence ("Reporting Individuals/Complainants") and persons who are the subjects of those reports ("Respondents") will be informed of their rights to the supportive measures and protections referenced in these procedures and the corresponding Policy Against Sexual Violence. The College shall assist both Reporting Individuals/Complainants and Respondents in securing information about supportive measures and off-campus resources, including intervention, mental health counseling, and medical services, which shall include information on whether such resources are available at no cost or for a fee. Please refer to ["Resources for Students Who Experience Sexual Violence" \(p. 110\)](#) for detailed information regarding resources.

The Title IX Office will also provide information on sexual assault forensic examinations and other resources available through the New York State Office of Victim Services. For additional information, please refer to ["Resources for Students Who Experience Sexual Violence" \(p. 110\)](#) or visit <https://ovs.ny.gov>.

## II. Options & Assistance for Reporting Individuals/Complainants

The College will ensure that Reporting Individuals/Complainants are advised of their ability to:

- Make an Incident Report of sexual assault, domestic violence, dating violence, stalking, sexual harassment, and/or sexual exploitation and to consult with the Title IX Office with respect to reported occurrences.
  - The College will take reasonable measures to keep a Reporting Individual's/Complainant's identity private if said Reporting Individual/Complainant wishes to maintain privacy.
  - The College will provide supportive measures regardless of whether a Reporting Individual/Complainant pursues the Formal Complaint Process.
- Have access to the Title IX coordinator, or other appropriate officials trained in assisting individuals who have experienced sexual violence, who shall be available to:
  - Provide information regarding options to proceed with College processes or access College resources;
  - Discuss the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
  - Explain that the criminal justice process utilizes different standards of proof, and that evidence and any questions about whether a specific incident violated the Penal Law may be addressed to law enforcement or to prosecutors such as those at the District Attorney's office; and
  - Offer access to confidential resources.
- Meet with the Title IX Office, or other appropriate officials trained in assisting individuals who have experienced sexual violence, upon initiation of the Formal Complaint Process. The Title IX Office, or other appropriate officials, shall be available to:
  - Provide information regarding options to proceed with and participate in College processes or access College resources; and
  - Explain that the criminal justice process utilizes different standards of proof, and that any questions about whether a specific incident violated the Penal Law should be addressed to law enforcement or to the District Attorney.
- Disclose the incident to College confidential resources who can offer privacy or confidentiality, as appropriate, and can assist in obtaining needed resources such as counseling and clinical care.
- Receive assistance from appropriate College representatives in initiating legal proceedings in family court or civil court.
- Exercise their right to exclude their own prior sexual history with persons other than the other party or parties involved in the conduct process.
- Be free from retaliation for making a good faith report of a violation of the College's Policy Against Sexual Violence, or for participating in or cooperating with an investigation or any other process under these procedures.

The following topics also should be considered by Reporting Individuals/Complainants, and Reporting Individuals/Complainants may receive additional information from the Title IX Office about them:

### A. Timeliness of Formal Complaints

Delays in reporting an act of sexual violence can negatively impact the College's ability to investigate, and in certain cases can foreclose the ability of the matter to proceed to a hearing and/or limit the available options in the event of a finding of responsibility. Students may, as noted,

choose to make a report of an incident of sexual violence (referenced in these procedures as an “Incident Report,” but ask that the Incident Report not be investigated, and that the matter not proceed to a hearing.

**To trigger the commencement of an investigation and/or the potential for a hearing, the individual who experienced the alleged Policy violation must file a Formal Complaint with the Title IX Office that asserts a violation of the College’s Policy Against Sexual Violence, unless the College files a Formal Complaint, as discussed above.** The individual who experienced the alleged Policy violation, upon filing a Formal Complaint, will be referenced as a Complainant. The individual who experienced the alleged Policy violation may file a Formal Complaint anytime at or after the time the Incident Report is made. The process involved in making a Formal Complaint is discussed in Section III of the Procedural Options section. See [“Procedural Options” \(p. 130\).](#)

To file a Formal Complaint, both the individual who experienced the alleged Policy violation and the Respondent must be enrolled at the College at the time that the Formal Complaint is made. If the individual who experienced the alleged Policy violation or the Respondent will be graduating before the investigation and/or any hearing has concluded, the graduated parties will be permitted to participate in the remaining portions of the investigation and/or hearing, and participation will be facilitated through electronic means (e.g., Zoom or Skype) if the person(s) are not able to attend and participate in person. If the Respondent has graduated before the investigation or hearing procedure has been concluded, but a hearing results in a finding of responsibility, among other things the sanction may include a restriction or limitation on the Respondent’s access to campus, to College events, or to future campus employment.

However, in all events, reasonable follow-up and review may be conducted on any reports involving students or employees who are no longer members of the College community.

## **B. Declining to Pursue the Formal Complaint Process**

Students have the right to decide whether to disclose an incident of sexual violence, and the corresponding right to participate, or to decline to participate, in the conduct process. Therefore, a Reporting Individual/Complainant making an Incident Report, or if they did not make the Incident Report, the individual who experienced the alleged Policy violation, may affirmatively request that an investigation not be undertaken, and/or may decline to file a Formal Complaint. Students should be aware that honoring such a request to forego pursuit of a Formal Complaint may limit the College’s ability to meaningfully investigate and pursue conduct action against a Respondent.

***Students also should be aware that the College generally will honor a request by the individual who experienced the alleged Policy violation not to investigate Incident Reports of sexual violence through the Formal Complaint Process. However, if the Title IX coordinator determines that declining to investigate the allegations in the report is unreasonable in light of the known circumstances, or that the facts reported reasonably raise safety concerns related to the individual who experienced the alleged Policy violation or other members of the campus community, the Title IX coordinator may determine to file a Formal Complaint and investigate under this Policy in order to mitigate potential risk of harm, or for other compelling reasons which indicate that an investigation is warranted.***



Factors used by the College to determine whether to honor a student's request to decline the Formal Complaint Process or to pursue investigation and proceedings under these procedures include, but are not limited to:

- Whether the Respondent identified in the Incident Report made to the College has a history of violent behavior, has been alleged to be a repeat offender, or has been the subject of multiple reports;
- Whether the incident represents escalation in unlawful or inappropriate conduct from previously noted behavior by the Respondent;
- Whether the College believes there is an increased risk that the Respondent will commit acts of violence in the future;
- Whether the Respondent is alleged to have used a weapon or force;
- Whether the circumstances reported suggest identifiable and tangible risks to the community;
- Whether the individual who experienced the alleged Policy violation is a minor;
- Whether the institution possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of conduct at a given location or by a particular group; and
- Whether the totality of the circumstances in the judgment of the Title IX coordinator warrants resolution of the matter through the Formal Complaint Process.

If the College determines not to investigate or to pursue the Formal Complaint Process, it will notify the individual who experienced the alleged Policy violation and indicate whether that determination was made at their request. When the College determines to proceed with an investigation or proceedings despite the request of an individual who experienced the alleged Policy violation to refrain from doing so, it also will notify them. Notification or communication will usually be made in writing.

Additionally, if a Reporting Individual/Complainant chooses not to make a Formal Complaint to the College regarding an incident, that party nevertheless should take steps to preserve relevant evidence in the event that they decide at a later date to report the incident to law enforcement or pursue a Formal Complaint. Such evidence may assist in proving that the alleged offense occurred, or otherwise be useful. This evidence may include things like instant messages, social networking pages, other communications, pictures, logs or other documents, and physical evidence like clothing or bed linens. Those reporting an incident should understand that a delay in reporting, a delay in proceeding, and/or a delay in providing or preserving evidence may negatively impact or even preclude:

- The ability of law enforcement to investigate fully, or to establish proof of potential violations of the law,
- The ability of the Reporting Individual/Complainant to pursue potential claims against the Respondent, and/or
- The ability of the College to investigate fully, or pursue proceedings under this Policy, or of any other potentially applicable College conduct policies.



### **C. Request to Withdraw a Formal Complaint**

At any point, the Complainant may withdraw a Formal Complaint. Should the Complainant wish to withdraw a Formal Complaint after it is filed, the Complainant should contact the Title IX coordinator to inform the coordinator of this decision in writing.

If the Complainant chooses to withdraw a Formal Complaint, the College may halt the process, and if it does will notify the Respondent that the Formal Complaint Process is no longer being pursued. In determining whether in such circumstances to halt the Formal Complaint Process, a determination entrusted to the Title IX coordinator's sole discretion, the Title IX coordinator shall consider factors such as those set forth in Section II(B), above.

### **III. Options & Assistance for Respondents**

The College will ensure that Respondents are advised of their ability to:

- Be informed, in cases where:
  - The individual who experienced the alleged Policy violation has declined the Formal Complaint Process but has requested supportive measures that require the Respondent's notification of that measure;
  - A meeting with the Respondent is otherwise deemed appropriate, of the approximate date and time, location, and nature of the alleged Policy violation that has been reported to the Title IX Office.
- Meet with the Title IX Office, or other appropriate officials trained in assisting individuals who have experienced sexual violence, upon initiation of the Formal Complaint Process. The Title IX Office, or other appropriate officials, shall be available to:
  - Provide information regarding options to proceed with and participate in College processes, or access College resources;
  - Explain that the criminal justice process utilizes different standards of proof, and that any questions about whether a specific incident violated the Penal Law should be addressed to law enforcement or to the District Attorney;
  - Offer access to confidential resources; and
  - Provide the Notice of Complaint, with details including the date, time, location, and the alleged Policy violation(s) to be investigated under these procedures.
- Discuss the incident with the College confidential resources who can offer privacy or confidentiality, as appropriate, and can assist in obtaining needed resources such as counseling and clinical care.
- Exercise their right to exclude their own prior sexual history with persons other than the other party or parties involved in the conduct process.
- Be free from retaliation for making a good faith response to a report of a violation of the College's Policy Against Sexual Violence, or for participating in or cooperating with an investigation or any other process under these procedures.

The following topics also should be considered by Respondents, who may receive additional information from the Title IX Office about:

#### **A. Declining to Participate in the Formal Complaint Process**

Respondents may decline to participate in the investigation, adjudication, and/or any step of this process, and any subsequent appeal.

- Declining to participate in an investigation will not preempt the investigation and further relevant proceedings.
- Declining to participate in an investigation will not preclude the Respondent’s adviser from questioning other parties and witnesses who are present at a hearing.
- Declining to participate in an investigation may hinder the investigators from receiving information of relevance to the Formal Complaint, or from developing a comprehensive investigation record.

## **B. Community Safety Assessment**

The College may determine a need to perform a community safety assessment regarding the Respondent. Further information on the Community Safety Assessment can be found under [“Resources for Students Who Experience Sexual Violence” \(p. 110\)](#).

## **C. Potential Restrictions**

If deemed necessary, the Title IX Office has the authority to place limits and restrictive measures on individuals, including Respondents, during the pendency of proceedings under this Policy.

For example, should an individual refuse to participate in the community safety assessment process, the refusing individual may be placed on social probation, not permitted to live on campus, placed on interim suspension, or subjected to such other limits and restrictive measures pending the outcome of the conduct process as the Title IX Office deems appropriate.

## **D. Option to Appeal Restrictions**

For any restriction imposed by the College, a Respondent may appeal to modify or eliminate the restrictions, under the following conditions:

- Excessiveness of the restriction or undue hardship created by the restriction,
- Medical or disability-related concerns impacted or exacerbated by the restriction,
- Material change in circumstances warranting elimination or modification of the restriction, or
- Other compelling circumstances warranting elimination or modification of the restriction.

The appeal must be submitted within five (5) calendar days of notification of the restriction to the Title IX coordinator. The appeal statement shall be no longer than two pages and consist of one-inch margins and Times New Roman 12-point font. No attachments or exhibits will be accepted. However, any references to the restriction can be made in the appeal statement. During the appeal process, the restriction being challenged will remain in place.

The Title IX coordinator may accept, reject, or alter the terms of the restriction as a result of the appeal, and will notify the Respondent of the decision regarding the appeal via Maxient promptly, and generally within five (5) calendar days of receiving the appeal. Where appropriate, the Reporting Individual/Complainant also will be notified of modifications to or eliminations of any restriction. This determination is final.

## **IV. Student Bill of Rights**

Under Section 6443 of New York State’s “Enough Is Enough” legislation, all students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;

- Make a decision about whether or not to disclose a crime or violation, and participate or decline to participate in the judicial or conduct process and/or criminal justice process, free from pressure by the College;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the Reporting Individual/Complainant is at fault for crimes or violations that are reported, or should have acted in a different manner to prevent such crimes or violations from occurring;
- Describe the incident to as few College representatives as practicable, and not be required to unnecessarily repeat a description of the incident;
- Be protected by the College from retaliation by the College, or by any student (including any student's friends, family, and acquaintances) within the jurisdiction of the College;
- Access to at least one level of appeal of a determination made under this Policy;
- Be accompanied by an adviser of choice who may assist and advise the Parties throughout the judicial or conduct process, including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

These rights are quoted, *verbatim*, from the statute. The full text of the “Enough Is Enough” Law is available at the New York State Senate website, <https://www.nysenate.gov/legislation/laws/EDN/A129-B>.

## Preliminary Reports

### I. Intake of Incident Reports

An Incident Report is the initial report in which a Reporting Individual/Complainant shares an alleged Policy violation with the Title IX Office and/or Campus Safety. The Title IX coordinator is the primary College official responsible for receiving Preliminary Reports, often in conjunction with Campus Safety. Reports may be submitted by any person (other than confidential resources), whether or not the Reporting Individual/Complainant claims to have been impacted directly by an act of sexual violence. When receiving Reports from third parties not directly impacted by an act of sexual violence or sexual misconduct, the Title IX coordinator will consider an appropriate response to assist individuals impacted directly by the reported acts.

The Title IX coordinator's (or their designee's) duty upon receipt of a Preliminary Report is to aid the Reporting Individual/Complainant in understanding their rights and the disciplinary process under these procedures. The Title IX coordinator further provides assistance to Reporting Individuals/Complainants, to Complainants (where the Reporting Individual is not the Complainant), and to Respondents.

### II. Assessment of Preliminary Reports

After receiving a Preliminary Report, the Title IX coordinator (or designee) shall conduct an Initial Assessment to evaluate whether, if substantiated, the conduct as alleged in the Report could constitute a Policy violation, and whether it is otherwise possible to proceed with the College's conduct process. The Title IX coordinator may consult with other College administrators during the Initial Assessment to ensure the appropriate response.

The Title IX coordinator (or designee) shall assess the available information and may take any of the following actions:

- Determine that the Preliminary Report does not allege conduct that constitutes a potential violation of the Policy, or of any other College policy or Code of Conduct provision;
- Refer the Preliminary Report to another office at the College for review, if it is determined that the Report details conduct that is outside the scope of this Policy, but may violate one or more other College policies or may trigger other corrective actions; and/or
- Review the available procedural options with the Reporting Individual/Complainant, including the ability of the Reporting Individual/Complainant to file a Formal Complaint, and to be afforded supportive measures.

Depending on the circumstances and options chosen by the Reporting Individual/Complainant, the Respondent may or may not be notified of the existence of the Preliminary Report. The College, however, must notify a Respondent when taking action that would impact the Respondent's privileges or ability to access campus, or upon the filing of a Formal Complaint.

### III. Contact the Title IX Office

To make a Preliminary Report regarding an alleged violation of the Policy, the Title IX coordinator can be consulted. Relevant contact information is:

Kristin Collado, Esq., Title IX Coordinator

Phone Number: 914.323.6138

Email Address: [titleix@sarahlawrence.edu](mailto:titleix@sarahlawrence.edu) or [kcollado@sarahlawrence.edu](mailto:kcollado@sarahlawrence.edu)

Campus Location: Andrews Annex, Room 102b

For more detailed information, please refer to the section on Reporting Options under the chapter on ["Resources for Students Who Experience Sexual Violence" \(p. 110\).](#)

## Procedural Options

At the conclusion of the assessment conducted in response to a Preliminary Report, relevant options for proceeding will be discussed with the individual who experienced the alleged Policy violation. If the Preliminary Report is deemed to constitute potential violation of the Policy Against Sexual Violence, available options for resolution typically will include:

- Administrative Assistance,
- Mediation, and/or
- The Formal Complaint Process.

Two of these three forms of resolution (administrative assistance and mediation) do not involve an investigation or the potential for a hearing under these procedures. Administrative assistance and mediation are options that may be available **even if** the Reporting Individual/Complainant does not wish to proceed with the Formal Complaint Process, and the goal of those alternative forms of resolution is to engage the Title IX Office's assistance to mitigate the harm and address the concerns of the parties.

While the preferences of the Reporting Individual/Complainant will be considered, as discussed above, the Title IX coordinator also has the authority, in consultation with such other College administrators as deemed appropriate, to determine that an investigation and pursuit of the Formal Complaint Process are

necessary in order to ensure a safe campus environment. Additionally, should statements made during administrative assistance or mediation highlight aspects of the reported conduct not previously known to the College, or detail additional violations of the Policy, the College reserves the right to stop that resolution process and re-evaluate the available resolution processes. However, statements made by a party during the administrative assistance or mediation proceedings will not be included as evidence in reports made with respect to an ensuing investigation.

## Administrative Assistance

Administrative assistance does not involve any adjudication of responsibility, but will focus on attempting to provide accommodations and supportive measures upon request by the Reporting Individual/Complainant and/or the Respondent. This option is available regardless of whether mediation and/or the Formal Complaint Process is being pursued.

Excluding a request for a No Contact Order (or for third parties or persons no longer students at the College a no trespassing order, known as a *persona non grata* or “PNG” directive), administrative assistance may become effective without notification to the Respondent. For further detailed information on protective measures and other necessary accommodations such as the PNG directive, please see the section on Supportive Measures under the chapter on [“Resources for Students Who Experience Sexual Violence” \(p.110\)](#).

## Mediation

The purpose of Mediation is for the parties who are in conflict to identify the implications of the reported actions and identify points of agreement and appropriate remedies to address them. Either party may request Mediation to seek resolution. However, Mediation will be available only under both of the following conditions:

- The consent of *both* Parties, and
- The incident constitutes conduct that, in the discretion of the Title IX coordinator, is appropriate to be potentially resolved through Mediation.

Prior to Mediation, a temporary, mutual No Contact Order will be put in place to ensure the parties do not contact one another during the process. Either party has the right to terminate participation in the Mediation process at any time.

The Title IX coordinator or their designee, known as the Facilitator, will facilitate Mediation. During Mediation, the Facilitator will guide a discussion between the Reporting Individual/Complainant and the Respondent in efforts to identify an outcome both Parties agree upon. If either party feels uncomfortable being present in the same room as the other party, the parties may mediate via telephone or electronic means facilitated by the College. Alternatively, at the request of either party, the Facilitator may conduct “caucus” mediation in which the Facilitator conducts separate meetings with each Party. Whether or not the parties agree to meet face to face, each party will be permitted to bring an adviser of their choice to the Mediation meeting(s).

If the Mediation results in an agreed-upon resolution between the Reporting Individual/Complainant and the Respondent, the Facilitator will record in writing the agreement that was reached between the Parties, and the matter will be closed on the terms agreed to. A notification of this agreement will be given to both Parties, and the Title IX Office thereafter will monitor adherence to the agreed-upon resolution.

If a resolution cannot be reached through Mediation, or the Mediation otherwise concludes without agreement, the Reporting Individual/Complainant has the ability to pursue the Formal Complaint Process discussed below.

## Formal Complaint Process

A Formal Complaint is a written statement providing details (i.e., time, place, and circumstance) of an act of alleged sexual harassment or sexual violence, typically received from the individual who experienced the alleged Policy violation, though it may be filed by the Title IX coordinator in some circumstances, as described above, seeking an investigation into the allegations and related proceedings under this Policy. ***In order to commence the Formal Complaint Process under these procedures, the individual who experienced the alleged Policy violation must submit the Formal Complaint Process Acknowledgement Form, including their signature or electronic signature, unless the Title IX coordinator does so, as described above.*** Once an individual who experienced the alleged Policy violation files a Formal Complaint, they shall be known as the Complainant throughout the process.

Upon receipt of a request to file a Formal Complaint of an alleged incident of sexual violence, the Title IX coordinator (or designee) will discern if there is sufficient information (such as the names of individuals involved, a reasonably detailed description of the incident, and additional relevant information) to permit an investigation and pursuit of the Formal Complaint Process.

A Formal Complaint may be filed at the time the Preliminary Report is made, or at any time thereafter. The Investigation and Hearing (exclusive of Appeal Procedure) of the Formal Complaint Process typically will be completed within seventy-seven (77) calendar days of the College's receipt of the Formal Complaint. However, the College's process allows for extensions of this time frame, and all other time frames specified below, when the College determines, in its sole discretion, that good cause for such extension(s) exists. Written notice to the Complainant and the Respondent notifying them of any extension(s), and the reasons for the extension(s), will be provided.

Additionally, upon initiation of a Formal Complaint, the Title IX Office must assess and provide information to the Parties (if not previously provided) with respect to the following:

- Supportive Measures, the potential availability and benefit of such Measures ([for more information, visit p. 114](#)),
- No Contact Orders, the potential availability and impact of such Orders ([for more information, visit p. 114](#)), and
- Access to information on the Formal Complaint Procedures and Policies on Sexual Violence.

### I. Investigation Procedures Related to Formal Complaints

To make a Preliminary Report regarding an alleged violation of the Policy, consult the Title IX coordinator. The Title IX coordinator is:

Kristin Collado, Esq., Title IX Coordinator

Phone Number: 914.323.6138

Email Address: [titleix@sarahlawrence.edu](mailto:titleix@sarahlawrence.edu) or [kcollado@sarahlawrence.edu](mailto:kcollado@sarahlawrence.edu)

Campus Location: Andrews Annex, Room 102b

## A. Pre-Investigation

Upon initiation of the Formal Complaint, the Title IX coordinator will send both the Complainant and the Respondent a Notice of Complaint. The Notice of Complaint will describe and include the following information:

- The date, time, location, and allegations concerning the Policy violation(s);
- The specific Code of Conduct and/or Policy provisions alleged to have been violated;
- The Respondent is presumed not responsible unless and until the Adjudicator determines there is a preponderance of the evidence that the Policy violation(s) occurred; and
- All possible sanctions.

Additionally, the Parties will be notified how to submit the following:

- **Written statement:** Either party may elect to make a written submission in support of or in response to the Formal Complaint. A Party may also choose to move forward without a written statement, and be interviewed. Parties may, as previously noted, decline to be interviewed, but that will not preclude interviews of other Parties and witnesses, and, where appropriate, a hearing under the Policy.

The written statement must be prepared and submitted by the Party and not by their adviser. The written statement should follow these guidelines:

- Its content should be relevant to the issues in the Notice of Complaint;
- It should be professional in tone, nondisparaging, and not overly combative;
- It should include or refer to probative information about the allegation(s);
- It *should not* discuss the impact of the alleged violation(s) and/or investigation (impact is only appropriate for the sanctioning stage, if any).

The written statement shall be no longer than five pages and consist of one-inch margins and Times New Roman 12-point font; however, a Party may request additional pages for their written statement, which may be granted at the discretion of the Title IX coordinator or their designee, for good cause shown.

- **List of witnesses:** Each Party may submit a list of individuals they believe are witnesses with relevant information surrounding the alleged incident(s) that are the subject of the Formal Complaint. The Parties should also include a short description of why they determine a witness has relevant information and should be interviewed. The Investigator(s) may decline to interview any witness whose information is cumulative, irrelevant to the allegations in the Formal Complaint, or otherwise not reasonably probative of those allegations, or who is not reasonably available for an interview. All individuals who are interviewed may also, at the interview, present witness lists or request that specific persons with pertinent information be contacted by the investigator.
- **Evidence:** If a Party believes they have physical evidence surrounding the alleged incident(s), including electronic evidence like text messages or similar communications, the Party is encouraged to submit these materials promptly. Physical evidence, like clothing, also should be preserved and documented. Privileged information, such as health records, is *never* required to be submitted, but may be submitted if the Party whose health records are to be submitted consents to their submission. All individuals who are interviewed may also present evidence during the interview with the Investigator(s), although delays in the submission of evidence may limit or preclude its consideration during the Formal Complaint Process.



- **Adviser Form:** The Complainant and Respondent are allowed to have an adviser throughout this process. For a detailed description of an adviser and their role, please see [“Adviser” \(p. 105\)](#). If a Party wishes to have an adviser present during the interview process, the Party must complete and submit the Adviser Form in advance of the interview.

Both the Complainant and Respondent will be given seven (7) calendar days from the Notice of Complaint to supply these materials (a written statement [if any], a proposed witness list, supporting evidence [if any], and the Adviser Form) to the Title IX coordinator or their designee. The Title IX coordinator does not play a role in reviewing or analyzing any statements, witness lists, or evidence presented by the parties, but promptly will give all such information to the Investigator(s) to utilize in the investigation.

Upon receipt of the above materials or seven (7) or more calendar days after issuance of the Notice of Complaint, the Title IX coordinator or their designee will coordinate with all Parties (including the Complainant, the Respondent, and all witnesses made known at this time) to schedule an interview with the Investigator(s). The interview(s) typically will occur within fourteen (14) days of the Title IX coordinator’s receipt of the above materials, although events such as scheduled class breaks and unscheduled events may impact this timeline.

## **B. Investigation Procedure**

The Investigator(s) will seek to complete the investigation and prepare the Final Investigatory Report (FIR) within thirty-five (35) calendar days of the date the Formal Complaint is filed.

Extensions may become necessary, depending on any of the following:

- The cooperation and availability of witnesses, whether the College is in session, and/or if there are criminal proceedings or criminal investigations under way with respect to the incident or incidents reported that delay the College’s internal proceedings; or
- One or both Parties request a delay in the process, and that request is granted for good cause shown; or
- Other extenuating or appropriate circumstances arise, the adequacy of which rests in the Title IX coordinator’s sole discretion.

If the investigation cannot be completed within the thirty-five (35) day period, both the Complainant and Respondent will be notified in writing by the Title IX coordinator. Such written notification typically will be sent before the expiration of the expected completion date for the investigation.

The typical steps of the Investigation Procedure are as follows:

- i. The Title IX coordinator and Investigator(s) will designate dates and times at which the Investigator(s) are available to conduct interviews on campus or by video if on campus is not possible. The Title IX coordinator or designee will perform all administrative tasks involved in scheduling these interviews.
- ii. Once all interviews are scheduled, the Investigator(s) meet with the scheduled individual(s). The Title IX coordinator, or other College representative, may be present at the start of the interview to review the Formal Complaint Process and other information pertaining to the interview. If an adviser is present, the College representative may also review their role in the process.



- iii. During the Investigation Procedure, all Parties involved will have the opportunity to provide further evidence regarding the events surrounding the incident(s) to the Investigator(s). The Investigator(s) also have the discretion to deem which submitted items of evidence are relevant to the case, although they shall identify in the FIR all evidence submitted, including a summary of the evidence deemed not relevant and the reasoning for that determination.
- iv. During interviews, if the Investigator(s) identify other individuals as witnesses with potentially probative information, these other individuals may also be contacted, whether or not either Party has brought their names forward.
- v. After interviewing each involved Party and witness, the Investigator(s) will draft a summary of the relevant information from the interview and shall send it to the interviewee to review. The interviewee may confirm the contents of the summary or comment on new information or discrepancies within the summary. Any comments received from the interviewee will be included with the FIR, typically in an Appendix.
- vi. The Investigator may conduct follow-up interviews with the Complainant, the Respondent, and/or relevant witnesses as deemed necessary and appropriate.
- vii. When all the interviews have been concluded, the FIR drafted by the Investigator will be sent to the Title IX coordinator. The FIR should include factual information and may comment on the credibility of the witnesses and/or the Parties. However, in no event shall conclusions as to responsibility be stated, as that remains in the sole responsibility of the Adjudicator.
- viii. In the event that the Title IX coordinator believes there may be material information missing from the FIR or an additional investigation is warranted, the Title IX coordinator can direct the Investigator(s) to investigate further and supplement the FIR. The Title IX coordinator shall identify the particular additional information to be gathered or the additional investigation warranted in writing to the Investigator(s), and the Investigator(s)'s supplementation will be included in the Appendix of the FIR.
- ix. When the Title IX coordinator has determined that the FIR is complete and comprehensive, the Title IX coordinator will direct the Investigator(s) to allow the Parties and their advisers to inspect and review the directly related evidence, including transcripts or notes of all interviews conducted as part of the investigation. However, such evidence will be redacted if it is not directly related to the allegations or is otherwise privileged. Additionally, the Parties and their advisers may not make copies, download, preserve, share, or otherwise disseminate or maintain the evidence which was shared with them for the purpose of the evidence review process.
- x. The Parties will then have ten (10) calendar days following inspection and review of the evidence to submit a written response to the evidence, if they choose to do so. Any written response to the evidence will be included in an addendum to the FIR.
- xi. Following the evidence review period, the FIR promptly will be forwarded to the Hearing Coordinator by the Title IX coordinator.

The submission of the FIR to the Hearing Coordinator will close the investigative record. In the event that, after submission of the FIR but prior to the hearing, any additional evidence is identified by any involved person, the Title IX coordinator shall have the sole discretion to determine whether such evidence is **previously unavailable relevant evidence which, when considered, may materially alter the outcome**. If the evidence is approved for inclusion with

the FIR, the Title IX coordinator will so indicate in an addendum to the FIR, with the date of submission and the identity of the submitter also identified. Additionally, the Title IX coordinator will consider whether to direct further investigation and extension, reschedule the hearing, authorize a reply in response to the supplemental evidence, or grant accommodations to ensure that a full hearing record is assembled on terms that are fair to the Parties.

The FIR is to remain confidential and shall only be accessible to necessary and appropriate individuals, including but not limited to: designated Investigator(s), Title IX coordinator, Hearing Coordinator, Hearing Adjudicator, the Complainant, the Respondent, the parties' advisers, and such other persons, if any, who in the Title IX coordinator's discretion are necessary and appropriate recipients. All persons receiving the FIR are expected, and obliged, to maintain the information reported in it in confidence, and not to share it with any person who lacks a legitimate need to know.

## II. Hearing Procedure

Within five (5) calendar days of forwarding the completed FIR to the Hearing Coordinator, the Title IX coordinator will send the *final* Notice of Complaint and Hearing (also known as the "Hearing Notice"), including any changes or additions to the allegations to be adjudicated, to the Respondent and the Complainant. This Hearing Notice will describe or incorporate the following:

- The date, time, location, and allegations concerning the conduct violation(s);
- The specific Code of Conduct and/or Policy provisions alleged to have been violated;
- The Respondent is presumed not responsible unless and until the Adjudicator determines there is a preponderance of the evidence that the Policy violation(s) occurred; and
- All possible sanctions.

The Hearing Notice will specify the date and time of the hearing, which in most circumstances will be no less than ten (10) nor more than twenty (20) calendar days after the date of the Notice. After the Hearing Notice is sent, the hearing will be completed within twenty (20) days, unless there is a need for an extension, which may be granted in the Hearing Coordinator's sole discretion, for good cause shown. Notification of any extension will be given in writing to both Parties.

If a supplemental statement or additional evidence is offered at or after the hearing, the presumption will be that good cause for such submissions at this point in the proceedings *does not exist*. The burden shall be on the submitting Party to overcome this presumption, and to establish the relevance of the information, any reasonable excuse for the delay in submission, and the fairness of the submission at this point in the proceedings. If the additional evidence is deemed relevant and appropriate for consideration, the Hearing Coordinator also will consider whether additional investigation is appropriate, whether rescheduling of the hearing is warranted, whether the hearing should be continued or reopened, whether any adverse Party shall be granted an opportunity to respond in writing, or whether any other remedial measures are warranted.

### A. Before the Hearing

- The Hearing Coordinator will arrange separate meetings with the Complainant and the Respondent to review the Hearing Notice and the Final Investigatory Report (and all addenda), and to answer questions regarding those documents and the hearing process. Both parties must have their adviser present at this review.

- Review of the FIR at these meetings does not authorize submission of additional proposed revisions or comments, beyond those referenced in Section B of the *Investigation Procedure* above. The pre-hearing review instead allows for transparency, permitting each party to see the Final Investigatory Report in its entirety, and allowing them the opportunity to prepare for the hearing accordingly.
- **The parties may not keep or make copies and/or download the Final Investigatory Report or its attachments unless explicitly allowed to do so by the Hearing Coordinator.**
- If, at any time, a Party changes their adviser, the Title IX coordinator and Hearing Coordinator must be notified immediately. Should a Party change or lose an adviser, the Party has three (3) calendar days to notify the College of their new adviser or be appointed an adviser by the College. The adviser must then review the FIR within five (5) days of their appointment.
- The Complainant and Respondent will be informed at these meetings that they may submit an impact statement to the Hearing Coordinator. Submission of this statement shall be no later than one (1) calendar day prior to the day the hearing commences. The impact statement(s) shall be provided to the Hearing Adjudicator, henceforth known as the Adjudicator, or the AVP HR; only if there has been a finding of responsibility. The impact statements shall be read during the sanctioning phase, and may be considered in assessing any sanction.
- Prior to the hearing, the Hearing Coordinator also will provide the Adjudicator access to the FIR and other related materials.

## **B. Rules of the Hearing**

- The hearing is closed to the public. Attendees at the hearing shall include the Hearing Coordinator, the Hearing Adjudicator, the Complainant, the Respondent, their advisers, and witnesses. Witnesses shall only be present in the hearing during their respective participation in the process.
- For in-person hearings: The Hearing Coordinator will make reasonable efforts to secure a space for the hearing that is appropriate and private. The hearing room will be set up with a screen or wall between the two Parties. The Parties in all events will be able to hear one another, but generally not see one another.
- For virtual hearings: Skype, Zoom, or other electronic means may be used to conduct a virtual hearing. At the direction of the Hearing Coordinator or Adjudicator, participants may turn their camera on or off at designated times.
- If the Complainant, the Respondent, or witnesses fail to appear, the hearing will continue as scheduled, unless for good cause the Hearing Adjudicator determines otherwise.
- All speakers must be recognized by the Hearing Adjudicator prior to speaking. No interruptions will be tolerated.
- The Parties will not question or address each other or witnesses directly. Advisers of the Parties have the opportunity to engage in cross-examination (henceforth known as “questioning”) of the other Party and of witnesses. Advisers will be allowed to have a view of the individual they are questioning. An adviser is not allowed to question their advisee.
  - If a Party does not select an adviser, the College will select and supply an adviser for that Party, solely for the purpose of questioning. This adviser shall be furnished without cost to the Party. For further information, please see [“Adviser” \(p. 105\)](#) under Definition of Roles under This Policy in Policy on Sexual Violence.

- Questioning: Advisers may pose relevant questions about any information shared or any issue raised during the hearing. The Adjudicator may determine whether a proposed question is relevant and appropriate. Should the question be deemed irrelevant, the Adjudicator will provide the rationale for that conclusion. Should the question be approved as relevant, the Party or witness in question may provide their answer. The Adjudicator's decision on such matters is final.
- If any Party involved, or their adviser, fails to follow the instructions of the Hearing Coordinator, they may be removed. If an adviser is removed, a Party will choose a new adviser.
- Brief breaks during the hearing will be taken at the request of either Party or the Adjudicator. The Parties and their adviser may consult in private during the hearing, but any break in the hearing for purposes of consultation may not occur while a question is pending. The Hearing Coordinator will determine the reasonableness of requests for breaks.

### **C. Order of Business for the Hearing**

Generally, hearings will follow the order of business listed below. However, variations may occur depending on the circumstances of an individual case, and are in the sole discretion of the Hearing Adjudicator.

1. The Hearing Coordinator makes introductions of the Hearing Adjudicator, the Parties, and their advisers; no witnesses will be in the hearing room until the time they are called to present information to the Adjudicator.
2. The Hearing Coordinator and Hearing Adjudicator explain the hearing process and answer any questions related to the process.
3. Both the Complainant and Respondent may, but are not obliged to, attend or participate at the hearing.
4. The Complainant may make an opening statement in addition to any written statement in the FIR.
5. The Respondent may make an opening statement in addition to any written statement in the FIR.
6. The Complainant testifies, answers questions from the Hearing Adjudicator and any questions posed by the Respondent's adviser in accordance with the rules of the hearing stated above.
7. The Respondent testifies, answers questions from the Hearing Adjudicator and any questions posed by the Complainant's adviser in accordance with the rules of the hearing stated above.
8. The witnesses answer questions from the Hearing Adjudicator and any questions posed by the advisers of both the Complainant and the Respondent in accordance with the rules of the hearing stated above.
9. The Complainant may, but is not obliged to, make a final statement.
10. The Respondent may, but is not obliged to, make a final statement.
11. The Hearing Adjudicator dismisses all participants.

Opening statements and final statements made by the Parties must follow the following guidelines:

- the statements will refer only to probative and relevant information;
- the statements will be professional and not overly combative or disparaging in tone;
- the statements will not reference evidence not presented at the hearing, or introduce new information that was not provided during the investigation or hearing, including evidence or information excluded from consideration by the Adjudicator.

### III. Adjudication

#### A. Deliberations

Upon completion of the hearing, the Adjudicator will deliberate to determine if the Respondent is responsible for the violation(s) alleged in the Hearing Notice. If it is not possible for the Adjudicator to make a decision the same day as the hearing concludes, the Complainant and the Respondent shall be notified by the Title IX coordinator of an anticipated date for release of a decision.

The Adjudicator will base the decision on the hearing participants' written statements, the Final Investigative Report and all attachments, any supplemental submissions from the parties, and information provided by the parties and the witnesses (if any) during the hearing.

The Adjudicator will make one of the following determinations for each alleged Policy violation:

- **Not Responsible:** The Respondent will be found not responsible when the Adjudicator determines that it is more likely than not that the alleged behavior did not occur, there was insufficient evidence to determine that it was more likely than not that the behavior occurred, and/or the behavior that occurred was not in violation of the Policy Against Sexual Violence or other applicable policies under SLC's General Code of Conduct.
- **Responsible:** The Respondent will be found responsible when the Adjudicator determines that it is more likely than not that the alleged behavior did occur, and that the behavior was in violation of the College Policy Against Sexual Violence or other applicable violations of SLC's Code of Conduct.

#### B. Notification & Decision

If the Respondent is found **not responsible for all allegations**:

- The Adjudicator will prepare the Decision Letter, including the Adjudicator's stated rationale for that determination.
- The Adjudicator will send the letter to the Hearing Coordinator, who shall provide copies of the Decision Letter, simultaneously or in a reasonably contemporaneous fashion, to both the Respondent and the Complainant.

If the Respondent is found **responsible for one or more allegations**:

The Adjudicator will notify the Hearing Coordinator of the decision before deliberating on sanctions. The Hearing Coordinator then will inform the Adjudicator of the Respondent's prior conduct history at the College, if any, including any past findings of domestic violence, dating violence, stalking, sexual assault, or sexual exploitation. The Hearing Coordinator also shall share with the Adjudicator any impact statements received from the Complainant and/or the Respondent. No Party is compelled to address or comment upon their own mental health diagnosis and/or treatment in their impact statements, and the Adjudicator shall draw no conclusion or make no inference from the absence of such information from any impact statement. The Adjudicator will consider the question of sanctions.

Typically, the Decision Letter will be sent to the parties within three (3) calendar days of the conclusion of the Adjudicator's deliberations. The Decision Letter will include the following information:

- Written determination regarding responsibility:
  - Specifying the findings of fact made,
  - Providing conclusions about whether the charged conduct occurred, and
  - Providing the reasoning for each such conclusion;
- Disciplinary sanctions to be imposed on the Respondent (if applicable); and
- Restorative remedies for the Complainant (if applicable).

Both Parties have the right to choose whether to disclose or discuss the outcome of the conduct process. They are also guaranteed the right to have all information obtained during the course of the conduct process be protected from public release by the College until the appeals panel makes a final determination, unless otherwise required by law.

### **C. Sanctions for Violations of Sexual Violence**

#### **i. Procedure for Sanctioning for Student Respondents:**

If the Respondent is found responsible for violating the Policy Against Sexual Violence, the Adjudicator may impose one or more of the following sanctions, as indicated for the specific violation. If more than one violation of the Policy is found to have occurred, the Respondent may face enhanced sanctions. Additional, different, or enhanced sanctions for other conduct violations or College Policy violations may be possible as well.

For a finding of sexual exploitation, sexual harassment, relationship violence, and/or stalking, the sanction can include:

- Social probation, which may include restriction from particular College buildings, areas of campus, and/or College activities
- Loss of College housing, either permanently or for a defined period of time
- Suspension from the College for a minimum of one full semester
- Expulsion

For a finding of sexual assault:

- Suspension from the College for a minimum of two full semesters. In the event that a finding of responsibility for sexual assault is made during the course of a semester, a Respondent is suspended immediately, and the two full semesters during which the Respondent shall be suspended are subsequent to the current term.
- Expulsion

In addition to the above sanctions, the Adjudicator may require a Respondent to participate in mandatory educational programs, an evaluation by Counseling and Psychological Services, or other remedial or restorative measures as deemed appropriate by the Adjudicator.

#### **ii. Sanctioning for Staff and Faculty:**

For cases involving a staff or faculty member, the Adjudicator will provide any finding of responsibility, or lack thereof, and the rationale for such decision to the Title IX coordinator. Then, the Title IX coordinator will supply this decision and rationale to the assistant vice president of human resources. The AVP HR will determine any penalties to be imposed, as provided below:

- Written warning (only available for a finding of harassment).
- Formal reprimand (only available for a finding of harassment).

- Suspension without pay: In the case of a faculty member, the AVP HR will make this recommendation to the Advisory Committee on Appointments.
- Termination of employment: The AVP HR will make this recommendation to the president for staff members or to the provost for faculty members. If applicable, the provost may begin the process for revocation of tenure.

## IV. Appeal Process

### A. Basis for Appeal

Either the Complainant or the Respondent may appeal the Adjudicator's decision. An appeal may address only the four following grounds:

- A material procedural error occurred, and that error was significantly prejudicial to the outcome of the hearing as it affects the student appealing.
- Previously unavailable relevant evidence, which was not available, or not known to the student appealing at the time of the hearing, is identified, which when considered may materially alter the outcome. Information that the appealing student chose not to pursue with due diligence, or present at the time of the hearing, is not considered new information.
- College personnel involved in the case presented a conflict of interest or bias that was significantly prejudicial to the outcome of the findings.
- The sanction imposed was inappropriate (either excessive or insufficient) based on the weight of the information provided during the investigation and/or hearing.

### B. Submitting an Appeal

An appeal must be submitted to the Hearing Coordinator within five (5) calendar days of the Appealing Party's receipt of the Adjudicator's decision letter, which time may be extended for good cause shown by the Title IX coordinator or the coordinator's designee. Extension requests shall be determined in the sole discretion of the Title IX coordinator or the coordinator's designee. The Nonappealing Party will promptly be notified if an appeal is submitted, and be provided with a copy of the appeal documents. Nonappealing Parties may themselves submit a written response to the appeal for the Appeals Panel to consider, within five (5) days of being provided with the Appealing Party's appeal documents, which time may be extended for good cause shown by the Title IX coordinator or the coordinator's designee. Extension requests shall be determined in the sole discretion of the Title IX coordinator or the coordinator's designee. **No further submissions shall be permitted absent permission of the Title IX coordinator.**

All appeal statements, responses, and/or replies must be sent by the student requesting the appeal (not on behalf of the student by an adviser or parent). Each appeal statement shall be no longer than five pages and consist of one-inch margins and Times New Roman 12-point font. No attachments or exhibits will be accepted. However, any references to the FIR and other materials can be made in the appeal statements or response.

### C. Appeal Deliberations

Upon receipt of an appeal, the Hearing Coordinator will call together an Appeals Panel to review the appeal. An appeal is not a new hearing, but a reviewing body that will evaluate the grounds for appeal of the Adjudicator's determination in light of the hearing record as a whole. The Appeals Panel will meet alone (without the presence of the parties, witnesses, Adjudicator, or Hearing Coordinator).

The three-member Appeals Panel will consist of the provost/dean of the faculty (or the dean's designee), serving as chair, and two members of the trained pool of faculty and staff members who were not involved in the investigation or adjudication of the underlying matter, selected by the Hearing Coordinator. The Appeals Panel members shall not include individuals with a conflict of interest or who had prior nonpublic information about the conduct charged.

The Appeals Panel will in most instances make its decision within ten (10) calendar days of the receipt of the final appeal-related submission(s). However, extenuating circumstances may result in an extension, which shall be considered in the sole discretion of the Appeals Panel chair. If there is an extension, both parties will be informed in writing of the delay, and will be given an estimate of when the appeal will be determined.

The Appeals Panel will use only the following to make its decision:

- Consideration of the merits of the appeal based on the written appeal request, and/or any responses or replies submitted subsequent to the appeal request;
- The Final Investigatory Report and any addenda or supplements to that Report;
- Other information provided to the Adjudicator at the hearing (such as documents or statements); and, if applicable,
- The recording of the hearing;

Based on these materials, the Appeals Panel may:

- Affirm the Adjudicator's determination and/or sanctions;
- Alter the sanctions rendered, if sanctions have been imposed and the appropriateness of the sanction is raised as a reason for appeal. However, the Appeals Panel's sanction must stay within the sanctioning guidelines as outlined above;
- Alter the determination, or remand the matter for further investigation or deliberation if the Appeals Panel concludes that a significant material procedural error was made; or
- Send the case back to the original Adjudicator for a new hearing if new information, as defined above, has arisen that in the Appeals Panel's judgment may have altered the outcome. If potential bias or conflict of interest is identified, or if in the Hearing Coordinator's discretion the appointment of an alternate Adjudicator would be appropriate, the Hearing Coordinator will select a new member from the Adjudicator pool.

#### **D. Revisiting Cases Based on New Information**

If the case is returned by the Appeals Panel on the basis of new information, this new information may require that additional investigation occur prior to any new hearing proceedings. The Appeals Panel, in collaboration with the Title IX Office, will determine whether the new information requires another investigation.

- If the new information requires supplemental investigation, the case will follow the timeline of investigation and hearing procedure, in which the original investigator of the case shall be responsible for conducting this investigation within thirty-five (35) days, and the hearing shall take place within twenty-five (25) days after the investigation, absent good cause shown for an extension.



- If the new information does not require any supplemental investigation, the case shall be heard within twenty (20) days, or as soon as practicable in the event the academic calendar does not allow the hearing to be scheduled, or in the absence of good cause shown for an extension.
- In the event that both Parties do not wish to proceed with a second hearing, they may consider other options for resolution, suggested and facilitated by the Hearing Coordinator. However, any alternate process must be agreed upon by both Parties and by the Hearing Coordinator.

Although new information may be presented or identified during any supplemental investigation, there shall be no changes made to the original FIR. New information, including any information gathered in a supplemental investigation, will be added as an addendum to the original Report. Both parties will have the opportunity to view the new information before it is sent back to the Adjudicator.

The decision of the Appeals Panel will be final, and no further appeals are permitted by either Party, except in the case where the Committee sends the case back to the Adjudicator to conduct a new hearing.

## Record of Process

- Outside recording devices may not be used by any Party or by any other individual at any stage of the Formal Complaint Process (including meetings, interviews, or hearings).
- An audio recording will be made by the Investigator of all interviews conducted. The Party or witness with whom the Investigator conducts the interview has a right to access their own audio recording or transcript of the interview. The Parties will be granted access to interview notes and/or interview transcripts of all persons interviewed (including the other party and witnesses) during the evidence review process, but this material will not be made available to witnesses.
- An audio recording will be made of the hearing for the use of the Adjudicator, and in the event of an appeal, by the Appeals Committee.
- The Parties have a right to access the record of the hearing, including the audio recording, prior to preparation of any appeal, assuming a prompt request is made by said Party.
- Copies of all statements, evidence, audio recordings, and letters associated with the Formal Complaint Process will be maintained by the Title IX Office for at least seven (7) years in a case file, in accordance with the College's record retention policy.
- The Adjudicator's decision letter and the Appeal Committee's decision letter, if any, will be kept in the Respondent's discipline file in accordance with the College's record retention policy.

## Transcript Notations

For incidents of violence, including but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act (which include murder; manslaughter; rape, fondling, incest, and statutory rape; robbery; aggravated assault; burglary; motor vehicle theft; and arson), the College shall make a notation on the transcript of students found responsible, after a conduct process, and after being issued a sanction of either a suspension or an expulsion.

## I. Current Students

For Respondents enrolled as current students who are found responsible for violating the Policy on Sexual Violence, the College shall make a notation on the transcript reflective of the student's sanction, such that the student was either:

- *"Suspended after a finding of responsibility for a Code of Conduct violation"* or
- *"Expelled after a finding of responsibility for a Code of Conduct violation."*

## II. Withdrawn Students

If a subject of a Formal Complaint or a Respondent withdraws from the College while conduct charges are being investigated or are pending, and declines to participate in or complete the conduct process, the College shall make the transcript notation: *"Withdrew with conduct charges pending."* The College may continue with the investigation even if a Respondent withdraws and declines to participate. A withdrawn Respondent who agrees to participate in and complete the conduct process shall not be subject to the aforementioned notation. However, if that individual who agrees to complete the conduct process is then found responsible for violating the Policy on Sexual Violence, the College will make the transcript notation: *"Found responsible for a Code of Conduct violation."*

## III. Graduated Students

If a Respondent graduates from the College while conduct charges are pending and declines to complete the conduct process, the College shall make the transcript notation: *"Graduated with conduct charges pending."* The College may continue the investigation even if a Respondent graduates and declines to participate. For a graduate who agrees to participate in and complete the conduct process, no such notation will be made until its conclusion. However, if a graduate is then found responsible for violating the Policy on Sexual Violence, the College will make the transcript notation: *"Found responsible for a Code of Conduct violation."*

## IV. Appeal of Transcript Notation

A student may seek removal of a transcript notation for a suspension imposed upon a finding of a violation of this Policy, provided that such notations shall not be removed prior to one year after conclusion of the suspension, and may only be removed for good cause shown. The determination of good cause shall be in the sole discretion of the College. Transcript notations for expulsion shall not be removed. A graduated or withdrawn student may seek removal of a transcript notation, provided that such notations shall not be removed prior to one year after being issued, and may only be granted for good cause shown.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed as soon as practicable.

# COMMUNITY RESOURCES AND SUPPORT

## ACCOMMODATIONS FOR STUDENTS WITH MEDICAL CONDITIONS

Requests for special meal plan accommodations require a current diagnosis and related prescribed diet with supporting documentation from the treating provider. Once a diagnosis has been confirmed, Health & Wellness clinicians will liaise with Food Services to determine appropriate measures. Exceptions to the meal plan requirement are considered only for medical reasons and when Food Services cannot accommodate the prescribed restrictions. Food Services is committed to accommodating health-related dietary needs and works diligently to ensure strict food preparation standards. In most cases, Food Services is able to fully accommodate prescribed dietary restrictions.

## HEALTH & WELLNESS CENTER

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

[sarahlawrence.edu/health-and-wellness/](https://sarahlawrence.edu/health-and-wellness/) or [healthandwellness@sarahlawrence.edu](mailto:healthandwellness@sarahlawrence.edu)

Appointments: [my.slc.edu/patientportal](https://my.slc.edu/patientportal) (login required)

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

**Medical Services:** The staff includes nurse practitioners and registered nurses. A local physician, affiliated with NYP Lawrence Hospital, provides ongoing consultation to the medical staff. Common needs treated by the medical staff include acute illnesses, minor injuries, physical exams, vaccinations, and sexual health issues including birth control. Nurse practitioners write prescriptions as needed to treat diagnosed illnesses and renew prescriptions when appropriate.

**Psychological Services:** The staff includes licensed mental health professionals. Time-limited individual sessions and group therapy are available to all students at the College. Common student concerns treated by our staff include depression, anxiety, and relationship and family issues. A part-time psychiatrist is available by appointment for students engaged in psychotherapy for brief medication management and adjustments. A Health & Wellness Case Manager is able to facilitate referrals for students seeking care off campus. In addition to on-site services, the Sarah Lawrence College Health & Wellness Center offers My Student Support Program (MySSP) to all enrolled students. MySSP provides all students with immediate, 24-hour mental health support at no cost to the student. Students can call or text with a licensed counselor directly from their cell phone from any location. Students may download the MySSP app and complete a student profile to ensure free access. Phone access is also available at 1.866.743.7732. (Outside the US: Call 001.416.380.6578.)

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

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

**Urgent Medical or Mental Health Issues:** During hours that the Health & Wellness Center is open, students should call the Center at 914.395.2350 and identify the call as an urgent health issue. Calls will be routed to an appropriate clinician. When the center is closed, students with serious medical or psychological concerns can request transport directly to NYP Lawrence Hospital Emergency Room by calling Westlands Desk/Campus Safety at 914.395.2222. When the Health & Wellness Center is closed, there is always a member of Residence Life available (through Westlands Desk) to respond to situations, if indicated.

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

COVID-19 policies are constantly being reviewed and updated. Please see the website and MySLC COVID pages for the most up-to-date policies.

# RESOURCES REGARDING ALCOHOL AND OTHER DRUGS

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

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

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

In such cases, a student may be required to seek an evaluation. Health & Wellness clinicians are able to provide a brief initial assessment for alcohol and other drug use and make appropriate recommendations and referrals. Appointments may be scheduled by calling 914.395.2350 or scheduling online at [my.slcc.edu/health](http://my.slcc.edu/health).

Don, Resident Adviser, Hall Director

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

## Local and Other Resources

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

- **Alcoholics Anonymous:** For meeting days and times: <http://my.slcc.edu/healthservices>
- **Addiction Institute of New York**, 212.280.0100: The Addiction Institute utilizes the College Outreach and Prevention Education (COPE) program. COPE is group therapy for college students based on the principles of the stages of change and of motivational interviewing.
- **Al-Anon/Alateen:** [www.al-anon.alateen.org](http://www.al-anon.alateen.org)  
Help for families and friends of alcoholics
- **Smart Recovery Self-Help Network:** [www.smartrecovery.org](http://www.smartrecovery.org)  
Abstinence-based, but not 12-step or spiritually based
- **Moderation Management:** [www.moderation.org](http://www.moderation.org)  
Moderation, balance, self-management, personal responsibility

- **Marijuana Anonymous:** [www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)  
12-step, abstinence-based
- **Harm Reduction:** [www.centerforoptimalliving.com](http://www.centerforoptimalliving.com)  
Alternative treatment approach that views the reduction of harm as a goal for substance users

# STUDENT CONDUCT PROCESS

## STATEMENT OF GENERAL COMMUNITY STANDARDS

The rules that govern life at Sarah Lawrence are designed to protect each individual's physical and emotional well-being and enable people to live and work together with minimal conflict and maximum personal freedom. Every member of the Sarah Lawrence community is required to abide by the standards outlined in this handbook. Additional information is listed in the appendices.

Students are expected to observe all College policies and local, state, and federal laws, including those involving breach-of-peace offenses. Students who violate federal, state, or local laws are subject to College conduct action and may be asked to leave the College by the dean of studies and student life or the dean of graduate and professional studies. The dean of graduate studies may refer the complaint to the dean of studies and student life or may work in consultation with the dean of studies and student life to resolve the conduct issue. Students are expected to comply with requests of College officials including campus safety officers and resident advisers. Failure to comply with requests will result in conduct action.

The College reserves the right to search a student residence if there is reason to believe a violation of College policy has occurred.

Policy violations in various categories are additive, and sanctions will be assigned accordingly.

# OVERVIEW OF THE CONDUCT PROCESS

We endorse the principle that responsibility for campus life should be shared by the entire community and that members of the community should make every effort to resolve problems with one another. The resources to assist students in resolving issues internally include friends, resident advisers, faculty, dons, the Student Life staff, and the deans. If informal avenues fail to resolve the problem, complaints may be brought formally to the dean of studies and student life, the director of residential life, the associate director of residential life, or, in the case of graduate students, the dean of graduate studies.

This conduct process will be used for all violations of nonacademic College policies with the exception of the Policy on Sexual Violence. The conduct process for alleged violations of the sexual violence policy can be found in [“Policy on Sexual Violence” \(p. 96\)](#).

In cases where a violation of community responsibilities or College policies and/or regulations has occurred, discipline may occur in the manner that the College determines appropriate. For graduate students, the dean of graduate studies or the dean of studies and student life will handle the matter. For undergraduates, the dean of studies and student life, the director of residential life, or the associate director of residential life will serve as the hearing officer and will consider the matter and apply sanctions as appropriate. If one of these individuals has had direct involvement in the matter, the case may be referred to another hearing officer. Cases involving alleged violations of the Policy on Sexual Violence are addressed by the conduct process found in [“Policy on Sexual Violence” \(p. 96\)](#).

Students or student organizations found in violation of decisions of, or an agreement with, the Committee on Undergraduate Student Life may be required to appear before the committee to discuss an incident or complaint. This only occurs in situations in which the committee has been involved in approving a specific event or facility/space request. The complaint may be discussed in this venue, but sanctions are not. Students cannot bring concerns or appeals regarding personal or individual conduct matters to the Committee on Undergraduate Student Life.

Students who violate community expectations or College policy and/or are issued a community violation ticket by a campus safety officer and/or documented by the resident advisers will need to meet with a hearing officer who is a staff member in Student Life to discuss the incident. The hearing officer will contact the student by Sarah Lawrence email to schedule a conduct hearing. Students are expected to respond in a timely manner. If students do not respond and/or do not meet with the hearing officer, the incident will be reviewed without the benefit of the student’s involvement, and sanctions will be enacted as appropriate to the behavior. It is to the student’s advantage to schedule and participate in a conduct hearing. A lack of response will also be considered in applying a sanction. Failure to check campus email will not be considered as a mitigating factor.

Copies of all conduct letters are sent to the faculty don. Parents will receive a copy of the letter if there is, or may be, a change in the student’s enrollment or housing status due to a conduct matter or, in some cases, due to violations of the Alcohol and Other Drugs Policy. For details see [“General College Policies” \(p. 70\)](#). A copy is also retained in the student’s conduct file in Student Life.

Questions regarding a student’s conduct case should be directed to the staff member who served as the hearing officer for the incident.



# CONDUCT PROCESS/SANCTIONS AT THE END OF THE TERM

The conduct process for alleged violations of College policy that occur at the end of each term may follow different procedures depending on the availability of College staff and the student. Sanctions resulting from such incidents may deviate from the sanctions typically issued for similar violations. Students involved in an alleged violation of College policy after the last day of classes may be asked to leave campus within 24 hours of the incident pending conduct action.

## SANCTIONS

Sanctions are assessed in response to the specific violation(s) and prior conduct history of the student and in keeping with the policies and procedures noted in this handbook. Any one or more of the following sanctions may be assessed to a student found responsible for violating College policy. In addition, with the concurrence of the dean of studies and student life or director of residential life, a sanction not listed here, but appropriate for the violation, may be assessed. Failure to comply with a sanction may result in more severe sanctions. Sanctions resulting from failure to comply with a sanction may not be appealed.

**Warning:** A warning is written notice that the student's conduct is in violation of College policy and that future violations may result in more severe sanctions.

**Educational Program/Project:** Programs and activities designed to help the student become more aware of College policies and understand the inappropriateness of the behavior, including, but not limited to, participation in a campus educational program or completion of an online program.

**Referral to Health & Wellness Center:** A referral to Health & Wellness is a referral for an assessment with the possibility of a mandate to follow any recommendations. This is a two-part process:

1. The student must make an appointment with Health & Wellness within 24 hours of the conduct hearing with the hearing officer.
2. The student must show up on time for that appointment. Tardiness may count as a missed appointment. Should an emergency arise that prevents a student from keeping an appointment with Health & Wellness, it is the student's responsibility to notify Health & Wellness to reschedule the appointment in a timely manner.

**Fines:** As appropriate to the violation, a fine may be imposed. Students may also receive a \$50 community impact fine when appropriate.

**Loss of Privileges:** Denial of a specific privilege for a defined period of time.

**Restricted Access:** Conditions that specifically dictate and limit future presence on campus and/or participation in College-sponsored activities. The restrictions will be clearly defined and may include, but are not limited to, presence in certain buildings or locations on campus, housing relocation, or a "no-contact" order forbidding the student from contact with another identified member of the community.

**Housing Probation:** Housing probation means that another violation may result in loss of housing.

**Loss of Housing:** Loss of housing means the student is removed from College housing for a defined period. Students who lose their housing must move out all of their belongings and return their keys within 48 hours.

**Social Probation:** Social probation means the student may be on campus for academic purposes only and may not be on campus when classes are not in session. Students on social probation may not register parties, serve in certain campus leadership positions, or participate in intercollegiate athletics. A student may also be restricted in attending campus-related social events or programs.

**Suspension:** Suspension means the student must leave the College for a defined period of time. During the suspension period, the student is not permitted on campus and is not permitted to participate in any off-campus, College-sponsored/affiliated activity.

**Expulsion:** Expulsion means that the student's relationship with the College is permanently terminated. A student who is expelled from the College is not permitted on campus and is not permitted to participate in any off-campus, College-sponsored/affiliated activity.

## APPEALS

A student wishing to appeal the outcome of a conduct hearing should submit a written letter of appeal outlining the grounds for the appeal to the appeals officer(s) within two working days of the issuance of the decision letter. For decisions rendered by the associate director of residential life, the appeals officer(s) is the director of residential life. For decisions rendered by the director of residential life, the appeals officer(s) is the dean of studies and student life or designee. For decisions rendered by the dean of studies and student life, the appeal will be reviewed by a panel of three members.

**Grounds for an Appeal:** The appeals officer(s) will consider whether the conduct process procedures were followed properly. The appeals officer(s) may also consider new information that was not available at the time the decision was made, if the appeals officer(s) determines that such information is relevant to the case and was truly not available at the time the decision was made. Note: Information that the student chose not to present to the hearing officer at the time of their hearing does not constitute new information. Sanctions resulting from failure to comply with a sanction may not be appealed.

An appeal is not a new hearing, and the student is not present for the appeal. The appeals officer(s) will consider the written appeal statement and the case record only in determining the outcome of an appeal. The appeals officer(s) will communicate the decision to the student appealing in writing once a decision has been reached, generally within five business days. However, unavoidable delays in the processing of an appeal, including the complexity of the case, may require additional time for review. During the consideration of an appeal, sanctions assessed by the hearing officer shall not be in effect, although the hearing officer may impose interim sanctions during the appeal period. The appeal period/process begins when the student submits the written statement to the appeals officer(s). If a student has an additional violation of community standards or College policy while an appeal is being considered, the student's prior conduct sanctions and record, including those being appealed, will be considered in responding to the new violation(s).

Only one appeal is permitted, and the decision of the appeals officer(s) is final. No further appeals are permitted. Questions about an appeal should be directed to the appropriate appeals officer(s).

## Record Retention

In accordance with the College's record retention policy, written records of conduct cases will be maintained for seven years. Written records of cases including suspension or expulsion will be maintained in the student's permanent record.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- 1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the registrar signed requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected, at which time the student must present an SLC ID card or government-issued photo ID. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
- 2. The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the College to amend a record should write to the dean of studies and student life (or other College official responsible for the record), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested, the student will be notified in writing of the decision and the student's right to a hearing regarding the request for amendment. The hearing panel will consist of the dean of the college (or designee of the dean of the college) and/or the dean of studies and student life, and the relevant faculty members. Please note that the assignment of credit and grade, as well as the narrative evaluation and critical abilities assessment submitted by the teacher, is solely the purview of the course instructor and not subject to this provision.
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of

Trustees; or a student serving on an official committee, such as the Committee on Student Work, or assisting another school official. A school official has a legitimate educational interest if the official needs to review an education record to fulfill a professional responsibility for the College.

Upon request, the College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll or where the student has already enrolled, if the disclosure is for purposes related to the student's enrollment or transfer. This disclosure may include updated or corrected information.

#### **4. The right to file a complaint with the US Department of Education concerning alleged failures by Sarah Lawrence College to comply with the requirements of FERPA.**

Complaints should be addressed to the Family Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

At its discretion, the College will release directory information, as allowed by FERPA, without prior consent unless the student specifically asks that prior consent be obtained. Directory information will include only a student's name, address, telephone number, class, enrollment status, participation in officially recognized activities and sports, and degrees received. This information is intended only for use within the College community with the following exceptions: (1) a student's name may be used in connection with announcements or reports of College activities or sports, and (2) the verification of a student's enrollment and degree(s) received may be released without prior consent in response to legitimate inquiries from outside the College community. Otherwise, it is longstanding College policy not to release any information about a student. In certain circumstances, the College may release student information in matters involving safety or health emergencies; in compliance with a lawfully issued subpoena or judicial order; to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs; in connection with financial aid (including veterans benefits); to organizations conducting studies for or on behalf of educational institutions; in connection with the release of the results of a disciplinary hearing to an alleged victim of a crime of violence or nonforcible sex offense; to parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and, in matters involving violation of the alcohol policy, the student is under the age of 21; as required by other applicable state or federal regulations; or otherwise allowed under FERPA. Students may withhold directory information by notifying the registrar in writing by the end of the first week of classes for the fall term. Requests for nondisclosure will be honored for only one year and must be filed annually. Please note that a nondisclosure request applies to all elements of directory information. The College does not apply nondisclosure requests differentially to the various directory information data elements.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

# CAMPUS RESOURCES

## CAMPUS SAFETY

**Emergency & Nonemergency Contact Numbers:** Westlands' Campus Safety Desk is located on the first floor of Westlands and is staffed 24 hours a day, seven days a week, 365 days a year. The emergency number is 914.395.2222; the nonemergency number is 914.395.2209 for questions, information, and nonemergency requests. Westlands' Campus Safety Desk not only acts as the operator for emergency and nonemergency calls, but also as a dispatcher via radio to Campus Safety officers in the field, while monitoring campuswide alarms, emergency phones, and surveillance cameras.

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

Our Campus Safety officers are New York State Licensed Security Officers who are trained, certified, and registered with NYS, which entails maintaining compliance with the New York State Security Guard Act of 1992. The officers receive additional training by the College in various areas, including report writing,

CPR, first aid, use of AEDs, Title IX, fire safety, nonviolent crisis intervention, active threat awareness, campus community policing philosophy, diversity, and ethics. Campus Safety officers enforce the laws and regulations of the federal government, New York State, the City of Yonkers, and Sarah Lawrence College. Campus Safety officers do not have arrest powers above that of a private citizen. They do have the authority to ask persons on campus property for identification and to determine whether individuals have lawful business at Sarah Lawrence College.

Campus Safety officers have the authority to issue parking tickets on campus. Parking tickets issued to students are billed to their College financial accounts. The College works closely with state and local police agencies/authorities, where appropriate. Campus Safety officers patrol the campus on foot and in vehicles 24 hours a day, seven days a week. In addition to their regular patrols, officers respond immediately to emergencies, escort students when the Campus Shuttle is not running, open and close various facilities, patrol parking areas, issue parking tickets, control and respond to all burglar and fire alarms, respond when students, faculty, or staff are locked out of dorms or offices, and document all incidents.

Campus Safety utilizes various methods, including the College website, to advise students about security procedures and updates. Campus Safety alerts and advisories are sent in the form of emails to all students via their Sarah Lawrence accounts. Text messages are also sent out in emergency situations via RAVE emergency notification system. In addition, at the beginning of each academic year, the director of campus safety or his designee gives a safety orientation to all incoming first-year and transfer students.

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

## CAMPUS SAFETY ADVISORY COMMITTEE

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

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

The committee shall report, in writing, to the president its findings and recommendations at least once each academic year. The report will be available upon request.

# RESIDENTIAL LIFE STUDENT STAFF

## Resident Advisers

A number of upper-class students serve as resident advisers (RAs). RAs assist and counsel new and returning students, help establish community within their living environment, and enforce College policy. Specifically, they work with the Office of Residential Life in welcoming students into the residential community of the College; acclimating students to the campus, which includes explaining and enforcing the regulations and rules of the College; and advising students of the various campus resources.

## Assistant Residential Life Coordinators

Assistant Residential Life Coordinators (ARLCs), who are graduate students, provide leadership and supervision to both RAs and residential communities. They work with the Office of Residential Life in meeting the various needs of students, building community relations, and explaining and enforcing the rules and regulations of the College.

# STUDENT ENGAGEMENT

We think of engagement as “a holistic connection with the Sarah Lawrence College community and its values,” which is both generated and reflected through activities outside the classroom. To this end, a cross-functional network of College staff supports students in feeling a sense of belonging and cultivating the same in others; experiencing Sarah Lawrence College as an immersive learning environment; and preparing for life beyond SLC. The College’s Engagement Team is led by the Office of Diversity, Equity, and Inclusion, and the Office of Student Involvement and Leadership.

## Diversity, Equity, and Inclusion

Bates, second floor

The Diversity, Equity, and Inclusion office collaborates with student organizations, campuswide committees, and other administrative offices to provide programs and learning opportunities that explore issues related to social identity and equity, facilitate dialogue across difference, and promote inclusion and belonging.

Some initiatives include:

- Real Talk Dialogue Series, whose student-facilitated sessions engage students in conversation and learning around social identity and equity issues;
- The THRIVE Mentorship Program for students of color;
- The LEAD Pre-Orientation Program for new students who identify as first generation, low-income, or students of color, and any students who aspire to develop their leadership potential.

The staff provides advising and supervision for identity-based student organizations, as well as for student-managed spaces including Common Ground, LGBTQIA Space, Spiritual Space, and the Food Sharing Space. The staff offers mediation support and serves as a resource for students who are dealing with issues related to prejudice and exclusion on campus.



## Student Involvement and Leadership

Barbara Walters Campus Center, second floor

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

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

### Student Organizations

Students at Sarah Lawrence College are encouraged to be active members of the campus community, and many students participate in student organizations. There are approximately 80 active student organizations on campus each year, and all student organizations are open to the entire student body. The Office of Student Involvement and Leadership facilitates the recognition process for registered student organizations and maintains an updated listing of current organizations.

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

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

## STUDENT-MANAGED SPACES

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

## Common Ground (Bates)

Common Ground's mission is to serve students of color and student-of-color identity groups, as well as to engage the Sarah Lawrence community in discussions about the perceptions, realities, and consequences of racial and ethnic identity in our society and in the world at large. The space serves as a meeting room, event space, lounge area, and resource center for students of color and members of student-of-color identity groups. While Common Ground primarily works with student-of-color identity groups, it also hosts events with other student organizations, faculty, and administrative offices committed to campus dialogue surrounding issues of multiculturalism and racial and ethnic diversity. Common Ground programming includes speakers, performances, discussions, movie nights, conferences, workshops, and other activities. For more information, please contact [commonground@gm.slc.edu](mailto:commonground@gm.slc.edu).

## Food Sharing Space

The Food Sharing Space is an on-campus food pantry containing perishable and nonperishable food items as well as some toiletries, which is open to all SLC students. The space is managed by two student workers. Located in Bates 05 (across from the Science Center), the Food Sharing Space is open 6–10 hours per week. For more information, contact [DEI@sarahlawrence.edu](mailto:DEI@sarahlawrence.edu).

## LGBTQIA Space (Bates)

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

## Publication Space (Bates)

Publication Space is a resource center for SLC's numerous student publications. The space provides computers, printers, and other amenities for writers and editors. For more information, please contact [publicationspace@gm.slc.edu](mailto:publicationspace@gm.slc.edu).

## Spiritual Space (Bates)

The mission of the Spiritual Space is to foster exploration of spirituality and inner calm, to forge connections of spirituality within the Sarah Lawrence community, and to grow as a center of faith and peace. It can also be reserved as a meeting place for religious groups or spiritually based events. It also houses a religious/spiritual library and items to be used in religious practices. For more information, please contact [spiritualspace@gm.slc.edu](mailto:spiritualspace@gm.slc.edu).

## Teahaus (North Lawn)

The Teahaus is a small stone building in the center of the North Lawn that provides a quiet space for reading, reflection, and conversation. This student-run space offers light refreshments and a wide variety of international teas. The Teahaus is open during the day and sometimes hosts poetry readings, study groups,

and open mic nights. Student organizations may also hold meetings or small events in the Teahaus. All proceeds benefit the Students for Students Scholarship Fund (SSSF). For more information, please contact [teahaus@gm.slc.edu](mailto:teahaus@gm.slc.edu).

### **WSLC Student Radio Station (Bates)**

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

## **OTHER STUDENT SPACES**

### **Student Organization Space (Barbara Walters Campus Center)**

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

### **24-Hour Study Space (MacCracken)**

The 24-Hour Study Space is located on the lowest level of MacCracken. There is comfortable seating, a work table, and a small computer lab with two computers. Access to the space is from the north end exterior entrance or under the north bridge. Students may use the space 24 hours a day using their SLC ID cards.

## **UNDERGRADUATE STUDENT SENATE**

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

The Senate has two standing subcommittees:

## Student Activities Subcommittee (SAS)

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

## Students for Students Scholarship Fund (SSSF)

The SSSF is a joint committee of the Senate and the Committee on Student Life that organizes several events and activities each year to raise money for the student scholarship fund and build campus community. The committee is composed of the SSSF chair, the two SSSF senators, and the first-year, sophomore, and junior class presidents. A member of the Advancement staff serves as the committee's adviser. The subcommittee welcomes any ideas for fundraising activities. To contact SSSF, email [sssf@gm.slac.edu](mailto:sssf@gm.slac.edu).

# FACILITIES AND OPERATIONS

## Repairs

For basic maintenance repairs, students can submit their request through MySLC at <https://my.slac.edu/workorders>.

Basic repairs consist of, but are not limited to, furniture, shades, screens, dripping faucets, etc. For maintenance emergencies such as loss of power, no heat, a broken pipe, or ceiling leaks, IMMEDIATELY call the Campus Operations Office at 914.395.2385, Monday through Friday, 8 a.m. to 5 p.m. After 5 p.m. and on weekends, students should call Westlands Desk at 914.395.2209 to report maintenance emergencies. Do not wait to report any type of maintenance problem, especially emergencies.

## Pest Management

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

## Duplicating Center for Copying

The Duplicating Center is located in Bates (across from the Science Center), and the hours of operation are 8:30 a.m. to 5 p.m., Monday through Friday. For convenience, there are two self-service copiers (black & white and color). In addition to those at the Duplicating Center, there are copy machines across campus: library main level, lower level, and upstairs level; computer lab in the Heimbold Visual Arts Center; Barbara Walters Campus Center Student Organization space; lower level of 45 Wrexham; second floor of Slonim House; study space in Hill House; William Schuman Music Library in Marshall Field; and 24-hour study space in MacCracken. Additional color copiers are located on the main level computer lab in the Heimbold Visual Arts Center and the second level computer lab in the library.

## Post Office

The Post Office is located in Bates (next to the Duplicating Center), and the hours of operation are 8:30 a.m. to 5 p.m., Monday–Friday. To reduce unclaimed/lost packages, include your mailbox number (this can be found on MySLC) when addressing items to campus.

Student's Full Name  
SLC, Mail #XXXX  
1 Mead Way  
Bronxville, NY 10708

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

## Identification Card (1Card)

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

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

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

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

**Alterations and Damage:** The card may not be altered in any way. No individual or entity may alter the card for any reason. Holes may not be punched or cut in the card. No stickers may be attached to the card aside from an official Sarah Lawrence validation sticker. The card may not be re-encoded. The cardholder and acceptor may be held responsible for any damage caused to equipment by an altered card. Any card found meeting any of these criteria will warrant confiscation and possible conduct action by the College. Replacements for altered cards will be reissued at the cardholder's expense. This fee will not be waived. It is the cardholder's responsibility to prevent damage (see "Caring for Your ID Card" below).

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

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

**Confiscation:** The Sarah Lawrence College ID card issued to a cardholder is theirs exclusively. Due to the nature of the card, it is not transferable for any reason. If a person tries to use a card not their own, the card must be confiscated and cut on sight. Authorities may also be summoned. Replacement of a confiscated card carries a fee that cannot be waived.

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

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

**Caring for Your ID Card:** To ensure durability of the card, please refrain from:

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

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

**ICard-Cash Accounts:** ICard-Cash is carried over from year to year as long as the account holder is associated with Sarah Lawrence College. ICard-Cash balances will be credited to the student's account upon graduation or withdrawal from the College; resulting credit balances \$20 and under will be forfeited; those over \$20 will be refunded to the student.



**ICard-Cash Deposits:** In addition to the student's ability to deposit online possibly being revoked, please note that a \$25 processing fee will be charged to the student account for each chargeback/retrieval/dispute request initiated with the credit card company for deposit transactions on the ICard-Cash account. Questions about any deposit or purchase on the ICard-Cash account should be addressed first to Student Accounts.

**Meal-Money:** Subscribers to a meal plan that contains Meal-Money will be allotted the value at the start of each semester. Meal-Money is nonrefundable and does not transfer from semester to semester.

**Refunds:** Sarah Lawrence College will only grant refunds due to machine malfunction/error. Some examples of machine malfunction include: laundry machine would not start, poor print quality, copier/printer jam, etc. A refund request form must be filled out and submitted in person to the department designated on the form within three business days of the transaction. Refund request forms are available in the Campus Operations Office, Help Desk, and Duplicating Services. Refund requests will be reviewed within three business days of submission date. An email will be sent with the status of the refund. For a refund to be reviewed, all information pertaining to the transaction must be filled out on the form; incomplete, illegible, or incorrect forms will be rejected. The amount approved will only be refunded to the account that was used. Any mischarges or refunds dealing with a cashier should be handled directly with the cashier, unless the student feels mistreated. Then the incident should be reported to Campus Operations.

**Off-Campus Merchants:** The College has partnered with local merchants to allow students, faculty, and staff to pay for items using their ICard-Cash account on their ID card. A full list of merchants is available on the ICard website at <https://my.slc.edu/1card>.

## Lost and Found

There are two lost-and-found centers on campus: Westlands Desk and Campus Operations (Andrews House, Purple Door). Community members may also report lost items to Campus Operations.

# PREPARATION FOR GRADUATE STUDY

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

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

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

## Pre-Education Program

Any undergraduate student exploring a career in education may participate in the pre-education program. This program helps students navigate program options and supports students as they prepare for graduate study in education.

**5-Year Combined BA/Master of Science Degree in Education** – We also provide information regarding our unique and cost-saving opportunity to work on a Master of Science in Education while still an undergraduate student at Sarah Lawrence College. Students begin their first year of the Art of Teaching master's program during their senior year at Sarah Lawrence.

The Art of Teaching master's program prepares students for the three exams necessary for New York State certification in Early Childhood/Childhood Education, providing them with the flexibility to work in pre-schools, elementary schools, and middle schools.

The Art of Teaching Program has a unique and effective approach to teaching. It is child-centered, culturally sensitive, and interdisciplinary, focusing on the observation of children. A solid philosophical background in current thinking about educational theory and practice is also central to the Art of Teaching approach.

You will work with children at every point in the program, and you will learn how to be an effective teacher, prepared to work with students from birth to adolescence. The program will connect you with education faculty and alums who can help you find your first job.

**What to do next** – Contact the director of the Art of Teaching Program, Jerusha Beckerman, [jbeckerman@sarahlawrence.edu](mailto:jbeckerman@sarahlawrence.edu), 914.395.2697. She will answer your questions, interview you, and send you the application form.

You can do this at any point during your time at Sarah Lawrence, but it is essential that you set up a meeting with her before you are in the spring semester of your junior year, because the deadline for the Fifth Year Program applications is March 1.

**5-Year Combined BA/Master of Arts Degree in Child Development** – We also provide information regarding our unique and cost-saving opportunity to work on a Master of Science in Education while still an undergraduate student at Sarah Lawrence College. Students begin their first year of the Art of Teaching master's program during their senior year at Sarah Lawrence.

**What to do next** – Contact the director of the Child Development Program, Tricia Hanley, [phanley@sarahlawrence.edu](mailto:phanley@sarahlawrence.edu), 914.395.2630. She will answer your questions, interview you, and send you the application form.

You can do this at any point during your time at Sarah Lawrence, but it is essential that you set up a meeting with her before you are in the spring semester of your junior year, because the deadline for the Fifth Year Program applications is March 1.

## Pre-Health Program

The Pre-Health Program in the Dean of Studies Office strives to guide and support students each step of the way as they explore and pursue a career in the health professions. Through individual advising, group



advising sessions, workshops, and programming, the Pre-Health Program provides students with a rich array of academic and advising resources and support. The goal is for students to feel connected, integrated, and supported by our pre-health community of students, faculty, and staff.

The Pre-Health Program partners with faculty and many campus offices to offer pre-health students academic guidance and scholarly opportunities; access to clinical, research, and community programs; and support in preparing for application to health professional programs. Students in the program have significant contact with the pre-health adviser, Dean Melinda Perlo Cohen, to receive guidance and support.

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

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

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

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

More information about academic preparation for health professional programs can be found on the Pre-Health Program site.

**The Student Pre-Health Alliance of SLC** – The Pre-Health Alliance, our College's pre-health student organization, serves to promote a community for pre-health students to engage with one another. The Alliance is governed by a student board to encourage leadership and teamwork. The Alliance meets biweekly and engages in a variety of activities, such as study groups and workshops. In addition, they cosponsor an annual alumni program in the spring open to the entire Sarah Lawrence community. The Alliance board members also serve as an advisory board to the Pre-Health Program, advised by Dean Melinda Perlo Cohen. The advisory board ensures strong lines of communication between student leadership and the

administration to meet the interests and needs of the student community. If you are interested in joining the Pre-Health Alliance, please contact [prehealthcommunity@gm.slc.edu](mailto:prehealthcommunity@gm.slc.edu).

**Orientations, Workshops, Guest Speakers, and Other Programs** – Each year, the Pre-Health Program offers an array of workshops and programs to guide and support pre-health students and alumni, including an annual event with the Office of Alumni Relations. During registration week, the Pre-Health Program hosts an orientation session for all incoming students as well as a session dedicated to returning students. Throughout the year, there are several workshops and programs geared toward supporting students and alumni preparing for their application to medical school.

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

Applicants wishing to receive a Committee Letter of Evaluation must declare their intent to apply in the fall semester *prior to the summer* in which they plan to apply to medical or dental programs (for example, applicants wishing to apply to medical school in the summer of 2021 to matriculate in 2022 must inform the Pre-Health dean of their intent to apply in fall 2020). For more information, please contact the Pre-Health Program at [prehealthadvising@sarahlawrence.edu](mailto:prehealthadvising@sarahlawrence.edu).

**What to Do Next** – Students wishing to join the Pre-Health Program should visit the program website and check out the "Getting Started" checklist to connect with the program and its resources. You can also email any questions to [prehealthadvising@sarahlawrence.edu](mailto:prehealthadvising@sarahlawrence.edu).

## Pre-Law Program

This program offers a variety of seminars, workshops, and panels to provide insight into the work of lawyers and the demands of a legal career, legal education, and anticipating law school. Receive individual counseling and access group meetings with programming that focuses on the law school admission process and the field of law in general. The pre-law advisers provide a full range of information and counseling to help you plan your legal career: course selection, resume building, LSAT prep, and assistance in helping you explore your interest in a legal career.

Call or email to make an appointment with either of our pre-law advisers:

Angela Cherubini  
Director of Career Services  
914.395.2566  
[acherubini@sarahlawrence.edu](mailto:acherubini@sarahlawrence.edu)

Mark Shulman  
History Faculty Member  
914.395.2221  
[mshulman@sarahlawrence.edu](mailto:mshulman@sarahlawrence.edu)

# CAMPUS OFFICES

## INTERNATIONAL STUDENT SERVICES

Undergraduate & Graduate Adviser Shirley Be, 914.395.2505, [sbe@sarahlawrence.edu](mailto:sbe@sarahlawrence.edu), 208 Westlands

The ISS provides a range of support to international undergraduate and graduate students (non-US citizens, dual citizens, and US citizens from abroad). Among other services, the adviser issues I-20 forms and assists with F-1 issues, on-campus jobs, US Social Security cards, and Curricular and Optional Practical Training. Please note that the cost to replace a lost I-20 is \$50. Students are welcome to make appointments with the international student adviser.

## PHYSICAL EDUCATION AND ATHLETICS

914.395.2560—Campbell Sports Center

### Philosophy

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

### Campbell Sports Center

This 48,000-square-foot facility offers a variety of recreational opportunities for students. The Campbell Sports Center includes a gymnasium with a basketball/volleyball court, an elevated jogging track, swimming pool, three squash courts, a student lounge, a rowing tank, and a studio that provides space for activities ranging from aerobics to fencing. The Sports Center also houses the Caspar Whitney Fitness Center, which

features a variety of cardiovascular equipment, including treadmills, ellipticals, bikes, rowing machines, Truweight-training circuit, and a free-weight area. Fitness assistants are on hand to assist in the safe and effective use of all equipment.

## Physical Education

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

Students are required to take four credits of physical education, half of which must be completed in the first year. Registration for classes takes place at the beginning and midpoint of each semester at the Campbell Sports Center. Graduate students have no PE requirement, but may register for courses when space is available.

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

## Athletics

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

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

# STUDENT-FOCUSED CAMPUS OFFICES

## Anita L. Stafford Office of Community Partnerships and Engagement

914.395.2573, [my.slc.edu/communitypartnerships](https://my.slc.edu/communitypartnerships) or [partnerships@sarahlawrence.edu](mailto:partnerships@sarahlawrence.edu)  
220 Bates, 2nd floor

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

## Community-Based Learning

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

## Co-Curricular Projects

There are several ways students can engage in co-curricular projects. Our office sponsors and supports student-led initiatives, programs that are developed and sustained by students. Some examples of these include Right to Write, Health and Science Afterschool Program (HASAP), and Enviro-Earth. For students wishing to volunteer on their own time, Community Partnerships and Engagement maintains a database of community-based organizations. The office organizes an annual day of service for Martin Luther King Jr. Day for students to work in local agencies.

# CAREER SERVICES

914.395.2566—Bates, second floor south

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

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

## Career Advising

### One-on-One Career Advising

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

Our appointments with students typically cover one or more of the following topics: career exploration, resumes and cover letters, internship and job search strategies, personal branding, mock interviews, and networking advice. To make an appointment, visit <https://sarahlawrence.joinhandshake.com/login> or email [careerservices@sarahlawrence.edu](mailto:careerservices@sarahlawrence.edu).

## Career Communities

<https://www.sarahlawrence.edu/student-life/career-services/career-communities/>

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

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

## Internship Program

Internships provide Sarah Lawrence students a way to finesse their professional interests while they complete an enriching, interdisciplinary education. The Office of Career Services works closely with individual students to search for and apply to internships around the country.

As a College, we recognize that not all students have the privilege to complete internships, which are often unpaid opportunities. Addressing this inequity is of utmost importance to our community. We are grateful for our donors who have enabled our office to grant our students various internship funding opportunities from our fall/spring travel stipend program to our competitive summer internship grants.

## Career Exploration and Networking Programs

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

## Alumni Connections

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

## Connect with Career Services via Online Platforms

**Handshake:** Handshake (<https://sarahlawrence.joinhandshake.com/login>) continues to be our main online platform where students can make appointments with career advisers, RSVP to events, and search for internships and entry-level jobs. Over 22,000 employers are utilizing Handshake to connect with students, offering thousands of internships and entry-level opportunities in all industries, locally and nationally.

**SLC Connect:** Our secondary online platform, SLC Connect (<https://connect.slc.edu/>), is an extension of Sarah Lawrence’s Career Communities program, which connects students with peers, faculty, and alumni professionals who share an interest or expertise in a particular industry.

This platform enables students to join a career community, message alumni for career advice, and apply to internships and jobs posted by alumni.

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

## SLC EVENTS

914.395.2412, [events@sarahlawrence.edu](mailto:events@sarahlawrence.edu)

### Event Planning

SLC Events assists in the planning of on-campus events. Students planning any type of event, screening, or meeting should contact the office immediately. SLC Events will provide guidance through the steps in organizing a successful event. The following items should be kept in mind:

**Room Bookings/Reservations:** Requests for internal events, such as meetings, lectures, panel discussions, conferences, etc., must be reserved by the event organizer through the Event Intake Form in Virtual EMS (Event Management System). To sign up for Virtual EMS, please visit <https://ems.slc.edu/EMSWebapp/>. Enter your SLC ID number (without the leading zeros) and MySLC password, then complete the form. You will receive confirmation that your account has been activated within 48 hours.

Requests received via the Event Intake Form will be reviewed, followed up on as necessary, and approved. SLC Events will know whether a selected date and time will provide an audience with few other conflicts. Once approved, continued support and coordination of the event will be provided with the organizer, pulling in appropriate campus departments as needed.

**Timing:** Successful events require proper timing. A time frame of four to six weeks is recommended for planning and publicizing an event. Please note that any event/room reservation planned less than four weeks in advance may not be accommodated.

**Sponsor:** All on-campus events must be sponsored by a student group, faculty or administrative staff member, or department. SLC Events cannot begin planning an event without an account number or Sarah Lawrence email address.

**Equipment:** If your event will need equipment such as a podium, chairs, tables, trash cans, and/or registration signs, a request should be made a minimum of two weeks prior to the event.

**Rentals:** If the College does not own or have the equipment required for an event, certain items can be rented at an additional cost. A minimum of two weeks, notice and a budget number are required for equipment rental requests.

**Campus Safety (Security):** Room openings, extra security, and additional parking requests are arranged through SLC Events. A minimum of two weeks is required for Campus Safety notifications.

**Audio Visual:** If an event requires microphones, laptops, or audio/visual recording, a request should be made a minimum of two weeks prior to the event.



**Food Services:** Catering for events is provided by AVI Fresh, the exclusive campus caterer. AVI Fresh must be used for all on-campus events; no outside caterers are allowed. In the rare instance that AVI Fresh is unable to create the food requested, a catering waiver may be issued at AVI Fresh's discretion. There is a pizza exemption for student events ONLY. A minimum of seven days' notice is required for catering. Orders placed with less than seven days' notice may not be accommodated.

CaterTrax is the system used to place catering orders on campus. You will need to create an account and use AVI Fresh's CaterTrax website (<https://sarahlawrencecatering.catertrax.com>) to see menus and pricing estimates, and to place orders. You must reserve your room and receive confirmation BEFORE placing a catering order. A budget number is also required to place a catering order. **Custom catering order requests are possible, but must be placed with [events@sarahlawrence.edu](mailto:events@sarahlawrence.edu) with a three-to-four-week lead time.**

## FINANCIAL AID

914.395.2570—Westlands, first floor

### Undergraduate Procedures

Returning students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available each October 1 and must be submitted no later than January 1 for consideration for Sarah Lawrence resources the following academic year. While completing the FAFSA, all families are strongly encouraged to use the Internal Revenue Service (IRS) Data Retrieval Tool (DRT). Once the Office of Financial Aid receives the FAFSA, your Financial Aid Application Checklist will populate.

Copies of parents' and students' tax returns used to complete the FAFSA must be received by the Office of Financial Aid no later than January 1. For students whose parents are separated or divorced, both parents are required to submit their tax returns.

Applications submitted after the deadline may reduce institutional aid eligibility.

Notification of the following year's awards will begin in early May. Merit scholarships are automatically renewed as long as the Committee on Student Work determines that the student is making satisfactory progress toward a degree. Merit scholarships from Sarah Lawrence will be forfeited if a student is suspended for any reason or if they do not meet satisfactory academic progress (SAP). **Merit awards will not be reinstated.** Review the college's SAP Policy at <https://www.sarahlawrence.edu/financial-aid/undergraduate/faq.html#accordion-2-1-1-18>.

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

In the event that information used to determine a student's financial aid eligibility changes or ability to continue studies at Sarah Lawrence comes into question, the student should immediately contact the Office of Financial Aid in Westlands. Please see our Guide to Financial Aid or visit the Financial Aid page of MySLC.



## International Students

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

## Graduate Procedures

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

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

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

Students are encouraged to use the IRS Data Retrieval Tool (DRT) on the FAFSA. IRS Data Retrieval allows the Department of Education to request income and tax information directly from the IRS. If DRT is not used on the FAFSA, students must upload a copy of their federal tax return to their application portal. Please see our Graduate Guide to Understanding Financial Aid or visit the Graduate Financial Aid section of MySLC.

## FOOD SERVICES

914.395.2387, [www.my.slc.edu/foodservices](http://www.my.slc.edu/foodservices) or email [avifresh@sarahlawrence.edu](mailto:avifresh@sarahlawrence.edu)

### Dining Facilities

**Bates Dining** at the Bates Center for Student Life is open Monday through Friday, 11 a.m. to 8 p.m., and Saturday and Sunday, 9 a.m. to 2 p.m.

**Campus Center Dining Pavilion** is open Monday through Friday, 11 a.m. to 10 p.m., and Saturday and Sunday, 2 p.m. to 10 p.m. Café is open 7:30 a.m. to 12 a.m. weekly.

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

## Meal Plan Changes

All residential students must be on a meal plan for the fall and spring semesters. Students can contact the Office of Student Accounts to change their meal plans during the first four weeks of each semester.

## HELP DESK, COMPUTER SUPPORT SERVICES, MYSLC

914.395.2460—Library

Help Desk staff members are available to work out any problems with these systems. The Help Desk provides consultation and training to aid students in getting the most out of campus digital resources.

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

For support, call the Help Desk at 914.395.2460 or email [hd@sarahlawrence.edu](mailto:hd@sarahlawrence.edu).

## MySLC

[my.slc.edu](http://my.slc.edu)

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

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

### Tips for Using MySLC

- Click the “hamburger” icon in the upper left to see the main navigation.
- MySLC’s idle timeout is 45 minutes (with a warning at 40 minutes). Therefore, save work often and/or keep a backup of any text.
- Search MySLC using the magnifying glass in the upper right.
- Need more help? Click “MySLC Help” in the main navigation or go to [my.slc.edu/help](http://my.slc.edu/help).
- Follow MySLC on Instagram, [instagram.com/MySLCedu](https://www.instagram.com/MySLCedu); Facebook, [fb.me/my.slc.edu](https://fb.me/my.slc.edu); and Twitter, [twitter.com/MySLCedu](https://twitter.com/MySLCedu), for the latest updates.

## Accessing MySLC

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

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

## Changing Passwords

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

1. Log in to MySLC.
2. Click your photo in the upper right.
3. Click “My profile & settings.”
4. Click “Password & Privacy.”
5. Click the down arrow next to “Change password.”
6. Complete the form, noting that the new password must be between 8 and 16 characters, and click “Save.”

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

# OFF-CAMPUS HOUSING

Sarah Lawrence has partnered with College Pads to provide a new off-campus housing marketplace for SLC students and community members. The virtual College Pads service replaces the off-campus apartment listing services, which were previously managed by the College’s Office of Graduate Studies.

For the most up-to-date listings for Sarah Lawrence students, please visit: <https://offcampushousing.sarahlawrence.edu/listing>

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

The platform aims to provide a vastly improved interface for students. One of the goals of interfacing via RCP is to increase engagement from students in selecting their living community. The site includes renter education modules to help students successfully navigate the transition to off-campus life, and become better educated on the local rental processes. Custom-tailored to the needs of student renters, the College Pads platform also offers students a customized roommate and sublease portal.

# STUDENT EMPLOYMENT

914.395.2570—Westlands, first floor in Financial Aid Office

The Office of Student Employment is the central point for information about on- and off-campus job opportunities for all students. Undergraduate students who are awarded Federal College Work-Study as part of their financial aid package are given priority for on-campus positions during the first two months of classes. After that, the needs of Federal Work Study students still seeking work are assessed. The Student Employment Office will then determine work eligibility for nonwork study students. Experience, skill level, job responsibilities, and application requirements vary by position. All on-campus positions are part time.

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

# APPENDIX 1: NEW YORK STATE PENAL CODE

## NEW YORK STATE PENAL LAW DEFINITION OF STALKING

**§120.45 Stalking in the Fourth Degree:** When a person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

**§120.50 Stalking in the Third Degree:** When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

**§120.55 Stalking in the Second Degree:** When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chuka stick, sand bag, sandclub, slingshot, slungshot, shiriken, “Kung Fu Star,” dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third degree against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

**§120.60 Stalking in the First Degree:** When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, he or she intentionally or recklessly causes physical injury to the victim of such crime.

## NEW YORK STATE PENAL LAW ARTICLE 130

### §130.00 Sex offenses; definitions of terms.

The following definitions are applicable to this article:

1. “Sexual intercourse” has its ordinary meaning and occurs upon any penetration, however slight
2. “Oral sexual conduct” means conduct between persons consisting of contact between the mouth and the penis, the mouth and the anus, or the mouth and the vulva or vagina.
3. “Anal sexual conduct” means conduct between persons consisting of contact between the penis and anus.
4. “Sexual contact” means any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party. It includes the touching of the actor by the victim, as well as the touching of the victim by the actor, whether directly or through clothing, as well as the emission of ejaculate by the actor upon any part of the victim, clothed or unclothed.
5. For the purposes of this article “married” means the existence of the relationship between the actor and the victim as spouses which is recognized by law at the time the actor commits an offense proscribed by this article against the victim.
6. “Mentally disabled” means that a person suffers from a mental disease or defect which renders him or her incapable of appraising the nature of his or her conduct.
7. “Mentally incapacitated” means that a person is rendered temporarily incapable of appraising or controlling his conduct owing to the influence of a narcotic or intoxicating substance administered to him without his consent, or to any other act committed upon him without his consent.

8. “Physically helpless” means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
9. “Forcible compulsion” means to compel by either:
  - a. use of physical force; or
  - b. a threat, express or implied, which places a person in fear of immediate death or physical injury to himself, herself or another person, or in fear that he, she or another person will immediately be kidnapped.
10. “Foreign object” means any instrument or article which, when inserted in the vagina, urethra, penis, rectum or anus, is capable of causing physical injury.
11. “Sexual conduct” means sexual intercourse, oral sexual conduct, anal sexual conduct, aggravated sexual contact, or sexual contact.
12. “Aggravated sexual contact” means inserting, other than for a valid medical purpose, a foreign object in the vagina, urethra, penis, rectum or anus of a child, thereby causing physical injury to such child.
13. “Health care provider” means any person who is, or is required to be, licensed or registered or holds himself or herself out to be licensed or registered, or provides services as if he or she were licensed or registered in the profession of medicine, chiropractic, dentistry or podiatry under any of the following: article one hundred thirty-one, one hundred thirty-two, one hundred thirty-three, or one hundred forty-one of the education law.
14. “Mental health care provider” shall mean a licensed physician, licensed psychologist, registered professional nurse, licensed clinical social worker or a licensed master social worker under the supervision of a physician, psychologist or licensed clinical social worker.

## **§130.05 Sex offenses; lack of consent.**

1. Whether or not specifically stated, it is an element of every offense defined in this article that the sexual act was committed without consent of the victim.
2. Lack of consent results from:
  - a. Forcible compulsion; or
  - b. Incapacity to consent; or
  - c. Where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor’s conduct; or
  - d. Where the offense charged is rape in the third degree as defined in subdivision three of section 130.25, or criminal sexual act in the third degree as defined in subdivision three of section 130.40, in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor’s situation would have understood such person’s words and acts as an expression of lack of consent to such act under all the circumstances.
3. A person is deemed incapable of consent when he or she is:
  - a. less than seventeen years old; or
  - b. mentally disabled; or
  - c. mentally incapacitated; or

- d. physically helpless; or
- e. committed to the care and custody or supervision of the State Department of Corrections and Community Supervision or a hospital, as such term is defined in subdivision two of section four hundred of the correction law, and the actor is an employee who knows or reasonably should know that such person is committed to the care and custody or supervision of such department or hospital. For purposes of this paragraph, “employee” means:
  - i. an employee of the State Department of Corrections and Community Supervision who, as part of his or her employment, performs duties:
    - A. in a state correctional facility in which the victim is confined at the time of the offense consisting of providing custody, medical or mental health services, counseling services, educational programs, vocational training, institutional parole services or direct supervision to inmates; or
    - B. of supervising persons released on community supervision and supervises the victim at the time of the offense or has supervised the victim and the victim is still under community supervision at the time of the offense; or
  - ii. an employee of the Office of Mental Health who, as part of his or her employment, performs duties in a state correctional facility or hospital, as such term is defined in subdivision two of section four hundred of the correction law in which the inmate is confined at the time of the offense, consisting of providing custody, medical or mental health services, or direct supervision to such inmates; or
  - iii. a person, including a volunteer, providing direct services to inmates in a state correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the State Department of Corrections and Community Supervision or, in the case of a volunteer, a written agreement with such department, provided that the person received written notice concerning the provisions of this paragraph; or
- f. committed to the care and custody of a local correctional facility, as such term is defined in subdivision two of section forty of the correction law, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such facility. For purposes of this paragraph, “employee” means an employee of the local correctional facility where the person is committed who performs professional duties consisting of providing custody, medical or mental health services, counseling services, educational services, or vocational training for inmates. For purposes of this paragraph, “employee” shall also mean a person, including a volunteer or a government employee of the State Department of Corrections and Community Supervision or a local health, education or probation agency, providing direct services to inmates in the local correctional facility in which the victim is confined at the time of the offense pursuant to a contractual arrangement with the local correctional department or, in the case of such a volunteer or government employee, a written agreement with such department, provided that such person received written notice concerning the provisions of this paragraph; or



- g. committed to or placed with the Office of Children and Family Services and in residential care, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to or placed with such Office of Children and Family Services and in residential care. For purposes of this paragraph, “employee” means an employee of the Office of Children and Family Services or of a residential facility in which such person is committed to or placed at the time of the offense who, as part of his or her employment, performs duties consisting of providing custody, medical or mental health services, counseling services, educational services, vocational training, or direct supervision to persons committed to or placed in a residential facility operated by the Office of Children and Family Services; or
- h. a client or patient and the actor is a health care provider or mental health care provider charged with rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55, and the act of sexual conduct occurs during a treatment session, consultation, interview, or examination; or
- i. a resident or inpatient of a residential facility operated, licensed or certified by
  - i. the Office of Mental Health;
  - ii. the Office for People with Developmental Disabilities; or
  - iii. the Office of Alcoholism and Substance Abuse Services, and the actor is an employee of the facility not married to such resident or inpatient. For purposes of this paragraph, “employee” means either: an employee of the agency operating the residential facility, who knows or reasonably should know that such person is a resident or inpatient of such facility and who provides direct care services, case management services, medical or other clinical services, habilitative services or direct supervision of the residents in the facility in which the resident resides; or an officer or other employee, consultant, contractor or volunteer of the residential facility, who knows or reasonably should know that the person is a resident of such facility and who is in direct contact with residents or inpatients; provided, however, that the provisions of this paragraph shall only apply to a consultant, contractor or volunteer providing services pursuant to a contractual arrangement with the agency operating the residential facility or, in the case of a volunteer, a written agreement with such facility, provided that the person received written notice concerning the provisions of this paragraph; provided further, however, “employee” shall not include a person with a developmental disability who is or was receiving services and is also an employee of a service provider and who has sexual contact with another service recipient who is a consenting adult who has consented to such contact.

## **§130.10 Sex offenses; limitation; defenses.**

1. In any prosecution under this article in which the victim’s lack of consent is based solely upon his or her incapacity to consent because he or she was mentally disabled, mentally incapacitated or physically helpless, it is an affirmative defense that the defendant, at the time he or she engaged in the conduct constituting the offense, did not know of the facts or conditions responsible for such incapacity to consent.

2. Conduct performed for a valid medical or mental health care purpose shall not constitute a violation of any section of this article in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article.
3. In any prosecution for the crime of rape in the third degree as defined in section 130.25, criminal sexual act in the third degree as defined in section 130.40, aggravated sexual abuse in the fourth degree as defined in section 130.65-a, or sexual abuse in the third degree as defined in section 130.55 in which incapacity to consent is based on the circumstances set forth in paragraph (h) of subdivision three of section 130.05 of this article, it shall be an affirmative defense that the client or patient consented to such conduct charged after having been expressly advised by the health care or mental health care provider that such conduct was not performed for a valid medical purpose.
4. In any prosecution under this article in which the victim's lack of consent is based solely on his or her incapacity to consent because he or she was less than seventeen years old, mentally disabled, a client or patient and the actor is a health care provider, or committed to the care and custody or supervision of the State Department of Corrections and Community Supervision or a hospital and the actor is an employee, it shall be a defense that the defendant was married to the victim as defined in subdivision four of section 130.00 of this article.

### **§130.16 Sex offenses; corroboration.**

A person shall not be convicted of any offense defined in this article of which lack of consent is an element but results solely from incapacity to consent because of the victim's mental defect, or mental incapacity, or an attempt to commit the same, solely on the testimony of the victim, unsupported by other evidence tending to:

- A. Establish that an attempt was made to engage the victim in sexual intercourse, oral sexual conduct, anal sexual conduct, or sexual contact, as the case may be, at the time of the occurrence; and
- B. Connect the defendant with the commission of the offense or attempted offense.

### **§130.20 Sexual misconduct.**

A person is guilty of sexual misconduct when:

1. He or she engages in sexual intercourse with another person without such person's consent; or
2. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent; or
3. He or she engages in sexual conduct with an animal or a dead human body.

Sexual misconduct is a class A misdemeanor.

### **§130.25 Rape in the third degree.**

A person is guilty of rape in the third degree when:

1. He or she engages in sexual intercourse with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in sexual intercourse with another person less than seventeen years old; or

3. He or she engages in sexual intercourse with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Rape in the third degree is a class E felony.

### **§130.30 Rape in the second degree.**

A person is guilty of rape in the second degree when:

1. being eighteen years old or more, he or she engages in sexual intercourse with another person less than fifteen years old; or
2. he or she engages in sexual intercourse with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Rape in the second degree is a class D felony.

### **§130.35 Rape in the first degree.**

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Rape in the first degree is a class B felony.

### **§130.40 Criminal sexual act in the third degree.**

A person is guilty of criminal sexual act in the third degree when:

1. He or she engages in oral sexual conduct or anal sexual conduct with a person who is incapable of consent by reason of some factor other than being less than seventeen years old;
2. Being twenty-one years old or more, he or she engages in oral sexual conduct or anal sexual conduct with a person less than seventeen years old; or
3. He or she engages in oral sexual conduct or anal sexual conduct with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent.

Criminal sexual act in the third degree is a class E felony.

### **§130.45 Criminal sexual act in the second degree.**

A person is guilty of criminal sexual act in the second degree when:

1. being eighteen years old or more, he or she engages in oral sexual conduct or anal sexual conduct with another person less than fifteen years old; or

2. he or she engages in oral sexual conduct or anal sexual conduct with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.

It shall be an affirmative defense to the crime of criminal sexual act in the second degree as defined in subdivision one of this section that the defendant was less than four years older than the victim at the time of the act.

Criminal sexual act in the second degree is a class D felony.

### **§130.50 Criminal sexual act in the first degree.**

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person:

1. By forcible compulsion; or
2. Who is incapable of consent by reason of being physically helpless; or
3. Who is less than eleven years old; or
4. Who is less than thirteen years old and the actor is eighteen years old or more.

Criminal sexual act in the first degree is a class B felony.

### **§130.52 Forcible touching.**

A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose:

1. forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire; or
2. subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse such other person while such other person is a passenger on a bus, train, or subway car operated by any transit agency, authority or company, public or private, whose operation is authorized by New York state or any of its political subdivisions.

For the purposes of this section, forcible touching includes squeezing, grabbing or pinching.

Forcible touching is a class A misdemeanor.

### **§130.53 Persistent sexual abuse.**

A person is guilty of persistent sexual abuse when he or she commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, excluding any time during which such person was incarcerated for any reason, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.

Persistent sexual abuse is a class E felony.

### **§130.55 Sexual abuse in the third degree.**

A person is guilty of sexual abuse in the third degree when he or she subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that:

1. such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and
2. such other person was more than fourteen years old, and
3. the defendant was less than five years older than such other person.

Sexual abuse in the third degree is a class B misdemeanor.

### **§130.60 Sexual abuse in the second degree.**

A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:

1. Incapable of consent by reason of some factor other than being less than seventeen years old; or
2. Less than fourteen years old.

Sexual abuse in the second degree is a class A misdemeanor.

### **§130.65 Sexual abuse in the first degree.**

A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:

1. By forcible compulsion; or
2. When the other person is incapable of consent by reason of being physically helpless; or
3. When the other person is less than eleven years old; or
4. When the other person is less than thirteen years old and the actor is twenty-one years old or older.

Sexual abuse in the first degree is a class D felony.

### **§130.65-a Aggravated sexual abuse in the fourth degree.**

1. A person is guilty of aggravated sexual abuse in the fourth degree when:
  - a. He or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
  - b. He or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the fourth degree is a class E felony.

### **§130.66 Aggravated sexual abuse in the third degree.**

1. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person:
  - a. By forcible compulsion; or
  - b. When the other person is incapable of consent by reason of being physically helpless; or
  - c. When the other person is less than eleven years old.
2. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
3. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the third degree is a class D felony.

### **§130.67 Aggravated sexual abuse in the second degree.**

1. A person is guilty of aggravated sexual abuse in the second degree when he or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:
  - a. By forcible compulsion; or
  - b. When the other person is incapable of consent by reason of being physically helpless; or
  - c. When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the second degree is a class C felony.

### **§130.70 Aggravated sexual abuse in the first degree.**

1. A person is guilty of aggravated sexual abuse in the first degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:
  - a. By forcible compulsion; or
  - b. When the other person is incapable of consent by reason of being physically helpless; or
  - c. When the other person is less than eleven years old.
2. Conduct performed for a valid medical purpose does not violate the provisions of this section.

Aggravated sexual abuse in the first degree is a class B felony.

### **§130.75 Course of sexual conduct against a child in the first degree.**

1. A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration:
  - a. he or she engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than eleven years old; or

- b. he or she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct or aggravated sexual contact, with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the first degree is a class B felony.

### **§130.80 Course of sexual conduct against a child in the second degree.**

1. A person is guilty of course of sexual conduct against a child in the second degree when, over a period of time not less than three months in duration:
  - a. he or she engages in two or more acts of sexual conduct with a child less than eleven years old; or
  - b. he or she, being eighteen years old or more, engages in two or more acts of sexual conduct with a child less than thirteen years old.
2. A person may not be subsequently prosecuted for any other sexual offense involving the same victim unless the other charged offense occurred outside the time period charged under this section.

Course of sexual conduct against a child in the second degree is a class D felony.

### **§130.85 Female genital mutilation.**

1. A person is guilty of female genital mutilation when:
  - a. a person knowingly circumcises, excises, or infibulates the whole or any part of the labia majora or labia minora or clitoris of another person who has not reached eighteen years of age; or
  - b. being a parent, guardian or other person legally responsible and charged with the care or custody of a child less than eighteen years old, he or she knowingly consents to the circumcision, excision or infibulation of whole or part of such child's labia majora or labia minora or clitoris.
2. Such circumcision, excision, or infibulation is not a violation of this section if such act is:
  - a. necessary to the health of the person on whom it is performed, and is performed by a person licensed in the place of its performance as a medical practitioner; or
  - b. performed on a person in labor or who has just given birth and is performed for medical purposes connected with that labor or birth by a person licensed in the place it is performed as a medical practitioner, midwife, or person in training to become such a practitioner or midwife.
3. For the purposes of paragraph (a) of subdivision two of this section, no account shall be taken of the effect on the person on whom such procedure is to be performed of any belief on the part of that or any other person that such procedure is required as a matter of custom or ritual.

Female genital mutilation is a class E felony.

## **§130.90 Facilitating a sex offense with a controlled substance.**

A person is guilty of facilitating a sex offense with a controlled substance when he or she:

1. knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
2. commits or attempts to commit such conduct constituting a felony defined in this article.

Facilitating a sex offense with a controlled substance is a class D felony.

## **§130.91 Sexually motivated felony.**

1. A person commits a sexually motivated felony when he or she commits a specified offense for the purpose, in whole or substantial part, of his or her own direct sexual gratification.
2. A "specified offense" is a felony offense defined by any of the following provisions of this chapter: assault in the second degree as defined in section 120.05, assault in the first degree as defined in section 120.10, gang assault in the second degree as defined in section 120.06, gang assault in the first degree as defined in section 120.07, stalking in the first degree as defined in section 120.60, strangulation in the second degree as defined in section 121.12, strangulation in the first degree as defined in section 121.13, manslaughter in the second degree as defined in subdivision one of section 125.15, manslaughter in the first degree as defined in section 125.20, murder in the second degree as defined in section 125.25, aggravated murder as defined in section 125.26, murder in the first degree as defined in section 125.27, kidnapping in the second degree as defined in section 135.20, kidnapping in the first degree as defined in section 135.25, burglary in the third degree as defined in section 140.20, burglary in the second degree as defined in section 140.25, burglary in the first degree as defined in section 140.30, arson in the second degree as defined in section 150.15, arson in the first degree as defined in section 150.20, robbery in the third degree as defined in section 160.05, robbery in the second degree as defined in section 160.10, robbery in the first degree as defined in section 160.15, promoting prostitution in the second degree as defined in section 230.30, promoting prostitution in the first degree as defined in section 230.32, compelling prostitution as defined in section 230.33, disseminating indecent material to minors in the first degree as defined in section 235.22, use of a child in a sexual performance as defined in section 263.05, promoting an obscene sexual performance by a child as defined in section 263.10, promoting a sexual performance by a child as defined in section 263.15, or any felony attempt or conspiracy to commit any of the foregoing offenses.

## **§130.92 Sentencing.**

1. When a person is convicted of a sexually motivated felony pursuant to this article, and the specified felony is a violent felony offense, as defined in section 70.02 of this chapter, the sexually motivated felony shall be deemed a violent felony offense.



2. When a person is convicted of a sexually motivated felony pursuant to this article, the sexually motivated felony shall be deemed to be the same offense level as the specified offense the defendant committed.
3. Persons convicted of a sexually motivated felony, as defined in section 130.91 of this article, must be sentenced in accordance with the provisions of section 70.80 of this chapter.

### **§130.95 Predatory sexual assault.**

A person is guilty of predatory sexual assault when he or she commits the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, and when:

1. In the course of the commission of the crime or the immediate flight therefrom, he or she:
  - a. Causes serious physical injury to the victim of such crime; or
  - b. Uses or threatens the immediate use of a dangerous instrument; or
2. He or she has engaged in conduct constituting the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined in this article, against one or more additional persons;  
or
3. He or she has previously been subjected to a conviction for a felony defined in this article, incest as defined in section 255.25 of this chapter or use of a child in a sexual performance as defined in section 263.05 of this chapter.

Predatory sexual assault is a class A-II felony.

## APPENDIX 2: ORDERS OF PROTECTION

### WHAT IS AN ORDER OF PROTECTION?

An Order of Protection is issued by the court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including, but not limited to situations involving domestic violence. Family courts, criminal courts, and supreme courts in the State of New York can all issue Order of Protection. For information and hotline numbers for addressing situations, see the off-campus resource chart. An Order of Protection may direct the offending person not to injure, threaten, or harass you, your family, or any other person(s) listed in the order. It may include, but is not limited to, directing him/her to:

- stay away from you and your children
- move out of your home
- follow custody orders
- pay child support
- not have a gun

### WHAT IS THE DIFFERENCE BETWEEN A FAMILY COURT, CRIMINAL COURT, AND SUPREME COURT ORDER OF PROTECTION?

#### Family Court Order of Protection

A family court Order of Protection is issued as part of a civil proceeding. Its purpose is to stop violence within a family, or within an intimate relationship, and provide protection for those individuals affected. All family court proceedings are confidential. To obtain an Order of Protection in the family court, your relationship to the other person must fall into one of the following categories:

- Current or former spouse;
- Someone with whom you have a child in common;
- A family member to whom you are related by blood or marriage;
- Someone with whom you have or have had an “intimate relationship.”

An intimate relationship does not have to be a sexual relationship. A relationship may be considered intimate depending on factors such as how often you see each other or how long you have known each other. After a petition is filed, the court will decide if it is an intimate relationship. To start a proceeding in family court, you need to file a form called a Family Offense Petition. The person filing the petition is called the “petitioner,” and the person the petition is filed against is called the “respondent.” You can contact the family court in your county for help completing and filing the petition. You may also wish to speak with an attorney or domestic violence advocate before filing. For information specific to filing an Order of Protection in Westchester County, you can call the Pace Law School Women’s Center at 914.422.4628 or visit the family court website.

## A Criminal Court Order of Protection

A criminal court Order of Protection is issued as a condition of a defendant’s release and/or bail in a criminal case. A criminal court Order of Protection may only be issued against a person who has been charged with a crime. Criminal cases are prosecuted for the State of New York by the District Attorney. Although the District Attorney may start a criminal case before a person is arrested, a criminal case usually begins with a person’s arrest. The person charged with abuse is called a “defendant.” The victim of abuse is called the “complaining witness.” There does not need to be a relationship between the complaining witness and the defendant for an Order of Protection to be issued in a criminal case.

In a criminal case, the District Attorney requests an Order of Protection for the victim or complaining witness. The judge decides whether to issue the Order of Protection and what terms and conditions will be included in the order.

A supreme court Order of Protection can be issued as part of an ongoing divorce proceeding. If you have an ongoing divorce case and would like to request an Order of Protection, you may do so by making a written request by Motion or Order to Show Cause; or you may make an oral request at a court appearance. If you are represented by an attorney, your attorney may make the written or oral request for you. The judge decides whether to issue the Order of Protection and what terms and conditions will be included in the order.

## WHAT CAN I DO IF SOMEONE VIOLATES AN ORDER OF PROTECTION?

It is a crime to violate a temporary or final Order of Protection, whether the Order of Protection was issued by a family court, criminal court, or supreme court. If the subject of the Order of Protection does not obey the order, then you can call the police. The police will probably arrest the individual for violating the Order of Protection. The individual does not have to hit you to violate the order. If the individual comes to your home and the order says he/she/they cannot, then you can call the police. You also have the right to file a violation of the order in family court. Filing a violation in family court usually will not result in arrest of the individual who has violated the order. You can choose to go to family or criminal court, or both.

## APPENDIX 3: DEFINITIONS UNDER THE VIOLENCE AGAINST WOMEN ACT (VAWA)

**Awareness programs** means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Ongoing prevention and awareness campaigns** means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

**Primary prevention programs** means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Risk reduction** means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Bystander intervention** means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Proceeding** means all activities related to a noncriminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

**Result** means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA). The result must also include the rationale for the result and the sanctions.

## THE UNIFORM CRIME REPORTING (UCR) PROGRAM AND VAWA DEFINITION OF SEXUAL ASSAULT

1. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

# APPENDIX 4: ALCOHOL AND OTHER DRUGS PENAL LAW

## Summary of State and Federal Laws Regarding Possession and Distribution of Illegal Drugs

### 1. New York Law Narcotic and Marijuana Offenses

- a. **Simple Possession:** Depending upon the drug and the quantity possessed, this offense may be a misdemeanor (Class A or B) or a felony (Class A-I, A-II, B, C, D, or E). Private possession of less than 25g of a substance, compound, or mixture containing marijuana is a violation.
- b. **Possession Plus Intent to Sell:** A Class B, C, or D felony depending upon the drug, the quantity of the drug involved, and whether the accused has any prior convictions for drug-related offenses. Does not apply to marijuana.
- c. **Sale of Narcotics or Marijuana:** Generally, a felony of varying degree depending upon the drug and the quantity sold. It is a Class B misdemeanor to transfer (for no money) one marijuana cigarette or less than 2g of marijuana to an adult (18 years of age or older), and a Class A misdemeanor to sell up to 25g of marijuana to an adult; all other offenses involving the sale of marijuana are felonies.
- d. **Potential Penalties for Conviction**
  - **Marijuana Violation:** First offense, fine up to \$100; second offense, fine up to \$200; third offense, fine up to \$250 and/or imprisonment for up to 15 days. Conditional discharge (similar to probation) plus fine also possible. Surcharges and victim assistance fees of \$45.
  - **Class B Misdemeanor:** Imprisonment for up to 3 months, conditional discharge, fine to \$500, restitution/reparation, or a combination of the above. Surcharges and victim assistance fees of \$90.
  - **Class A Misdemeanor:** Imprisonment for up to one year, conditional discharge, fine to \$1,000, restitution/reparation, or a combination of the above. Surcharges and victim assistance fees of \$90.
  - **Felonies:** Depending upon the offense and whether the accused has prior felony convictions, penalties may include imprisonment (mandatory for Class A, B, and C felonies) for terms ranging from less than one year up to life, fines ranging from \$5,000

or less up to \$100,000, property forfeiture, probation, or conditional discharge and restitution/reparation. Also possible: lifetime probation in return for material assistance to law enforcement (not available for Class A-I felonies). Surcharges and victim assistance fees of \$155.

## 2. Federal Law Controlled Substances (Including Marijuana)

- a. **Simple Possession:** Punishable by imprisonment of up to one year, a fine of at least \$1,000, or both. If accused has one or more prior convictions for drug-related offenses, imprisonment becomes mandatory for 15 to 90 days and fines increase to a minimum of \$2,500 to \$5,000. Penalties for possession of at least 5g of crack cocaine include a mandatory jail term of 5 to 20 years and a minimum fine of \$1,000; the quantity of the drug required for penalty decreases if the accused has prior drug-related convictions. A person convicted of possession is also subject to a fine for the costs of investigation and prosecution of the offense. Possession of a personal use amount of certain controlled substances (including but not limited to LSD, heroin, cocaine, and marijuana) is punishable by a civil penalty of up to \$10,000 for each offense.
- b. **Manufacture, Distribution, Dispensation, and Possession with the Intent to Manufacture, Distribute, or Dispense:** Depending upon the substance involved and the quantity, penalties may include imprisonment for prescribed terms from less than one year to life, supervised release (probation), criminal fines ranging from \$1,000 to more than \$1,000,000, and forfeiture of property that constitutes or is derived of proceeds obtained as a result of the offense or that was used or intended to be used in committing or facilitating commission of the offense. Penalties are subject to doubling or tripling for distribution to persons under the age of 21, distribution or manufacture in or near a school or college, and if the accused has prior drug-related convictions.
- c. **Attempt and Conspiracy:** Attempts to commit drug offenses and conspiracy to commit such offenses are subject to the same penalties as those prescribed for the offense itself.

## Summary of State and City Alcohol Laws

1. **Age of Majority—Unlawful Consumption Under 21:** It is illegal for anyone under the age of 21 to consume alcoholic beverages, or to possess alcohol with the intention of consuming it. Any person who unlawfully possesses an alcoholic beverage with intent to consume may be summoned before and examined by a court having jurisdiction. Such persons are not subject to arrest. However, persons found in violation of this law may have a fine imposed by the court not exceeding \$50 and/or completion of an alcohol awareness program and/or an appropriate amount of community service not to exceed 30 hours.
2. **Age of Majority—Prohibited Deliveries and Sales:** No person shall sell, deliver, give away, cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any person, actually or apparently, under the legal age of 21. Violations of this section are deemed misdemeanors.
3. **Age of Majority—Prohibited Deliveries and Sales:** No person shall sell, deliver, give away, cause, permit or procure to be sold, delivered, or given away any alcoholic beverages to any visibly intoxicated person. Violations of this section are deemed misdemeanors.

4. Age of Majority—Fraudulent Means: No person under the age of 21 may present or offer false or fraudulent written identification of age, or the identification of another, for the purpose of purchasing or attempting to purchase any alcoholic beverages. If one is found to have done so, he or she is guilty of a violation punishable by a fine of not more than \$100 and/or an appropriate amount of community service not to exceed 30 hours and/or completion of an alcohol awareness program. Further, upon determination of a violation of this section, a court may suspend the violator's New York driver's license for 90 days.
5. Liability for Promoting or Causing Minor's Intoxication
  - a. Furnishing or Assisting: Any person injured in person, property, means of support, or otherwise by reason of the intoxication or impairment of ability of any person under 21 shall have the right of action to recover actual damages against any person who knowingly causes such intoxication or impairment of ability by unlawfully furnishing to or unlawfully assisting in procuring alcoholic beverages for such person with knowledge or reasonable cause to believe that such person was under 21 years old.
  - b. Selling or Assisting: Any person injured in person, property, means of support, or otherwise by reason of the intoxication of any person shall have a right of action against any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor for such intoxicated person, have caused or contributed to such intoxication; and in any such action such person has a right to recover actual and exemplary damages.
6. City of Yonkers ordinances prohibit the possession of open containers containing alcoholic beverages in any area to which the public is invited and which is not fully enclosed, including private streets open to public vehicular traffic. Violations are deemed Class III offenses, punishable by criminal fines of not more than \$250 and civil penalties of not more than \$500. Repeat offenders may face fines and penalties of up to \$2,500 and \$10,000, respectively, and/or imprisonment of up to one year.



# APPENDIX 5: HATE CRIMES

NEW YORK STATE PENAL CODE

TITLE Y

HATE CRIMES ACT OF 2000

ARTICLE 485

HATE CRIMES (*Eff.10/8/2000,Ch.107,L.2000*)

Section

**485.00 Legislative findings.**

**485.05 Hate crimes.**

**485.10 Sentencing.**

**§485.00 Legislative findings.**

The legislature finds and determines as follows: Criminal acts involving violence, intimidation, and destruction of property based upon bias and prejudice have become more prevalent in New York state in recent years. The intolerable truth is that in these crimes, commonly and justly referred to as “hate crimes,” victims are intentionally selected, in whole or in part, because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation. Hate crimes do more than threaten the safety and welfare of all citizens. They inflict on victims incalculable physical and emotional damage and tear at the very fabric of free society. Crimes motivated by invidious hatred toward particular groups not only harm individual victims but also send a powerful message of intolerance and discrimination to all members of the group to which the victim belongs. Hate crimes can and do intimidate and disrupt entire communities and vitiate the civility that is essential to healthy democratic processes. In a democratic society, citizens cannot be required to approve of the beliefs and practices of others, but most never commit

criminal acts on account of them. Current law does not adequately recognize the harm to public order and individual safety that hate crimes cause. Therefore, our laws must be strengthened to provide clear recognition of the gravity of hate crimes and the compelling importance of preventing their recurrence.

Accordingly, the legislature finds and declares that hate crimes should be prosecuted and punished with appropriate severity.

## **§485.05 Hate crimes.**

1. A person commits a hate crime when he or she commits a specified offense and either:
  - a. intentionally selects the person against whom the offense is committed or intended to be committed, in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct; or
  - b. intentionally commits the act or acts constituting the offense, in whole or in substantial part, because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of a person, regardless of whether the belief or perception is correct.
2. Proof of race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of the defendant, the victim or both the defendant and the victim does not, by itself, constitute legally sufficient evidence satisfying the people's burden under paragraph (a) or (b) of subdivision one of this section.
3. A "specified offense" is an offense defined by any of the following provisions of this chapter: section 120.00 (assault in the third degree); section 120.05 (assault in the second degree); section 120.10 (assault in the first degree); section 120.12 (aggravated assault upon a person less than eleven years old); section 120.13 (menacing in the first degree); section 120.14 (menacing in the second degree); section 120.15 (menacing in the third degree); section 120.20 (reckless endangerment in the second degree); section 120.25 (reckless endangerment in the first degree); subdivision one of section 125.15 (manslaughter in the second degree); subdivision one, two or four of section 125.20 (manslaughter in the first degree); section 125.25 (murder in the second degree); section 120.45 (stalking in the fourth degree); section 120.50 (stalking in the third degree); section 120.55 (stalking in the second degree); section 120.60 (stalking in the first degree); subdivision one of section 130.35 (rape in the first degree); subdivision one of section 130.50 (criminal sexual act in the first degree); subdivision one of section 130.65 (sexual abuse in the second degree); paragraph (a) of subdivision one of section 130.67 (aggravated sexual abuse in the second degree); paragraph (a) of subdivision one of section 130.70 (aggravated sexual abuse in the first degree); section 135.05 (unlawful imprisonment in the second degree); section 135.10 (unlawful imprisonment in the first degree); section 135.20 (kidnapping in the second degree); section 135.25 (kidnapping in the first degree); section 135.60 (coercion in the second degree); section 135.65 (coercion in the first degree); section 140.10 (criminal trespass in the third degree); section 140.15 (criminal trespass in the second degree); section 140.17 (criminal trespass in the first degree); section 140.20 (burglary in the third degree); section 140.25 (burglary in the second degree); section 140.30 (burglary in the first degree); section 145.00 (criminal mischief in the fourth degree); section 145.05 (criminal mischief in the third degree); section 145.10 (criminal mischief in the second degree); section 145.12

(criminal mischief in the first degree); section 150.05 (arson in the fourth degree); section 150.10 (arson in the third degree); section 150.15 (arson in the second degree); section 150.20 (arson in the first degree); section 155.25 (petit larceny); section 155.30 (grand larceny in the fourth degree); section 155.35 (grand larceny in the third degree); section 155.40 (grand larceny in the second degree); section 155.42 (grand larceny in the first degree); section 160.05 (robbery in the third degree); section 160.10 (robbery in the second degree); section 160.15 (robbery in the first degree); section 240.25 (harassment in the first degree); subdivision one, two or four of section 240.30 (aggravated harassment in the second degree); or any attempt or conspiracy to commit any of the foregoing. (Eff.11/1/03,Ch 264,L.2003)

4. For purposes of this section:

- a. the term “age” means sixty years old or more;
- b. the term “disability” means a physical or mental impairment that substantially limits a major life activity.

## §485.10 Sentencing.

1. When a person is convicted of a hate crime pursuant to this article, and the specified offense is a violent felony offense, as defined in section 70.02 of this chapter, the hate crime shall be deemed a violent felony offense.
2. When a person is convicted of a hate crime pursuant to this article and the specified offense is a misdemeanor or a class C, D, or E felony, the hate crime shall be deemed to be one category higher than the specified offense the defendant committed, or one category higher than the offense level applicable to the defendant’s conviction for an attempt or conspiracy to commit a specified offense, whichever is applicable.
3. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class B felony:
  - a. the maximum term of the indeterminate sentence must be at least six years if the defendant is sentenced pursuant to section 70.00 of this chapter;
  - b. the term of the determinate sentence must be at least eight years if the defendant is sentenced pursuant to section 70.02 of this chapter;
  - c. the term of the determinate sentence must be at least twelve years if the defendant is sentenced pursuant to section 70.04 of this chapter;
  - d. the maximum term of the indeterminate sentence must be at least four years if the defendant is sentenced pursuant to section 70.05 of this chapter; and
  - e. the maximum term of the indeterminate sentence or the term of the determinate sentence must be at least ten years if the defendant is sentenced pursuant to section 70.06 of this chapter.
4. Notwithstanding any other provision of law, when a person is convicted of a hate crime pursuant to this article and the specified offense is a class A-1 felony, the minimum period of the indeterminate sentence shall be not less than twenty years.