2024–2025

Guide to StudentLife & Code of Conduct

Return to Table of Contents

Scripps College
Guide to Student Life & Code of Conduct
(2024-2025)

The Scripps College Guide to Student Life and Code of Conduct (GTSL+COC) is a resource for students to understand their rights, responsibilities, and opportunities while attending Scripps. The GTSL+COC is updated annually and as policies and procedures throughout the year. Substantive changes to the GTSL+COC will be announced via email to the student community as promptly as possible following implementation. If you notice an error or discrepancy within the GTSL+COC, we ask that you notify the Dean of Students Office by emailing: deanofstudentsoffice@scrippscollege.edu.

Table of Contents GTSL+COC

About Scripps College
- Mission Statement
- About the College
- Our Founder – Ellen Browning Scripps
- Scripps College Traditions
  - The College Seal: *La Semeuse*
  - *Thy Many Gifts*
  - Graffiti Wall
  - Afternoon Tea
  - Matriculation
- The Principles of Community
- The Principles of Diversity

Scripps Student Services
- Dean of Students Office
- Academic Resources and Services (ARS)
- Dean of Faculty
- Academic Advisors
- Faculty and Department Chairs
- Office of the Registrar
- Scripps College Catalog
- International Students

Return to Table of Contents

Financial Aid Office
Student Accounts
Career Planning & Resources (CP&R)
Modern Languages Resource Center
Writing Center
Study Abroad and Global Education (SAGE)

Title IX at Scripps College

Confidential Resources for Sexual Misconduct, Harassment, and Discrimination
Emotional and Psychological Support
Community Partners
Medical Support

Navigating Campus Life

Residential Life
- Professional Staff
- Scripps Browsing Rooms
- Laundry Machines
- Vending Machines
- Maintenance and Housekeeping
- Student Identification Cards

Office of Student Engagement (OSE)
Fitness, Health, and Wellness
- Sallie Tiernan Field House

Dining
Scripps Mail Center
Scripps Store
Ella Strong Denison Library
Information Technology

Involvement Opportunities

Scripps Associated Students (SAS)
Clubs and Organizations (CLORGs)
Scripps Communities of Resources and Empowerment (SCORE)
- Asian American Sponsor Program (AASP)
- Asian American Student Union (AASU)
- Blend
- Café con Leche
- Family: Queer-Allied Student Union
- First Generation
- Kehilla
- QuestBridge Scholars Network Chapter
- Scripps International Community

Return to Table of Contents

- Watu Weusi

Laspa Center for Leadership
Admission Engagement
The Student Union
Online Communities

The Claremont Colleges Services (TCCS) Resources

Department of Campus Safety
Cultural & Spiritual Life

- The Chaplains
- Chicano/Latino Student Affairs Center (CLSA)
- Office of Black Student Affairs (OBSA)
- Queer Resource Center (QRC)

Student Wellness

- Health Insurance
- Health Education Outreach (HEO)
- Monsour Counseling and Psychological Services (MCAPS)
- Student Health Services

Huntley Bookstore
Honnold Mudd Library

Scripps Code of Conduct

Standards of Conduct and Judicial Hearing System

Standards of Conduct

1.0 General Policy Statements

1.1 Statement on Academic Freedom

2.0 General Judicial Principles

2.1 The Relationship of Discipline to the Purpose of the College

3.0 Student Records and the Family Educational Rights and Privacy Act (FERPA)

3.1 Directory Information
3.2 Hearing Procedures
3.3 Student Records

Scripps College Code of Conduct and Non-Academic Policies and Procedures

4.0 Code of Conduct

General Code of Conduct Policies

4.1 Advertising, Publicity, and Solicitation Policy
4.2 The Claremont Colleges Policy on AIDS
4.3 Automobile Registration Policy
4.4 Bike Registration and Parking Policy
4.5 Civil Law Enforcement on Campus Policy
4.6 Communicating with Students and Families Policy
4.7 Indicating Plans for the Following Semester
4.8a Policy on Demonstrations at The Claremont Colleges

4.8b Enforcement Policy
4.9 Evacuation Policy
4.10 Event Registration and Facility Use Procedures and Guidelines
4.11 Firearms, Explosives, and Weapons Policies
4.12 Flowers on Campus Policy
4.13 Graffiti Wall Policy
4.14 Hazing Policy
4.15 Health Policy
4.16 Information Technology Policy
4.17 Missing Student Notification Policy
4.18 Student Identification Card Policy
4.19 Student Organization and Student Employment Offices Guidelines

Housing Related Policies

4.20 Housing Policy
4.21 Animal Policy
4.22 Candles and Flammable Material Policy
4.23 Cooking and Electrical Appliances Policy
4.24 Damages and Missing Property Policy
4.25 Guest on Campus Policy
4.26 Resident Hall Obstruction Policy
4.27 Key Policy
4.28 Lockout Policy
4.29 Quiet Hours Policy
4.30 Persons and Property Policy
4.31 Smoking Policy

Scripps' Program Relating to the Prevention of Illegal Possession, Use, and Distribution of Drugs and Alcohol by Students

4.32 Alcohol and Drug Policy
4.33 Safety First/Medical Amnesty Policy

Title 9 Related and All Other Policies

4.34 Discrimination and Harassment Policies and Grievance Procedures
4.35 Bias Incidents and Hate Crimes
4.36 The Claremont Colleges Banning Policy
4.37 Local, State, and Federal Law Adherence Policy
4.38 Abusive Conduct Policy
4.39 Failure to Comply

5.0 Academic Policies and Hearing Procedures

5.1 Policy on Grade Disputes
5.2 Policies on Academic Dishonesty
5.3 Expectation of Academic Integrity
5.4 Other Examples of Academic Dishonesty
5.5 Procedures for Resolving Allegations of Academic Dishonesty
5.6 Procedures for a Charge of Academic Dishonesty with No Prior Reports on File

5.7 Procedures for a Charge of Academic Dishonesty with Prior Reports on File
5.8 Procedures of the Augmented Committee on Academic Review
5.9 After Resolution of a Charge of Academic Dishonesty
5.10 Committee on Study Abroad (COSA)

6.0 Resolution of Alleged Conduct Violations

6.1 System of Responsibility
6.2 Student Conduct on other Claremont Colleges and College-related Activities or Events
6.3 Resolution Procedures
6.4 Alleging a Conduct or Policy Violation
6.5 Definition of Student, Student Organization, Accused, and Complainant
6.6 Status of Student Pending Disciplinary Proceedings
6.7 Potential Sanctions for General Conduct and Policy Violations
6.8 Resolution Procedures for General Conduct or Policy Violations
6.9 Administrative Review
6.10 Judicial Board Review
6.11 Student Procedural Protections for Administrative Review and JB Hearings
6.12 Procedural Protections in the JB Process
6.13 Pre-Hearing Process and Timeline
6.14 JB Hearing
6.15 Deliberation and Decision
6.16 Appeal Time Requirement
6.17 Submission of an Appeal
6.18 Appeal Process

Appendices

Appendix A: Housing Information
Appendix B: Information Technology Agreement
Appendix C: Facility Reservations
Appendix D: Grounds Department Services
Appendix E: Emergency/Disaster Preparedness Information
Appendix F: Safety & Security Report

Return to Table of Contents

About Scripps College

Mission Statement

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

About the College

When Scripps was founded in 1926 in Claremont, California, it was one of few institutions dedicated to educating women for lives of commitment and engagement. Since then, Scripps has continued to champion qualities of both mind and spirit in accordance with the vision of its founder, newspaper entrepreneur and philanthropist Ellen Browning Scripps. Scripps today offers a rigorous interdisciplinary curriculum, a robust intellectual community, a commitment to diversity and inclusion, and a rich residential experience designed to shape the next generation of leaders.

As an internationally recognized leader in liberal arts education, Scripps has an increasingly competitive admissions process that reflects the growing demand for a Scripps education. The College has garnered numerous prestigious national grants for student and faculty research, curriculum development, and educational initiatives, and has established a reputation for thoughtful leadership among higher education peers.

Scripps students win many national fellowships and research grants and offer the skills employers value and society needs: strong critical thinking, written and oral communication abilities, a global orientation and intercultural competence, and the ability to collaborate effectively.

Our Founder – Ellen Browning Scripps

Born in 1836 and raised on a farm in Illinois, Ellen Browning Scripps was one of the first female graduates of Knox College, Illinois, and one of the first women college students in the United States. She began her professional life as a schoolteacher. At the age of 37, she became a path-paving journalist and publisher, joining her brothers in Detroit, where they founded the Detroit Evening News. A shrewd investor and businessperson, she helped her brothers develop the business into the Scripps-Howard newspaper chain and United Press International.

With a small bequest from her late grandfather and savings from her wages as a schoolteacher, Ellen and her brothers founded one of the country's leading newspaper and publishing enterprises. Her business acumen, on which her brothers depended, was a tremendous benefit to the venture, and her daily column was one of the nation's best-read features in more than 1,000 newspapers.

Ellen was an early and ardent supporter of women's suffrage and a devoted philanthropist. Her generosity supported innumerable educational and scientific endeavors, including the Scripps Institute of Oceanography, the Scripps Clinic, the San Diego Zoo, and Scripps College, her "crown jewel." Her leading influence at The Claremont Colleges led to the purchase of land that not only enabled Scripps College to flourish but also provided space to establish Claremont McKenna, Harvey Mudd, and Pitzer Colleges. Her role in the launching of the Claremont group plan led to her being featured on the cover of Time magazine in 1926.

Return to Table of Contents

Ellen Browning Scripps characterized her involvement with Scripps College as her most important work in a rich lifetime of creating opportunities to widen human knowledge. Her words are still deeply resonant today:

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

Scripps College Traditions

Scripps College has a long history of unique traditions. Here are a few of our most notable traditions, many of which continue today:

The College Seal: *La Semeuse*

The seal of Scripps College, designed by sculptor Lee Lawrie, depicts *La Semeuse*— she who sows. The image of the sower of "the good seed of thought, of action, of life" was chosen by the faculty in the 1927–28 academic year. They also selected the College motto, *Incipit Vita Nova*— "here begins the new life." The esteemed Professor Hartley Burr Alexander was largely responsible for the seal's image and the motto. Before he arrived on campus, he suggested *Incipit Vita Nova*, the first words of Dante's *New Life*.

Thy Many Gifts

Strong in the strength of all, venturing together,
Searching, exploring the life of the mind.
Cloudless and blue above, or somber the weather,
Day follows day, all things good well-combined.
May life be free and full, life be unencumbered,
Vision and growth through the years may it hold.
Thy many gifts to us, thy benefits unnumbered
May we return, Alma Mater, threefold.
(Words and music by Isabel Fothergill Smith)

In the early years of Scripps College, a "Music Convo" was held each fall at which the four classes and residence halls each presented original songs in a high spirit of competition. At the "Convo" of 1932, Thy Many Gifts was presented by a self-appointed trio consisting of Isabel (Dean) Smith, who wrote the words and music in three parts, and two faculty wives, Mrs. Paul Havens and Mrs. John W. Darr. The song became and has remained the Scripps College Alma Mater. It was later revised in the 1960s when Bill Blanchard, then organist for the Pomona College faculty, added a fourth part to the work and made a minor change in notation.

Graffiti Wall

In spring of 1931, the first graduating class signed Graffiti Wall. Located between Toll Hall and Browning Hall, this area provides a place for the graduating class to create an artistic logo or image unique to them and sign each of their names. It is a visual reminder of Scripps' history and reflects the changing tastes and interests of past years.

Afternoon Tea

The tradition of Afternoon Tea began in 1931 and continues today. The 1932 edition of the La Semeuse yearbook states, "Altogether the tea custom is a pleasant one, with the attractions of

refreshments, relaxation and interesting conversation." Scripps' popular Afternoon Tea takes place every Wednesday afternoon during the academic year, and increasingly attracts students, faculty, staff, and visitors from all the colleges.

Matriculation
A relatively young tradition, matriculation began in 1990 with the arrival of President Nancy Bekavac. The key moment in the Matriculation Ceremony occurs in the first few days of new student orientation, when first-year students process through the Ella Strong Denison Library East Door. This door remains locked on all other days of the year save commencement, when graduating seniors exit through this same door, signifying the beginning of commencement and the end of their educational journey at Scripps.

The Principles of Community

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

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

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

Recognizing that such expressions may offend, provoke, and disturb, Scripps affirms its dedication to encourage rather than limit expression. At the same time, Scripps encourages community members to show mutual respect and understanding and to employ reasoned civil discourse.

Scripps seeks to secure, through its academic and community policies and practices, through its actions and the services it provides to students, faculty, and staff, the widest appreciation for all groups and individuals; to combat discrimination and misunderstanding; and to forge a better and more just society.

Each member of the Scripps community affirms, by her or his continuing participation in College life, acceptance of her or his personal responsibility and obligation to the community in assuring that these principles are upheld in all aspects of our lives together.

The Principles of Diversity

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

Return to Table of Contents

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

We believe that respect for difference is a fundamental priority for achieving institutional excellence.

We support learning that explores a variety of values, cultures, and viewpoints that are expressed nationally and globally.

We value the collective contribution of all stakeholders within this community, who come from a wide tapestry of backgrounds and perspectives.

We believe that our Scripps community is stronger when it is comprised of a wide tapestry of students, faculty, and staff, so that all engage in the opportunities present, from multiple points of view, and through expression and dialogue.

We strive to continually recognize and take action when change is needed to create a more diverse, equitable, and inclusive community.

We are committed to advancing an inclusive community that denounces discrimination and promotes compliance with relevant federal, state, and local anti-discrimination laws.

We acknowledge that Scripps College began as a deliberate, planned college community to serve one underserved group in our society: women. Scripps College strives to continue to promote gender equity through its mission and vision.

We hope that our commitment to these guiding principles will promote creativity in problem solving, enhance critical thinking, and develop our strengths as teachers, researchers, administrators, colleagues, and as learners.

We understand that including new people may strain others' assumptions and customs. We understand it may be uncomfortable and difficult. We understand that everyone who joins in this endeavor will need to commit to the Principles of Community, particularly the section that encourages "expression of the broadest range of opinions and beliefs," while recognizing that "such expressions may offend, provoke, and disturb."

We welcome the necessary discomforts that will ensue, because we believe that part of a great education is discomfort with all that we may think we know, from whatever perspective we come. Students, faculty, and staff will learn to share their insights and ask others for help in new and different ways.

Return to Table of Contents

Scripps Student Services

Dean of Students Office/Division of Student Affairs

The Dean of Students Office & the Division of Student Affairs, under the leadership of the Vice President for Student Affairs and Dean of Students, oversees co-curricular life and all Student Affairs departments at Scripps College. The Student Affairs staff focuses on the student experience outside of the classroom. The Dean of Students Office can be particularly helpful in the areas of personal and academic assistance, personal/medical leaves of absence, referrals to other campus services, and other educational concerns. The following areas/departments are part of Student Affairs at Scripps:

- Academic Resources and Services (ARS)
- Case Management
- EmPOWER Center
- First Generation Program
- Laspa Center for Leadership
- New Student Orientation
- New Student Programs
- Office of Student Engagement
- Residential Life
- Scripps Communities of Resources and Empowerment (SCORE)
- Tiernan Field House
- Title IX

Academic Resources and Services (ARS)

Academic Resources and Services provides academic support to students through a variety of programs and services: Disability Support Services, the Tutoring Program, Math Spot, and Academic Coaching. Disability Support Services coordinates services and reasonable accommodations to students with documented disabilities. Any student seeking academic, housing, or campus life accommodations should complete the Accommodation intake form available here: http://www.scrippscollege.edu/academics/students-with-disabilities.

Once a student's application and documentation have been received, they will meet with one of the assistant deans for academic resources and services to complete an intake appointment to review the healthcare provider's recommendations and discuss reasonable accommodations. General inquiries can be sent to: ARS@scrippscollege.edu

The Scripps Tutoring Program offers peer-based, one-on-one tutoring for Scripps College students enrolled in courses at any of the 5Cs. The Tutoring Program is available to all Scripps College students at no additional charge to them. Students may request tutoring in any course subject, and the Tutoring Program makes every effort to fill all tutoring requests that are received. Tutoring begins no earlier than the third week of each semester. To request a tutor or apply to be a tutor, submit a tutor request form here: https://www.formstack.com/forms/scrippscollege-tutor_request_form.

The Scripps Tutoring Program also offers Math Spot. Math Spot is a drop-in program for any student enrolled in a Scripps College math course. Hours and location are subject to change each semester and can be found on the Math Spot website: https://www.scrippscollege.edu/departments/academic-resources-and-services/math-spot.

Return to Table of Contents

Academic Coaching is the newest program within Academic Resources and Services. The Academic Coaching program is an opportunity for Scripps College students to work one-on-one with an Academic Coach on transferable academic skills such 11 as time management, general study skills, financial wellness, stress reduction, and test preparation. To schedule an appointment with an Academic Coach, email ARS@scrippcollege.edu.

Dean of Faculty

At the heart of Scripps' intellectual community is a faculty of distinguished teachers who are accomplished scholars, researchers, and leaders in their fields, as well as accessible and committed to student success. They produce internationally recognized research, publications, and artwork while winning grants from prestigious organizations such as the National Science Foundation, the Fulbright Program, and the National Endowment for the Arts. Scripps' curriculum is built on the expectation of close faculty-student interaction, and faculty engage deeply in mentoring, advising, and providing personalized instruction to students. Scripps' low student/faculty ratio of 10:1, and the collaborative nature of the College, enable this personal experience.

Academic Advisors

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

A faculty advisor is assigned to each entering student for the first and second years. Students are free to change advisors at any time and are encouraged to do so once a major has been decided upon. A change-of-advisor form is available in the Registrar's Office. Faculty advisors are not always assigned to new students on the basis of expressed academic interests. Because no one person can provide all the information about courses and curriculum that a new student is likely to need, students are encouraged to ask questions of other faculty members and resource persons. Students interested in science, music, or engineering are especially encouraged to reach out to faculty in these areas, because early planning is particularly important. Pre-health students should consult with our pre-health advisor in addition to their academic advisor. A student, in consultation with the student's advisor, should compile information from many sources in planning a program.

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

Specifically, a student accepts the following advising responsibilities:

- Read the relevant areas of the course catalog, current portal schedule of courses, and Guide to Student Life before meeting with the advisor.
- Initiate meeting with advisor during posted office hours at pre-registration/registration time to discuss requirements, classes, and plan of study.
- Contact advisor for registration clearance, declaration of major and minor forms, any academic petition form(s), and add/drop slips in a timely fashion.
- Know the office hours of your advisor and adhere to them. If another time is necessary, contact advisor for mutually agreeable appointment time.
- Initiate and assume responsibility for any contact with advisor for information about requirements, classes, graduate schools, etc.

Return to Table of Contents

- Initiate contact with professor and/or advisor upon receipt of low-grade notice.

Faculty and Department Chairs

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

If a student has a question regarding a specific department, major, or course offering, the student should contact the department chair. More information regarding department chairs is accessible via this link.

Office of the Registrar

The Registrar's Office supports the academic mission of Scripps College by preserving the integrity, accuracy, and privacy of all academic records; interpreting academic policies and procedures for members of the Scripps community; and distributing these records effectively and efficiently within applicable policies and regulations. Information regarding the current academic calendar can be found here.

Scripps College Catalog

The Scripps College Catalog is the official source of information regarding programs of study, academic courses, academic advising, pre-professional advising, requirements for the Bachelor of Arts degree, academic policies and procedures, enrollment, admission, financial aid, recognition of academic achievement, costs and expenses, and so forth. The online Scripps College Catalog is an annual publication and can be accessed on the Scripps website at this link. Students are subject to the academic requirements of the catalog year of their matriculation. For example, all students who enter the College in fall 2024 or spring 2025 are subject to the academic requirements of the 2024–2025 Scripps Catalog.

International Students

International students must maintain full-time enrollment status to maintain their F-1 visa status. They also must report all changes in address within 10 days (including residence hall room changes) to the International Student Advisor or the Registrar's Office. Current health insurance (either through the College plan or independently) is also required. The Scripps PDSO (principal designated school official) and DSO (designated school official) for communication with the DHS (Department of Homeland Security) are the international student advisor and the registrar. The international student advisor as well as the registrar sign student I-20 forms for them to leave and re-enter the United States, maintains communication such as address changes with DHS through the SEVIS system, assists students in applying for both curricular and post-completion practical training, maintains copies of health insurance verification, and handles other required services for international students.

Financial Aid Office

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

Return to Table of Contents

Each fall, both new and continuing students who have been awarded Federal Work-Study funding as a part of their financial aid packages will have the opportunity to apply for employment positions on the Scripps campus and at several off-campus sites in and around the five colleges.

Contact the Office of Financial Aid for information about any of the various aid programs and for application materials necessary to be considered for student financial assistance at Scripps College. For listings of outside of scholarship opportunities, be sure to check out the Office of Financial Aid's website.

Student Accounts

The Student Accounts Office works with students and families to ensure that billing is properly administered and student bills are paid in a timely manner. Please contact Estefany Gutierrez, our student accounts manager, with any questions at egutierr@scrippscollege.edu, and visit the office's website for more information.

Career Planning & Resources (CP&R)

Located next to the Motley Coffeehouse in Seal Court, the Carlotta Welles '39 Center for Career Planning & Resources empowers students in creating their own post-graduation success by offering expert career counseling, industry resources, employer interactions, and direct contacts for career exploration and professional development. Scripps was ranked #15 for Best Career Services and #21 for internships in the Princeton Review's edition of "The Best 382 Colleges."

CP&R supports students in a number of ways, including:

- Personalized career counseling
- Choosing a major
- Student employment and on-campus jobs
- Career assessments
- Considering/applying for applying graduate school
- Applying for research opportunities and fellowships
- Searching for internships and jobs
- Preparing a resume and cover letter
- Interviewing and salary negotiation
- Exploring alternative options for after graduation
- Conducting career development and recruitment events

One of the goals of CP&R is to build networks and develop relationships to help students and graduates transition into and advance in their careers. Because CP&R partners closely with Alumnae and Parent Engagement, students benefit from direct connections via Olive Grove, Scripps' alum and parent mentoring and networking platform, for job/internship leads, industry experience, and graduate program insights.

Scripps College participates in the seven-college recruiting program, giving students access to on-campus recruitment activities and career fairs across The Claremont Colleges. Students have direct access to thousands of job and internship listings via Handshake and GoinGlobal and career resources through Olive Grove, Firsthand, and What Can I Do With This Major?. CP&R also publishes an annual Career Services Guide which can be found on their website here.

Return to Table of Contents

Through CP&R, students have access to thousands of internship listings across the country, including several with members of the Scripps community. Over 80% of students hold at least one internship before graduation; more than one-third hold three or more. CP&R supports students through the entire application process, from research and exploration to resumes and interviews. Annually, CP&R offers the Summer Internship Grant program which provides grant funding for summer internships and travel stipends for unpaid internships during the fall and spring semesters.

Popular CP&R programming includes alum career panels, coffee chats, recruiter information sessions, the Resume Refresh, and the Emerging Professionals Program, a seminar series that teaches transferable skills for success in post-graduation employment. Historically, CP&R has also hosted regional treks throughout the year, such as the Bay Area Tech Trek. CP&R also offers tailored career development events to student clubs and organizations upon request.

There are hundreds of work study and non-work study jobs available on campus and even more across The Claremont Colleges. Students can search for open positions across the Colleges on Handshake, the 7C online job/internship/event/career services portal, or they can email studentemployment@scrippscollege.edu for more information about working on campus. Learn more about CP&R resources or schedule an appointment with a counselor online through Handshake.

Modern Languages Resource Center (MLRC)

The Modern Language Resource Center (MLRC), located in the Humanities Building (122) at Scripps College, is a space designed for learning, teaching, promoting, and exploring languages and cultures. The MLRC is open to students, faculty, and staff from the Claremont colleges, regardless of whether they are enrolled in a language course. The center, which previously served primarily as a language lab for individual student use, is now a language institute whose purpose is to provide students and faculty with an inclusive and communal study space in which linguistic diversity is valued and promoted on a daily basis. Students from the Claremont Colleges can use the MLRC to study or complete assignments while drinking a coffee or tea and practicing a foreign language; they can count on the assistance of foreign language tutors and select a film to screen from an extensive multimedia library (with hundreds of titles of movies in Spanish, Arabic, French, Italian, Korean, Portuguese, and Spanish) and online resources.

The MLRC is a community that brings together languages and cultures from all the corners of the world.

For more information regarding the resources available, please visit our blog: https://community.scrippscollege.edu/mlrc/

Writing Center

Located in Humanities 231, the Writing Center helps writers grow. The center offers students the change to work on their writing by engaging in collaborative discussions with knowledgeable peer tutors, offering a comfortable space with tea, snacks, and a snazzy couch. We believe that all writers, however, accomplished, benefit from presenting work-in-progress to other skilled readers. We welcome **any student** at **any level**, studying **any discipline**, working on **any assignment**, at **any stage** of the writing process, from a first-year student brainstorming on a first essay to a senior finishing a thesis, in sessions averaging about thirty minutes. While tutors do not proofread papers or revise assignments, they do formulate appropriate questions to prompt writers to interpret writing assignments, to reconsider ideas, to restructure arguments, and to reformulate the presentation and language of a paper. By the end of a session, students should feel more confident about writing and their ability to

generate ideas, revise a draft, or edit a paper on their own. For more information, visit the center's webpage.

Study Abroad and Global Education (SAGE)

Study Abroad and Global Education (SAGE) is a unique academic opportunity for Scripps College students to extend the critical inquiries begun on campus to a semester of learning in one of more than 45 countries. Studying and living in a new environment helps a student develop the global competence and innovative leadership required by future employers of today's college graduates in our increasingly interdependent world. In order to have the most choice for studying abroad or completing a semester internship program, begin discussions with your Scripps faculty advisor early in your academic career. Your faculty advisor will help you develop a four-year plan to include participation in a semester program. Attend one of the mandatory SAGE information sessions offered frequently throughout each semester to get an overview of the various opportunities and the application timing and process. The SAGE staff will help students consider whether a study away semester is an experience they wish to include in their Scripps education. Learn more about SAGE and the Scripps-approved programs here and visit the SAGE office in Balch 136 to get started.

Return to Table of Contents

Title IX at Scripps College

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
--Title IX of the Education Amendments of 1972

Title IX protects individuals from sex and gender discrimination, including sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Scripps seeks to maintain an environment in which individuals can live, learn, and work free from these forms of discrimination. The College regards such behavior as inimical to its educational purposes and to the respect for individuals that it holds to be essential in all aspects of its institutional life. Members of the Scripps community–individuals permanently or temporarily employed by, studying at, or officially connected with the College–should know that the College does not tolerate discrimination and harassment.

In furtherance of these principles and in compliance with regulations issued by the United States Department of Education under Title IX, the College, along with the other Claremont Colleges, adopted The Claremont Colleges Sexual Misconduct and Sex-Based Harassment Policy ("TCC Sexual Misconduct and Sex-Based Harassment Policy"). "Sex-Based Harassment" covered by the TCC Title IX Grievance Process includes claims of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Complaints of sex discrimination that are not governed by the TCC Sexual Misconduct and Sex-Based Harassment Policy are subject to investigation and resolution under policies and procedures of the Respondent's college. Accordingly, complaints of discrimination in which a Scripps student or employee is named as a Respondent are governed by the policies and procedures set forth in the Scripps College's Discrimination and Harassment Policies and Grievance Procedures (the "Scripps Policy").

Visit the Scripps Title IX website to learn more about:
- The Title IX Team
- Emotional, medical, academic, and safety support services
- College and Consortium policies
- Reporting options
- Categories of support and confidentiality
- Responsible Employee obligations
- Evidence preservation

For more information, please contact Scripps the Interim Title IX Coordinator, Alyssa-Rae McGinn, by email at titleix@scrippscollege.edu.

Confidential Resources for Sexual Misconduct, Harassment, and Discrimination

The resources listed here are confidential (and sometimes anonymous). These resources will not disclose your identity or the substance of your conversation to the College, in the absence of imminent risk of harm to self or others. For more information on support resources, visit the Title IX website.

Return to Table of Contents

Emotional and Psychological Support

EmPOWER Center

The EmPOWER Center is located on the Scripps campus at 1030 Dartmouth Avenue. The center's mission is to create a culture where all members of The Claremont Colleges respect and look out for each other and where students impacted by sexual violence, dating/domestic violence, and stalking receive holistic support and care. The center provides 7C-wide, year-round educational programs on healthy relationships, consent, bystander intervention, healthy masculinity, how to support a survivor, and more. The center also provides free one-on-one counseling services, weekly support groups for survivors, and confidential advocacy. For more information about educational programs or confidential support resources offered, visit this website.

Counseling: The center collaborates with Project Sister Family Services, a community agency, to provide counseling to students. To schedule an appointment with the Project Sister counselor at the EmPOWER Center, call 909-607-0690. Please leave a message if the counselor is not available to answer the phone, and the counselor will get back to you as soon as possible. In addition, the director of the center, Rima Shah, is a confidential advocate (not a counselor). She can meet with students for one to two sessions to provide emotional care and support, provide information about resources and available options, and help with navigation of on and off-campus resources. Rima can be reached at 909-607-2689 or RShahEmPOWER@cuc.claremont.edu.

Support Group for Survivors of Sexual Violence: This group is designed for 7C students who have experienced sexual violence or sexual abuse, whether recently or long ago. In the group, survivors can share their experiences, explore their feelings, and receive support as they work through the healing process in a confidential space. The group is facilitated by the Project Sister counselor located at the EmPOWER Center. If you are interested in joining the group or would like more information, please call 909-607-0690.

Monsour Counseling and Psychological Services

Tranquada Student Services Center, 1st floor, 757 College Way 909-621-8202 (during business hours or to reach the on-call therapist). Among the services provided by Monsour are brief individual counseling, psychiatric medication management, anxiety and depression screening, crisis management, and support groups, including a survivor support group.

Scripps Advocates for Survivors of Sexual Assault

909-214-2138, 8:00 p.m. – 8:00 a.m., 7 days a week (when school is in session)
Scripps Advocates are students at Scripps. Sometimes talking to a peer may feel like a comfortable first step. You may speak anonymously to an advocate, who will help guide you to support resources. Even if you choose to reveal your identity to an advocate, the advocate will not need to reveal your identity to college officials in the absence of imminent risk to self or others. For more information regarding the Scripps Advocates, please visit their website or email scrippsadvocates@gmail.com.

McAlister Center Chaplains

McAlister Center
919 North Columbia Avenue; 909-621-8685
The Chaplains of The Claremont Colleges empower and enhance spiritual life at The Claremont Colleges by integrating intellectual and spiritual growth, guiding questions about values, life choices, and ethics, nurturing religious faith, building community, and training future leaders for service. Jewish, Catholic,

Return to Table of Contents

Interdenominational, Muslim, Hindu, Buddhist, Latter-Day Saints, Christian Science, Zen Meditation, and other on-campus religious and spiritual groups meet at McAlister Center for worship services and programs overseen by the chaplains. Learn more here.

Queer Resource Center (QRC)
The Queer Resource Center is a 7 College resource center. The QRC serves the campus community by promoting empowerment and social justice on topics of sexual orientation, gender expression, and gender identity. The Director of the QRC, Bri Serrano, is a confidential resource, which means they will not share your name or experience with the College if you disclose sex discrimination or sex-based harassment to them. You can reach them at bri.serrano@pomona.edu. For more information about the QRC, visit their website.

Community Partners

Project Sister Family Services (PSFS) Sexual Assault 24/7/365 Crisis Hotline
(Claremont, CA)
909-626-4357 or 626-966-4155
PSFS provides services to women, children, and men who are survivors of sexual assault and abuse, and their families, in the East San Gabriel and Inland Valleys in Southern California. PSFS's services include a 24-hour hotline, advocacy, and accompaniment to local hospitals, law enforcement interviews, and legal proceedings. Among their services, PSFS can explain and help to support you through the process of evidence preservation, should that be a priority for you.

House of Ruth (for dating and domestic violence)
877-988-5559 (toll-free hotline)
909-623-4364 (Pomona Outreach Office)
Confidential counseling, anonymous 24/7/365 hotline, and emergency and transitional shelter. Free services, available in English and Spanish. Also, the national organization Love Is Respect runs a 24/7/365 hotline 866-331-9474 and has a lot of information on healthy relationships, spotting signs of abuse, safety planning, how to help a friend, and other topics

Medical Support

Medical support focuses on your immediate short- and long-term physical health needs. The goals include assessing and treating any injuries, screening for pregnancy and any sexually transmitted infections, and discussing (if you so choose) your options for emergency contraception. Please know that California law requires some medical providers to report to law enforcement if they believe injuries have resulted from assaultive or abusive conduct. You may ask the provider about these legal obligations.

Student Health Services
Tranquada Student Services Center – 1st floor
757 College Way
Phone: 909-621-8222
After-Hours Emergency: 909-607-2000
Student Health Services (SHS) provides a variety of services for sexual health, including diagnosis and treatment of sexually transmitted diseases, gynecologic examinations, Pap Smear testing (screening for cervical cancer), initiation and maintenance of various contraceptive methods, diagnostic microscopy for vaginal infections, and vaccines such as the HPV vaccine to help protect against genital warts, cervical cancer, and anal cancer. To learn more, visit the Sexual Health page of the SHS website.

Return to Table of Contents

Navigating Campus Life

Residential Life

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

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

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

As a residential college, Scripps takes great care in organizing, maintaining, and supervising residence hall life to ensure optimum enjoyment and safety for the students and community of the College. The residential life staff consists of a director of campus life, an assistant director of residential life, an assistant director of student engagement, area coordinators, resident coordinators, and community coordinators. All of the area coordinators, resident coordinators, and community coordinators live on campus.

Professional Staff	Name	Office	Phone Number
Assistant Dean and Director of Campus Life	Carmen Brown	Frankel Routt Annex	909-607-3354
Assistant Director of Residential Life	Danielle Turner	Frankel Routt Annex	909-621-8999
Area Coordinator for Residential Life	Salina Valdez	Frankel Routt Annex	909-607-8179
Assistant Director of Student Engagement	Jess Nelson	Frankel Routt Annex	909-607-7828
Area Coordinator of Student Engagement	Winnie Bee	Frankel Routt Annex	909-607-9931
Administrative Assistant for Campus Life	Stephanie Porges	Frankel Routt Annex	909-607-9262

Resident Coordinators (RCs) help create community on campus by forming relationships with students, develop critical thinking skills, and help students learn more about themselves. RCs aim to develop personal connections with their residents and the campus community as a whole. These student leaders work in tandem with our Community Coordinators (CCs) to create a sense of belonging and connectedness at Scripps via programming within their Residential Halls.

Community Coordinators work in tandem with Resident Coordinators to create a sense of belonging, community, and connectedness at Scripps. CCs collaborate to plan diverse programming within their

residential area to form a tight-knit community in the residence halls. In addition, CCs support OSE programming to promote school spirit and student engagement throughout the Scripps community.

For further information on staff and policies, see the online resources at Scripps Residential Life.

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

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

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

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

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

Office of Student Engagement (OSE)

The Office of Student Engagement (OSE) staff collaborates with the seven colleges, Scripps Associated Students, various student clubs and organizations (CLORGs), and other Scripps offices to plan interesting and enjoyable campus events. OSE supports the educational mission of the College by developing and implementing various co-curricular programs.

Return to Table of Contents

OSE offers a wide range of services that include event-planning assistance, event registration, club and organization development, and leadership development. OSE also provides the following:

- Games & Rentals: OSE houses many games available for borrowing, including board games and speakers and karaoke machines for student club use.
- Planning and registration for Scripps College events including club meetings and vibrancy events. Please note all events must be registered.
- CLORG support: Meet with an OSE staff member to discuss starting a new club/organization, CLORG registration and training, CLORG Fair.

Fitness, Health, and Wellness

Sallie Tiernan Field House

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

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

Scripps, Harvey Mudd, and Claremont McKenna students have access to the field house, Alumnae Field, and pool with their valid 5C college ID. Please visit the Tiernan Field House website for the current building and pool hours, access levels, memberships and policies.

In addition, the Tiernan Field House provides many programs and services for Scripps students to address their needs from a holistic wellness perspective, such as FitScripps programs, health and wellness programs, certification courses, and other resources.

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

The health and wellness programs are student-led programs developed and facilitated by Peer Health Educators, who are trained to national standards. They provide workshops, seminars, and interactive events to address health issues on campus, including nutrition, alcohol use, body image, stress, sexual health, and physical activity. We collaborate with student groups, staff, and faculty on campus to provide accurate and comprehensive health and wellness information to complement the fitness services at Tiernan Field House.

Fostering a learning environment that is supported by national standards and curricula, the Tiernan Field House provides certification courses through the American Red Cross for Lifeguarding, CPR, AED and first aid, Peer Health Educator training following BACCHUS curricula (National Association of Student Personnel Administrators), and preparatory certification through the American Council on Exercise for personal training.

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

In general, patrons are asked to present their IDs to gain access to TFH, ID falsification is not permitted. TFH Policies prohibit the use of alcohol, tobacco and other drugs in the facility, at the pool, Alumnae Field or volleyball court. For health and safety considerations, please dress according to the activity in which you are participating, refer to TFH Policies page on the website for more specific information. Patrons who lose, damage or do not properly secure TFH equipment are be liable for the cost of its replacement. TFH staff have the discretion to determine when policy violations occur and when privileges may be removed.

Dining

Dining Services at Malott Commons, ext. 72977

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

Malott Commons dining services offers non-vegetarian, vegetarian, and vegan options; the meal plan is *all you care to eat* during each meal period. The dining hall includes Oasis, an allergy-free station, as well as Herbivore, a vegan station. Dietary accommodations can be made for special events as well as boxed meals for events such as field trips. Boxed meals for personal student groups need prior approval and should be ordered at least one week in advance; this may not be available during special weekends such as Commencement Weekend. Students may also eat in any of the dining rooms on the five Claremont College campuses as permitted.

All students residing in the residence halls are required to subscribe to a meal plan. Scripps offers four meal plan choices: 19 meals with $190.00 Board Plus dollars per semester, 16 meals with $160.00 Board Plus dollars per semester, 14 meals with $140.00 Board Plus dollars per semester, or 12 meals with $120 Board Plus dollars per semester. Students residing at CCA have the option of purchasing a 5 meal plan. Students and their guests may use their Board Plus dollars at the following retail locations: the Hub at CMC, the Coop at Pomona, Jay's Place at HMC, the Motley Coffeehouse at Scripps, and the Grove House at Pitzer. Board Plus dollars are allotted at the beginning of each semester but do not carry over from semester to semester.

Off-campus student and guest meal prices are available for any dining hall. Board-plan students can use their Claremont Cash or Board Plus dollars to pay for their guest's meal, or the student can purchase a Claremont Cash Card (declining balance account) from the Connection (Honnold Library, First Floor South) for their guest.

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

Meal	Guest (not on a meal plan)	Faculty/Staff	Board Plus/Flex
Breakfast	$16.25	$8.75	$5.25
Lunch/Brunch	$19.25	$10.50	$6.25

Dinner	$22.25	$12.25	$7.75

Meal Cards: Students receive their permanent identification cards at the beginning of the first semester at Scripps. These ID cards also serve as a meal card. ID cards are required to gain entry into all dining halls, including those on the other campuses. When a student enters a dining room, the student's card is run through a computer that keeps a record of how many meals the student has eaten that week. Every Sunday morning, the computer is reprogrammed to start the count again.

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

Scripps Mail Center

The Mail Center is open Monday through Friday, 8 am to 5 pm. The service window hours for package pick-up are Monday through Friday, 8 am to 11 am and 1 pm to 3 pm. The Mail Center receives inter-campus mail, U.S. mail, FedEx, UPS, and any other messenger service. Students may send inter-campus mail to students, faculty, and staff of The Claremont Colleges and stamped U.S. and international mail under 13 oz. through the Mail Center. Inter-campus mail is delivered free of charge and should be addressed with the following information: "Campus Mail," written in the upper-right-hand corner of the envelope, and the recipient's name, box number or department, and the college. Postage is not available to purchase in the Mail Center, but TCCS Connection at Honnold Library sells postage and packaging supplies and is able to accept mail or packages over 13 oz. or any prepaid UPS or FedEx Ground packages. If you have an Amazon return, do not schedule pickup in the Mail Center; print the label and take it to Connection.

All students, faculty, and staff have 24-hour access to the Mail Center and Package Locker room during the school year. All students, faculty, and staff may access the Mail Center with their ID card. If your ID card does not open the door, please inform the Facilities department, as it is not controlled by the Mail Center. All enrolled students, including off-campus students, have personal mailboxes in the Mail Center, located in Seal Court, and campus mail is delivered daily, Monday through Friday, to individual student mailboxes. Student paychecks are also distributed into individual student mailboxes. If a student does not receive a check, the student should check with the immediate supervisor and not with the Mail Center staff. If a student wishes to have a paycheck sent home, the student may leave a self-addressed, stamped envelope with the Mail Center staff as paychecks have no postage on them to forward to your home address.

Students are issued a mailbox and given the combination. It is the student's responsibility to open the mailbox using the combination, as the Mail Center staff will not open it for you. If you have lost your combination, you can retrieve it from the student portal. If you need assistance, instructions are posted on the wall above the mailboxes, or you can speak to a Mail Center clerk. Please do not put in a change of address with the US Postal Service to have your Scripps address become your permanent address, as it cannot be undone when you graduate because the US Postal Service does not process a change of address from a college or university, as the address is their business address.

When packages arrive, the Mail Center notifies students by email, or by text if they sign up for that service. Students must present a Scripps ID or a government-issued photo identification in order to retrieve a package. Packages can be picked up during service window hours and should be retrieved within 24 hours of notification, if possible, due to limited storage space. If you are unable to pick up your package personally, reply to the package notification email with the name of a student you authorize to

pick up your package, and they can come with their own ID to pick up your package. Your package email will tell you the location of your package in the subject line, either the Mail Center or the Package Locker Room in Vita Nova courtyard. Scripps College is not responsible for forwarding or returning packages to students who have left the College for off-campus study, for vacation, or permanently. When perishables are delivered, students are notified by email or text to retrieve the delivery as soon as possible, as the Mail Center has no refrigeration to store these items.

Student must notify the Registrar's Office immediately if any on- or off-campus address changes occur. During summer break, ONLY first-class mail is forwarded to a student's home address; this does not include magazines. If a student would like mail to be held over summer, or forwarded to another address, please notify the Mail Center, as we will automatically begin forwarding mail to the address on file as soon as the semester is over. Magazines and newspapers are too bulky and cannot be held in the Mail Center. You should make arrangements with the company to have subscriptions forwarded to your home. During winter and spring break, only first-class mail is held until the student's return.

Many packages are unable to be forwarded. During breaks, or after you graduate, be certain to double-check your selected shipping address, because we may only be able to refuse the shipment, or you may have to contact the company for return labels to be issued to us for return.

If a student is to withdraw, their mailbox will be reassigned. Their First-Class mail is forwarded for one semester. Graduates mail is also forwarded for one semester and any student on leave will have their mail forwarded until their return. Students who study abroad will have their mail forwarded to their home address while they are abroad.

Scripps Store

Scripps Store is a nonprofit student-run business that provides collegiate merchandise to the Scripps College community. Student managers and employees can experience the challenges and successes of running a small business. The goal is to enhance the community's (including students, parents, faculty, staff, trustees, and alumnae) sense of school pride and unity through the sale of merchandise. Merchandise selections utilizes student input and customer feedback, in order to meet the needs of the entire community. The store offers a wide range of merchandise, from T-shirts and sweatshirts to other gift items. Visit the store online at store.scrippscollege.edu or follow them on Facebook or Instagram @thescrippstore.

Ella Strong Denison Library

Denison Library at Scripps College is a rare materials library with a long history of personalized service for students and faculty. Denison Library's primary collecting areas include: the history of the book and printing; materials by and about women; and the Scripps College archives. The Scripps College Archives document the history of Scripps and includes the papers of the college's founder, Ellen Browning Scripps. Faculty frequently schedule class sessions in the library and emphasize the use of primary resources for assignments and class projects. Students are encouraged to examine and use special collections materials for both academic and for personal research. Rotating exhibitions and various public events provide opportunities for students to view the wide range of materials in the library's collections. Denison Library also hosts an annual book collecting competition which is open to Scripps seniors, and The Slocum Award for Senior Book Collections exhibition is displayed in the library each spring in the weeks prior to commencement. Students enjoy using the library's comfortable and quiet spaces for study and research. To learn more about the library's services, hours and collections, please visit the Denison website.

Return to Table of Contents

Information Technology

Scripps College has a combination of presentation classrooms and student and residential computer labs to facilitate the use of technology on campus. The Local Area Network (LAN) supports a wide variety of software and Internet applications to be used for educational purposes and to carry out the legitimate business of the College. In addition to online help guides provided on the http://inside.scrippscollege.edu/it/ IT webpage, students also have access to http://inside.scrippscollege.edu/it/linkedin-learning with a vast online library of instructional videos.

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

Involvement Opportunities

Scripps Associated Students (SAS)

Scripps Associated Students (SAS) is the student governing body of Scripps College. The function of SAS is to liaise between the student body and the administration, faculty, and the Board of Trustees of the College. SAS plans a variety of programs and activities, funds clubs and organizations, and serves as an advocate for student needs and concerns in an effort to improve student life on campus and beyond. For more information on SAS, current members, and the most recent version of SAS bylaws, please visit the SAS website.

Clubs and Organizations (CLORGs)

Student organizations at Scripps and The Claremont Colleges include a variety of academic, social, political, and other interest groups. Clubs and organizations differ from year to year as the needs and interests of the student body change. Students interested in starting an organization at Scripps are required to meet with staff from the Office of Student Engagement (unless they attend the CLORG registration session held in the spring of each year), fill out an online form, and turn in appropriate paperwork to the Office of Student Engagement (OSE). Membership in CLORGs at Scripps College, including the SCORE CLORGs, is open to all currently enrolled Scripps Students.

CLORGs granted official recognition are given the following privileges:

- Eligibility to receive funding from Scripps Associated Students (SAS) through the allocated funding process. All CLORGs must submit a Budget Proposal and are expected to participate in the annual SAS Budget Hearing.
- Eligibility to register events and meetings through OSE by submitting an Event Registration Request Form and receiving approval.
- Participation in special events such as CLORG Fair and OSE Wednesday Tabling.
- Be listed on the clubs and organizations page of the Scripps College website.
- Participation in workshops and educations sessions for CLORG leaders.
- Have a CLORG Engage page.

Return to Table of Contents

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

- Have a purpose/mission statement
- Have a minimum of seven members.
- At least three of the seven members must serve on leadership board. **All members must be current Scripps students**.
- Have guidelines (CLORGs will be provided with a template to assist them in developing their own governing guidelines).
- Schedule regular meetings each semester.
- Offer open membership to all Scripps students.

Returning CLORGs are eligible for future registration by adhering to the above requirements and completing the registration form every year as determined by OSE. For a complete list of recognized Scripps College Clubs and Organizations, please use this link. For a complete list of 5C Clubs and Organizations, please use this link.

Engage @ Claremont

Engage@Claremont is a 5C club and events resource for all of the five undergraduate colleges. The Engage@Claremont lists all of the 5C Clubs and Organizations, as well as any events open to the 5Cs. Each campus has their own branch and students can only join their own campus's branch. For example, only Scripps students can view Scripps events and Scripps CLORGs. If an event is open to all 5C and/or 7C student, then the event page will indicate so. The Engage site is a helpful resource for students to see what is going on on their respective campuses!

How to log in:

· Activate your account on the Engage website (https://claremont.campuslabs.com/engage/)
· The "Sign In" button on the top right corner will lead you to the Claremont Colleges Single Sign On (SSO).
· Sign in using your Scripps credentials

After logging in, you may be able to access all of the 5C Club information as well as any events open to Scripps students. To view Scripps-specific information, you can filter by selecting the Scripps branch on the left side.

The Engage site will list all the active Scripps CLORGs as well as the events hosted by recognized student organizations.

Return to Table of Contents

Scripps Communities of Resources and Empowerment (SCORE)

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

Clubs and Organizations Affiliated with SCORE (SCORE CLORGS):

Asian American Sponsor Program (AASP)

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

Asian American Student Union (AASU)

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

Blend

Blend is an organization for Scripps students who identify as multi ethnic/racial that provides a safe, supportive space to explore social and political issues as related to their identities.

Café con Leche

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

Return to Table of Contents

Family: Queer-Allied Student Union

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

First-Generation

The mission of the First-Generation@Scripps program is to provide support to students who are the first in their families to attend a four-year institution through a pre-orientation program for first-year students. Additionally, the program offers a series of educational and social events, activities, and workshops for all first-generation students at Scripps College. The program is led by a staff coordinator and two co-interns, with faculty members acting as liaisons and advisors to the program. Other initiatives of the program include a newsletter, mentor program, and student-faculty lunches.

Kehilla

Kehilla is a space for any Scripps student who currently identifies as Jewish or has identified as Jewish in the past to explore their Jewish identity and how it shapes their experience at Scripps. It is a space where Jewish students can have dialogues about difficult and important issues such as what it means to be a Jew in college, how individuals related to their Judaism differently, and how Judaism intersects with race, class, gender, sexuality, ability, and other identities, all while looking at their experiences through a social justice lens.

QuestBridge Scholars Network Chapter

The Scripps Quest Scholars wish to encourage first-generation and/or low-income students to graduate successfully from Scripps College by creating a singular place where officially recognized Quest Scholars —along with their allies—can navigate educational, professional, and personal growth opportunities. This club is open to Scripps Students affiliate with QuestBridge, low-income students, and first-generation communities on campus.

Scripps International Community

SIC is dedicated to facilitating self-identified international students transitioning into college life abroad and to promote inclusivity of international students on campus. SIC also aims to offer the Scripps community a social and cultural environment to learn about life abroad.

Watu Weusi

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

Return to Table of Contents

Laspa Center for Leadership

The Laspa Center for Leadership addresses leadership as an action, a form of influence regardless of position. It recognizes and energizes individuals who contribute to creating a more just society in which gender does not limit potential. Guided by core values of integrity, service, creativity, and inclusion, the Laspa Center for Leadership at Scripps College seeks to advance gender equity by providing distinctive programming, enhanced networks, and experiential learning designed to expand the global influence, power, and impact of future leaders.

Students are invited to explore their own leadership style through a variety of workshops, select cohort-based programs, leadership immersion treks, and grant funding. Signature programs include the Lapsa Fellowship, the Linda Davis Taylor Financial Literacy Program, Read to Lead, and the annual Student Leadership Institute, among others.

Admission Engagement

Current students can interact with prospective students in a variety of ways throughout the academic year. Students interested in volunteering for student panels (in-person and virtual) and general event support (at Discover Scripps, Admitted Student Day, Explore Scripps, and DIVE Into Scripps) can fill out this form: https://apply.scrippscollege.edu/register/studenteventvolunteer. Paid positions include admission ambassadors (leading campus tours, social media and blog posts, virtual events, conducting interviews), access mentors (providing mentorship to high school students in the college search process), and a social media intern. Ambassadors are hired in March for the following year, while the access mentors and social media intern are hired in late summer/early fall. FMI: email admission@scrippscollege.edu or stop by Balch 100.

The Student Union

The Student Union, located above Malott Commons, is the home of Scripps College's student government, Scripps Associated Students (SAS). Students use the space to relax and to interact with their peers regarding various student-centered topics and concerns. The Student Union offers a variety of resources, from art supplies to computers, which are available for all Scripps students and CLORGS. The Student Union consists of comfortable lounge areas, three conference rooms, and an office space for SAS. All Scripps students may gain entry into the Student Union by means of their ID cards. The space is not open to the faculty and staff of Scripps College, except by invitation.

Return to Table of Contents

Online Communities

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

There Is No Privacy on the Web

Students sometimes mistakenly believe that they can achieve some level of privacy on the Web. They join online communities and chat rooms or simply post their thoughts on websites that are password protected or have limited membership, or perhaps open membership. Students sometimes think that using a nickname or pseudonym renders them anonymous, but true privacy or anonymity does not exist. Even an assumed name is no protection, especially when accompanied by a photograph or other personal information.

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

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

There has been an increase in the number of employers and graduate schools that search the Internet for information on some or all of their applicants, including having a member of their staff join various online communities. Some employers have even hired current students for the purpose of mining information about applicants from online college communities. Employers and schools are not obligated to tell you they are looking you up online. A student may be a finalist for an internship, scholarship, job, graduate program, or fellowship and may be eliminated before the interview phase because of her online postings and profile.

Caching = Catching

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

Make Personal Safety a Priority

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

Return to Table of Contents

The Claremont Colleges Services (TCCS) Resources

Established in 1925, The Claremont Colleges Services (TCCS) is the central coordinating and support organization for the seven independent colleges known as The Claremont Colleges. TCCS provides both student facing services as well as administrative and operational services to the students and institutions that comprise The Claremont Colleges. To learn more about TCCS, visit services.claremont.edu.

Department of Campus Safety

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

Safety Escorts are available for all members of The Claremont Colleges. Safety Escorts are provided by uniformed Campus Safety Officers who will respond to the location of the person requesting the escort and accompany them by foot or vehicle to the desired destination. Safety Escorts can be made by calling Campus Safety's 24-hour Dispatch Center at 909-607-7233. Requests can also be made by using the LiveSafe app.

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

Lost and Found

Inquiries about lost articles should be directed to the Department of Campus Safety at 909-607-2000.

Vehicle Registration

Students, faculty, and staff can create accounts and pre-register vehicles online. Once the account is created, the vehicle's DMV registration is required to complete the registration. Register your vehicle here. Scripps first-year students are not allowed to bring veichels to campus during their first year at the College. Students may request an exemption through Residental Life.

To learn more about Campus Safety Programs and Services, visit services.claremont.edu/campus-safety.

Cultural & Spiritual Life

The Chaplains of The Claremont Colleges

The Claremont Colleges are served by the Interfaith Chaplains, who represent, coordinate, and direct the programs of the McAlister Center for Religious Activities. Chaplains serve as confidential emotional healers and spiritual counselors and provide ethical leadership to religious and non-religious students. A Protestant chaplain, Catholic priest, imam (Muslim chaplain), and rabbi serve the five undergraduate colleges and the two graduate schools full-time. The McAlister Center sponsors a full schedule of worship services and a wide range of events and programs under the sponsorship of the Buddhist, Catholic, Christian Science, Hindu, Interdenominational Christian, Jewish, Latter Day Saint, Muslim, and Zen Meditation groups, as well as other on-campus religious and spiritual groups. The chaplains

maintain liaisons with religious institutions and social service agencies in the surrounding communities and have a community service coordinator who links students to university-wide volunteer activities and local community service organizations. For further details, visit the Office of Chaplains website.

Chicano/Latino Student Affairs Center (CLSA)

The Chicano/Latino Student Affairs Center is located on the second floor of the Tranquada Student Services Center. CLSA provides academic, leadership, cultural, and personal support services. These include the New Student Retreat, Open House, Sponsor Program, César Chávez Commemoration, Latino Heritage celebration, Dia de la Familia "Family Day," Chicano Latino Graduation, Chispas online newsletter, monthly lunches, academic advising, and personal and career development. CLSA is committed to the achievement and success of Latino students at The Claremont Colleges. CLSA offers programs throughout the year that give students the opportunity to enrich their cultural identity, navigate the educational pipeline, and develop leadership experience. CLSA encourages and supports social justice issues and responsibility. CLSA offers services and activities that celebrate the history, heritage, and culture of Chicanos and Latinos. To learn more, visit the CLSA website.

Office of Black Student Affairs (OBSA)

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

Queer Resource Center (QRC)

The Queer Resource Center of The Claremont Colleges (QRC) provides support, resources, leadership development, and an inclusive and welcoming space for all members of The Claremont Colleges community to explore issues relating to sexual and gender identities.

Whether you identify as lesbian, gay, bisexual, transgender, queer, questioning, asexual, omnisexual, pansexual, or as an ally, the QRC has something to offer you! The space houses a great collection of over 2,000 LGBTQIA-related books and movies, which can be checked out for free and used as textbooks for classes or research material for papers. The QRC's student associates work hard every semester to hold a number of fantastic programs in addition to co-sponsoring many other events with various organizations.

The lounge and lobby (aka rainbow ski lodge) can be used for organizational meetings, doing homework and studying, or simply hanging out with friends in a safer and more welcoming space. The lounge also includes a computer for 7C student use. Come on by to write a paper, do research, check your email, or what have you, all in the relaxed and welcoming environment of the QRC.

Return to Table of Contents

In addition to the student staff members from the 5Cs and graduate assistants, the QRC Director and Assistant Director are both available for drop-in hours. If you are dealing with issues of sexual orientation or gender identity, coming out, research, or just to say hi — their doors are open! For more information about the QRC, please visit the QRC's website.

Student Wellness

Health Insurance

All students at The Claremont Colleges are required to carry health insurance. All students will be automatically enrolled in The Claremont Colleges Student Health Insurance Plan (SHIP) unless they can provide proof of coverage in an insurance plan that meets The Claremont Colleges waiver criteria. All eligible students must submit an online waiver by the deadline communicated by the College. International students are not eligible to waive SHIP.

Health Education Outreach (HEO)

The mission of Health Education Outreach (HEO) is to provide educational programming, services, and resources that will enable students of the Claremont Colleges to play active roles in achieving, protecting, and sustaining health and wellness. HEO is dedicated to helping students find the most appropriate health and wellness information and support available. HEO provides educational workshops, services, and resources including: alcohol and tobacco education; recreational and prescription drug information; nutrition information; sexual health information and contraceptive counseling; free & confidential pregnancy testing and counseling; referrals to local and national information and help lines; free safer sex supplies, ear plugs and lubrications; and a library of health and wellness including books, periodicals, pamphlets, web resources, and videos.

For more information, visit services.claremont.edu/heo.

Monsour Counseling and Psychological Services (MCAPS)

Monsour Counseling and Psychological Services (MCAPS) is the mental health resource for all seven of The Claremont Colleges. MCAPS professional staff serves all enrolled students. There are no fees for counseling services and all services are confidential. The staff of MCAPS consists of psychologists, marriage and family therapists, psychiatrists, post-doctoral fellows, and administrative staff who are committed to providing excellent mental health and psychological wellness services to students.

Brief, goal-oriented counseling is offered virtually for individuals, couples, and groups to help address a wide range of topics including, but not limited to, depression, anxiety, academic stress, identity-related concerns, as well as relationship, familial, cultural, and interpersonal stressors. Students who would benefit from longer-term or more specialized care will be offered referrals to appropriate resources. Workshops, outreaches, and presentations on a variety of topics are offered throughout the year.

For more information, visit services.claremont.edu/mcaps.

Student Health Services

Student Health Services provides patient-centered health care to the campus community in a professional and compassionate manner that directly contributes to the student's well-being and overall success. Student Health Services at The Claremont Colleges is a service of The Claremont Colleges Services and provided to all students enrolled at The Claremont Colleges. The staff of Student Health

Services consists of physicians, nurse practitioners, pharmacists, nurses, and medical assistants who make every effort to provide excellent medical attention in a caring and efficient manner.

For more information, visit https://services.claremont.edu/student-health-services/.

Huntley Bookstore

Huntley Bookstore is the source for all textbooks for class use. Huntley Bookstore will buy back books. In addition, the bookstore provides a broad selection of school, office, and art supplies, as well as gifts, greeting cards, snack foods, and sundry items. Other services include special-order service for items not in stock.

The Huntley Bookstore is located inside the Claremont Colleges Library at 800N. Dartmouth Ave., CA 91711. For more information, visit https://services.claremont.edu/auxiliary_services/huntley-bookstore/.

Honnold Mudd Library

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

Return to Table of Contents

Standards of Conduct and Judicial Hearing System

Standards of Conduct

1.0 General Policy Statements

Statement of Rights and Responsibilities

Students, faculty, and administrative officials at Scripps College, as members of the academic community, fulfill a purpose and a responsibility. The purpose is the humane and critical examination of a wide range of issues and ideas that confront society as a whole. The responsibility is to understand the spectrum of viewpoints on an issue, and equally, to be actively involved in the solution of the problems.

The College must, therefore, provide an optimal learning environment, and all members of the College community have a responsibility to provide and maintain an atmosphere of free inquiry and expression. The relationship of the individual to this community involves these principles:

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

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

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

1.1 Statement on Academic Freedom

(*Taken from the Scripps College Catalog*)

Scripps College affirms the American Association of University Professors "Statement on Academic Freedom," a portion of which follows:

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

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

Statement on Co-curricular Involvement

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

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

2.0 General Judicial Principles

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

2.1 The Relationship of Discipline to the Purpose of the College

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

Conditions for a Hearing

Definition of a Student is one who:

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

Definition of Student Organizations

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

Timeliness of Filing a Report

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

Return to Table of Contents

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

Status of a Student Pending a Judicial Hearing
Normally an accused student retains all privileges at the College and disciplinary sanctions are not initiated until completion of an initial hearing or an appeal. However, interim action may be initiated by the Title IX Coordinator, Dean of Students, their designee, whenever there is evidence that a student or organization poses a substantial threat to the safety or well-being of members, to property of the College community or poses a continuing threat of disruption or interference to normal college life or functions.

3.0 Student Records and the Family Educational Rights and Privacy Act (FERPA)

3.1 Directory Information

Scripps College may release or publish general information about students called "directory information" without prior student consent if, after this notice of the category of such information, students do not notify the College of their objections. To restrict release for publication, a student must submit written notification to the Registrar's Office by the deadline to add courses specifying the information she does not wish to be released or published. Students should carefully consider restricting directory information as such restrictions could affect verifications of enrollment, degrees, and majors requested by prospective employers and others. Restriction of the information could become detrimental to the best interests of the student.

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

- Name
- Campus Address: Scripps mailbox would be released as the mailing address.
- Campus Email Address: Scripps College email address
- Dates of attendance and enrollment status (full-time or part-time)
- Classification (first-year, sophomore, and so forth)
- Majors and/or Minors
- Degrees, Certificates, Honors, and Awards Received (including Dean's List)
- Date of Birth
- Photo
- Previous academic institutions attended
- Activities and sports, including height and weight of athletic team members

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

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

Student Rights under the Act
The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended requires education Institutions to notify their students each year their rights affored by the act. The following is a

statement of those rights.

The amended act provides for access by former and present Scripps students to their educational records for inspection and review. The term "educational records" is defined by the Act to include those records directly related to a student and maintained by the college or by a party acting for the college. At Scripps, the primary educational record contains the permanent academic record and is maintained by the registrar. It includes each student's transcripts, application materials (including confidential statements whose access has been waived by the student or made prior to January 1, 1975), petitions, leaves of absence or withdrawal forms, and other documents related to her matriculation. To inspect and review her academic record, a student must make a written request to the registrar. The registrar will inspect the file for any records not open to student inspection (i.e., confidential statements) and arrange a time when the student may see her file. The time between the student's request and the registrar's notification will be no longer than 15 business days. The files are to be read in the Registrar's Office unless a student is not within commuting distance of the College, in which case the student may request copies of specific documents she wishes to see. A copy of an education record otherwise subject to review may be refused if a "hold" for non-payment of financial obligations to the College exits. No copies of original documents, or of source documents, which originate from and exist elsewhere, including any high school transcripts or transcripts from other academic institutions, will be made. The College asks the student to bear the cost of such copies, as determined by the registrar. Educational records not open to student inspection include:

- Parents' financial statements;
- Confidential letters and recommendations written before January 1, 1975 or access waived by the student;
- "ancillary records" not maintained as the official records of the College, such as faculty files;
- Law enforcement records that are confidential and used only for the purpose of law enforcement; and
- Recognized professionals or paraprofessionals records. A student may, however, request that a doctor of choice have access to the student's medical records.

Students may waive any of their rights by submitting a written and signed waiver to the registrar. A waiver may be made concerning:

- Types of educational records
- Types of persons or institutions, or if the person is a student or a prospective student, confidential letters and statements of recommendations concerning admission, application for employment, or receipt of honorary awards that are placed in the person's education record after January 1, 1975

A student may request notification of the names of all individuals providing a confidential letter or statement of recommendation. If a student decides to revoke a waiver, it must be submitted in writing to the registrar, but revocation of waivers of confidential recommendations may not be retroactive. In addition to the student, certain specific people may have access to a student's file. These individuals are:

- Individuals or organizations that have the written permission of the student concerned;
- An individual employed at Scripps or at another of The Claremont Colleges in an administrative, supervisory, faculty, or support staff position who has a legitimate educational interest. Students may be assured that such access will be held in strictest confidence by the College and that no one will have access to a student's medical records;

- Students serving on some College committees;
- Individuals or organizations with which Scripps College contracts for specific services related to the legitimate educational interest of students, including the National Student Clearinghouse;
- Appropriate employees of colleges or universities to which students apply to enroll;
- Employees of government and educational agencies who have legal rights of access; and
- In compliance with a legal subpoena.

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

3.2 Hearing Procedures

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

All requests for a hearing shall be made in writing to the dean of the faculty who will notify the chair of the Augmented Committee on Academic Review (CAR).The chair will convene a hearing committee consisting of members of the Augmented CAR and include at least one faculty member, one administrator, and one student. The chair will also inform the student of the date, place, and time of the hearing. At the hearing, the student may present evidence relevant to the issues and may be assisted or represented by persons of choice, including an attorney. The hearing committee will prepare a written report of its decision including a summary of the evidence and the reasons for its decision and present it to the student within a reason- able time after the hearing. If the file is found to be inaccurate, the report will instruct the registrar to amend the file. If the file is found to be accurate, the report will include a notice to the student of the right to submit a statement of objection to the registrar for inclusion in the student's permanent academic record. Thereafter, such a statement will be released whenever the records in question are released. Copies of the report will be sent to the dean of the faculty, the president, and the registrar.

The decision of the hearing committee is final. The student may appeal to the president should the student feel that any part of the hearing procedure was unfair or that the procedure or the decision are not in keeping with the provisions of the act.

3.3 Student Records

Confidential Personal/Conduct Records: The Dean of Students Office is responsible for maintaining files that contain background information and official documents relating to information about a student gained in confidence or in an advising/counseling capacity by a dean or director. The files

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

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

Educational Records: The Family Educational Rights and Privacy Act of 1974 gives college students, at their request, the opportunity to inspect their education records in the Registrar's Office and assures them that information in these records is available only to certain authorized individuals within the College and to no one else without specific prior written student consent. Access to these files is guided by the Act (see Section 3.1).

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

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

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

Scripps College Code of Conduct and Non-Academic Policies and Procedures

4.0 Code of Conduct

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

Return to Table of Contents

General Code of Conduct Policies

4.1 Advertising, Publicity, and Solicitation Policy

All publicity must be in accordance with the policies of The Claremont Colleges (see respective 46 student handbook).

All flyers posted on the Scripps College campus must be approved by OSE and have the "OSE Approved" digital stamp. No flyers will be approved in person. **All flyers must be submitted through an online form.** For any event advertised on the Scripps campus, the following guidelines apply:

- Before it is copied, the original poster must be uploaded and submitted to OSE through the Event Posting Approval Form for approval.
  - Keep in mind that all events must be approved by the host institution prior to flyer submission.
  - Flyers must be submitted in PDF formal ONLY.
- Flyers without an approval stamp will be removed.
- Flyers should be posted at least three days PRIOR to an event.
- Flyers must include the following information:
  - Event name, date, time, and location or Zoom link.
  - Sponsoring department/school/student group
  - For more information, contact (email address)
    - STUDENTS: Do not use personal email addresses
  - Advertising may not contain explicit or implicit reference to alcohol or other drugs, and language should be inclusive to the wide array of interests and backgrounds in the Scripps community.
- **Flyers may be placed on bulletin boards only** (one poster per event per bulletin board/posting location).
- Flyers are not permitted on the Elizabeth Monroe Wood Memorial Steps or public-area windows, doors, and walls on campus.
- Entry doors to the residence halls are reserved for residential life staff flyers only.
- Flyers taped to the ground are prohibited.
- Only blue masking tape is permitted.
- Chalk writings are prohibited.
- Flyers other than event publicity (e.g., available housing, services, or goods) or commercial offers and other solicitation from non-Claremont Colleges sources must be approved through the Dean of Students Office prior to posting.

For publicity guidelines pertaining to elections, see the Election Guidelines in the "Campus Governance" section.

4.2 The Claremont Colleges Policy on AIDS

The Claremont Colleges do not discriminate on the grounds that a student has or is suspected to have AIDS, ARC, HIV, or a positive HTLV-III antibody test. This policy applies to the admission process, academic life, and co-curricular life, including access to dining halls, athletic and recreational facilities, student centers, and living arrangements. Claremont College students can get tested for HIV at Student Health Services and Health Education Outreach. Additionally, The Claremont Colleges offer medical and counseling assistance on HIV/AIDS at Student Health Services

and the Monsour Counseling and Psychological Services. Please contact the Dean of Students Office for further information and counsel regarding questions pertaining to HIV/AIDS.

4.3 Automobile Registration Policy

First year students are not permitted to have cars on campus. Under special circumstances students may apply for permission to have a car on campus. Students operating automobiles on campus are expected to observe the vehicle regulations issued by the Department of Campus Safety. Special attention is drawn to the following requirements:

- Every undergraduate student who plans to own or operate an automobile, motorcycle, motor scooter, or motorbike on the campus of The Claremont Colleges shall register at the beginning of the school year or within three days after the vehicle is driven in Claremont. The registration fee is $50.00 per semester for all students.
- Registration and Liability: The student is responsible for displaying the College decal that is to be affixed to the appropriate place on the vehicle as directed by the Department of Campus Safety. At the time of registration, the student must furnish evidence of current liability insurance. The student in whose name a vehicle is registered must be responsible, at all times, for any parking or driving penalties or liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- For temporary use of a vehicle (two weeks or less), the student or guest is obligated to secure a temporary parking permit, free of charge, from the Department of Campus Safety immediately.
- Special Agreement Concerning Motorcycles, Motor Scooters, and Motor Bikes: In addition to vehicle registration, a student desiring to operate and/or park a motorcycle, motor scooter, or motorbike on the campuses of The Claremont Colleges must sign a special agreement indicating that the student will drive only on certain campus streets that are specifically designated by the Department of Campus Safety for access to and exit from the campuses.

4.4 Bike Registration and Parking Policy

Scripps College encourages the use of bicycles as a convenient and sustainable form of transportation on campus. Unless otherwise noted, the regulations outlined apply to all cyclists operating non-motorized bicycles.

Registration

Scripps bicycle registration is required for all students, faculty, and staff who park or secure their bikes on the Scripps campus. Bike registration is free. Please complete your information on the TFH Wellness Portal, then stop by TFH to receive a registration sticker and grad year sticker. Place the sticker on the frame of your bike just below the seat post. Update your information with any changes online and with TFH.

Bike Parking

Bicycles are to be secured only to college provided bicycle racks. Bikes that are not parked in accordance with this policy will be confiscated by the college and owner may be subject to a fine. Owners are responsible for the bike and its use even when loaned to another user.

- Bicycles may not be parked on any handrails, handicap posting, and or ADA access ramps.
- Bicycles shall not block (or be attached to) wheelchair ramps in any manner.
- Bicycles may only be parked in designated bike racks and/or sheds.
- Interior bicycle storage is permitted at four locations near the residence halls (Clark, Browning, Frankel/Kimberly and Schow Halls).
- Bicycles are not permitted to be secured or locked to any interior building.

Return to Table of Contents

Fines

Fines will be charged to the bike owner. A $25 fee will be charged for ADA access ramp violation(s) within the parking regulations provided in the college Bike Policy. Fines may be paid at the Tiernan Field House. Upon receipt of payment, you may make an appointment with the Facilities Department (909-607-2541) to retrieve the bike with your receipt and identification.

Bike Removal, Impound, and Abandonment

If the bicycle is removed but registered more than four academic years prior, Scripps College will consider the bike to have an expired registration and have been abandoned. Scripps College will remove and impound bicycles that are not registered, illegally parked, abandoned or unclaimed. The college is not responsible for damaged to the bike or to the lock when removing bikes. Impounded bicycles that remain unclaimed for a period of six months will remain in the possession of the Facilities Department. All impounded bikes are available for retrieval for up to six months after the start of the following semester. After that time the College will donate all unclaimed biked to the TFH Green Bike Program, a charity, or another organization at their discretion.

Bike Storage (Winter Break/Summer)

Registered bikes may be stored during the academic year in provided bike sheds. At the end of the academic year, the bike sheds will be cleared of all unregistered bikes or expired registrations (past the graduation year), exterior bike racks will also be cleared of all bikes (registered or unregistered). The lock will be cut at the owner's expense and the bike will be impounded. The College takes no responsibility for damage to or theft of your bike while on campus at any time. Students who are no longer academically registered with the college forfeit the privilege to store their bikes in the bike sheds.

Theft

If you believe your bike has been stolen, please contact Campus Safety: 909-607-2000.

4.5 Civil Law Enforcement on Campus Policy

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

4.6 Communicating with Students and Families Policy

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

Return to Table of Contents

4.7 Indicating Plans for the Following Semester

Returning to Campus in Continuous Enrollment

It is expected that degree-seeking students will maintain continuous full-time enrollment until they graduate and that, if their plans change, they must formally notify the Registrar's Office by way of the Intent to Take a Leave of Absence form or Notice of Withdrawal form.

Taking a Leave of Absence from Scripps

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

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

Students wishing to extend a leave of absence beyond two semesters may do so only under exceptional circumstances and via petition to the Committee on Academic Review. Students on leave beyond four semesters are subject to administrative withdrawal. Campus email address, academic portal access, and the campus mailbox are retained during the leave of absence.

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

A student returning from a leave of absence must formally notify the Registrar's Office of their intent by March 1 for the following fall semester, or by November 1 for the following spring semester. Returning students who confirm their enrollment plans by the posted deadlines will be eligible for Scripps housing and preregistration. Failure to meet these deadlines may result in forfeiture of fees, preregistration privileges, and housing. Students returning from medical leave of absence must supply documentation that supports their return to a full course load and residential experience.

Financial aid recipients should consult with the Office of Financial Aid to plan for their return to Scripps, as financial aid deadlines may precede admission notification deadlines. Students who attended a college or university while on a leave are subject to Scripps' transfer credit policies. A student must be in good academic standing at all institutions attended while on leave to be eligible to return to Scripps.

Withdrawing from Scripps

A student may voluntarily withdraw from Scripps by completing the Notice of Withdrawal form available from the Registrar's Office. Students who do so by the posted deadlines are eligible for a refund of their security deposit (minus deductions for any relevant charges).

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

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

Involuntary Leave

Scripps College is committed to helping protect its community, and preserving the integrity of its learning, residential, and working environments. In extraordinary circumstances, a student may be required to leave the College if there is sufficient evidence that the student is engaging in, or is likely to engage in, behavior that poses a significant risk of harm to self or others, or significantly disrupts the learning or residential living environments of others. Before an involuntary leave is considered, efforts will be made to encourage the student to take a voluntary leave. An involuntary leave under this policy does not prevent disciplinary action in response to violations of student conduct rules, academic dishonesty violations state or federal law violations or violations of other policies and regulations. In addition, this policy does not preclude the suspension of residential hall privileges following a violation of College residential or other policies.

The following establishes the circumstances under which an involuntary leave of absence may be imposed, as well as the conditions under which a student may return.

An involuntary leave of absence from the College may be required by the VP/DOS if, in their judgment, one of the following criteria is met:

- The student's behavior indicates a significant risk to the health and safety of self or others, or
- The student exhibits behavior that significantly interferes with their ability to function in an academic or residential setting and/or significantly interferes with the educational pursuits or living environment of others

In cases where an involuntary leave may be required, the VP/DOS will consult with, as appropriate, the Assistant Vice President (AVP) for Student Affairs , Assistant Dean and Director of Case Management, the Director of Counseling and Psychological Services, Student Health Services, Campus Safety and others, depending on the specific circumstances of the case. If possible, the VP/DOS or AVP will meet with the student before making a final decision and may also consult with the student's parents/family. The decision to require an involuntary leave will be communicated, whenever possible, directly to the student by the VP/DOS or AVP. Involuntary leaves are typically temporary but, in instances where the risk cannot be resolved, may permanently prohibit a student from returning to the College.

In cases where a student is allowed to return from an involuntary leave, the student's return must be approved by the VP/DOS, who will review the case in consultation with other appropriate parties to determine if the reason for the involuntary leave has been resolved. When requesting to return, a student may be asked to provide the College with supporting documentation.

4.8a Policy on Demonstrations at The Claremont Colleges

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

Return to Table of Contents

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

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

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

4.8b Enforcement Policy

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

1. The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of CUC, in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The President of the college may summarily suspend a student of his/her college violating this policy. However, the president of the college or the CEO of CUC will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges pending referral to the home campus disciplinary body.

2. The Colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate Officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action– including requests for suspension – and take action that is consistent with an/or allowed by disciplinary procedures at the home campus.

3. Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to CUC.

4. All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing.

5. Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person, California Penal Code Section 834).

6. Individual Claremont Colleges and CUC may bill students or file civil suits to recover damages and costs.

7. While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

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

4.9 Evacuation Policy

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

4.10 Event Registration and Facility Use Procedures and Guidelines

Communication and Cancellation:

Open and consistent communication is essential for those involved in event registration. It is expected that any issues or concerns arising during the planning process will be promptly discussed and resolved. Cancellation of an event may occur in cases of guideline violations or disruptions that necessitate security or police intervention. Please be aware that event registrations will not be accepted during reading days and final examinations.

Event Registration for Events Not Involving Alcohol:

- To register an event, students must complete the registration process through OSE. OSE will collaborate with other campus entities to secure permissions, resources, and necessary staffing. The event registration timeline varies based on the event's nature. It's advisable to plan well in advance, but the minimum time required for event registration is as follows:
  - No additional resources needed: 3 days

- Limited resources (tabling): 1 week
- Small-scale and resourced events: 2 weeks
- Events with 50 or more attendees, events with alcohol, or 1C parties: 4 weeks
- 5C parties: 10-12 weeks

- OSE can assist with tabling, meetings, 1 C & 5C events. If you are looking to plan a 7C or event open to the public, you will need to work with Public Events.
- Event reservations can be made starting on the first day of each semester, and they cannot be scheduled after the last day of classes each semester. Please note that events are not permitted during reading or examination days.
- Once your event request is finalized, you will receive an email confirmation of approval from the reservation scheduler. Your facility request is not approved until you receive this confirmation. Please provide a comprehensive event/tabling description and include other relevant details such as whether there will be music, as these elements also require approval.
- In the event of a cancellation, please promptly notify OSE. Additionally, contact any resource services you secured for the event to cancel directly with each department.
- Occasionally, back-to-back events may occur; in such cases, users are not permitted to ask the preceding group to vacate the facility prior to the reserved time. Facility users are also responsible for unlocking and relocking all facilities. Arrangements to obtain keys may be made through the Public Events Office or Malott Commons Office, depending on the facility in use.
- Certain events may necessitate Campus Safety assistance to maintain order and safety. Please refer to the Security section to determine if an event requires Campus Safety presence.
- Scripps College may prohibit outside beverage containers or purses/bags into events. Prohibited items brought in can be confiscated by Campus Safety or other Scripps Staff.

Event Registration for Events Involving Alcohol:

- Events with alcohol must be registered through OSE and can only be held in designated event venues. Registration should be completed at least three weeks in advance, and it is considered final when all required forms are submitted and approved by OSE staff.
- Security is required for any event with alcohol, irrespective of the number of attendees. The number of security officers will be based on the estimated maximum number of guests at a rate of one officer per 50 attendees.
- To ensure the availability of mandatory staffing, including bartenders and security services, all alcohol-serving events must provide a minimum three weeks' notice to OSE.
- The OSE form mandates an estimated maximum number of guests, and this number cannot be exceeded during the event. Hosts are responsible for maintaining the event's capacity; Safety Officers are there to ensure safety, but may assist managing capacity.
- The event organizer must present a satisfactory method for verifying that guests served alcohol are 21 years of age or older.
- Scripps College permits only beer and wine to be served at registered events. Beer encompasses all fermented beverages with up to 6% alcohol content, while wine includes champagne and other sparkling wines with up to 14% alcohol content.
- The quantity of alcohol allowed at an event will be determined by a Dean of Students staff member, based on the estimated number of guests over 21 attending the event.
- Scripps College students may not use college funds to purchase alcoholic beverages, and no Scripps organization may collect money for this purpose. Alcohol sales are not permitted.
- Alcoholic beverages may not be replenished after the event begins. Students planning to consume alcohol must present their state ID to the bartender to verify they are of legal drinking age.
- Payment for security officers is required upon event registration, and the hosting group is responsible for their payment. OSE will facilitate arrangements with Campus Safety on behalf of the organizers.

- The event registrant must collaboratively create a plan for security officers with OSE and any necessary campus partners. Event planners should be prepared to meet with the security officers 15 minutes prior to the event to review the plan with the officers staffing the event. If professional staff members are on site for the event, they will also be present for the security briefing. Security officers are there to assist students and take appropriate action if disruptions occur, but their role does not involve managing capacity or entrance lines without assistance from hosts. may not be served to persons who appear intoxicated. The server, and not the individual being served, must consistently measure all dr

Security:

- Security is necessary for events involving alcohol, regardless of the number of attendees. The required ratio is one security officer per 50 attendees.
- For events without alcohol, the following guidelines apply:
  - Any event with over 100 attendees will require campus safety at a rate of one officer per 100 students.
  - Events considered "Parties" or 5C events with over 50 people will require one officer per 50 attendees.
  - For events with over 500 attendees, special arrangements should be made with OSE.
- The number of security officers will be determined based on the estimated maximum number of guests, and capacity should not exceed the mandated ratios. Payment for security officers is required upon event registration, and the hosting group is responsible for their payment. OSE will make arrangements with Campus Safety on behalf of the planners.
- The event registrant must collaboratively create a plan for security officers with OSE and any necessary campus partners. Event planners should be prepared to meet with the security officers 15 minutes prior to the event to review the plan with the officers staffing the event. If professional staff members are on site for the event, they will also be present for the security briefing.
- The primary responsibility for keeping the event under control lies with the students, not the security officers. Security officers are intended to patrol the event, work with the students to ensure a safe and peaceful environment, and take appropriate action if disruptions occur. The purpose of Campus Safety Officers is not to manage capacity or entrance lines although they may provide assistance to the event hosts.

Barbeque Policy:

- Student-hosted barbecues may be conducted on Jaqua Quadrangle East, specifically on the open lawn immediately south of the Rose Garden between Toll Hall and Browning/Dorsey Halls. For the safety of the students and the campus, barbecues are prohibited in all other locations on the Scripps campus.
- Event registration for barbecues must be completed through OSE, and the appropriate departments will be notified for approval.
- The Maintenance Department will provide the grill. Students hosting barbecues must obtain self-lighting charcoal for use; the use of lighter fluid and propane grills is not permitted.
- The Grounds Department will provide the student hosting the event with a hose and a means of disposing of the charcoal.
- Barbecues and self-lighting charcoal may not be stored in the residence halls or individual student rooms.
- Students are responsible for cleaning up after the barbecue, including the grill, and leaving the premises as they found it. Should the area not be properly cleaned, the student who registered the event will be responsible for a $250.00 fine.
- All barbecues must conclude by 10:00 pm to allow the Maintenance Department to pick up the clean barbecue.
- Approval for Barbeque availability and usage is dependent on the approval from Facilities.

Compliance:

- Strict adherence to these policies and regulations regarding personal conduct and alcoholic beverages is required.
- Students found to be in violation of these policies will be requested to pour out all alcohol, and the event will be ended immediately.
- Any person or organization that fails to do so may be subject to additional judicial board charges and/or outside legal action.

Other Event-Related Information: Admittance to Five-College Parties:

- Only individuals who possess a valid five-college ID will be admitted. Students must follow protocol of each host institution on how to obtain a guest pass, which may require processing prior to the event date.
- Students hosting the party are responsible for preventing non-students, including college employees.
- Scripps may prohibit outside beverage containers or purses/bags into events. Prohibited items brought in can be confiscated by Campus Safety or other Scripps Staff.

Guest and Guest Passes:

- The student hosting the guest is responsible for the guest's legal and orderly behavior.
- If a vendor wishes to bring guests, they must provide the sponsoring students with a list of guests (names, addresses, telephone numbers, and ages) at the time the agreement or contract for services is signed (3 guests maximum), and OSE must be notified.
- All attendees and their guests are required to follow the Scripps policies and procedures outlined in the GTSL.
- Scripps students are limited to one guest per event (when applicable).
- The student host will be required to show proof of their Scripps affiliation.

4.11 Firearms, Explosives, and Weapons Policies

Possession, use, or transportation of firearms or "deadly weapons" is prohibited on the campuses of The Claremont Colleges. The storage or transportation of such weapons by students or employees on campus or in automobiles parked on or frequenting the campus is prohibited. Violation of this policy will result in confiscation of the weapon and may result in judicial action by the College. The term "deadly weapon" includes, but is not limited to, a blackjack, slingshot, billy club, sand club, metal knuckles, dagger, switch blade knife, pistol, bee-bee gun, revolver or other firearm, any knife with a blade longer than five inches, any razor with an unguarded blade, any metal pipe or bar, or other object used or intended to be used as a weapon.

4.12 Flowers on Campus Policy

The flowers on campus may be cut in the following areas: the rose garden between Browning and Toll, all pansy and daisy beds, camellias at the north end of the Music and Dance Buildings, and the

roses at the north end of the Old Lang Art Building. Flowers in Margaret Fowler Garden and the camellias near Denison Library may not be cut or picked.

4.13 Graffiti Wall Policy

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

4.14 Hazing Policy

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

DEFINITION OF HAZING

Education Code section 32050 states:
" . . . 'hazing' includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any . . . college, University, or other education institution in this state; but the term 'hazing' does not include customary athletic events or other similar contests or competitions."

Education Code section 32051 states:
"No student, or other person in attendance at any . . . private . . . educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both."

CONSEQUENCES OF A VIOLATION

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

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

Return to Table of Contents

APPLICATIONS

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

Some examples of hazing activities or events include:

- Activities which require individuals to violate federal, state, or local laws; contradict a person's moral or religious beliefs; or violate the rules and regulations of Scripps College.
- Any form of coerced physical activity or exercise. Ingesting any liquid or solid matter, edible or non-edible. Kidnapping new members.
- Marking or branding or tattooing or piercing of a new member.
- Scavenger hunts and pranks that promote theft, vandalism, or destruction of property.
- All-night work or study sessions that interfere with academics. Embarrassing clothing and/or doing embarrassing actions.
- Sleep deprivation.
- Grilling of individuals/groups with questions of any kind.
- Personal errands and chores run by new members for initiated members. Requiring new members to live together.

Questions should be directed to OSE at 909-607-4703 or DOS at 909-621-8277.

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

4.15 Health Policy

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

Scripps students hold a mutual responsibility to the health and wellbeing of the other members of our campus and consortial communities. Scripps expects and requires its students to follow Scripps and L.A. County health guidelines. Scripps expects its student will act accordingly and demonstrate responsible decision-making regarding the health and safety of others. With this flexibility and consideration for the welfare of our community in mind, Scripps students understand that the College may utilize expedited student conduct procedures when addressing behavior that threatens the health and safety of others. Scripps students who engage in, facilitate, or organize irresponsible or reckless behavior that puts the community at risk may face formal disciplinary action, which may result in removal from College housing or suspension from accessing campus.

4.16 Information Technology Policy

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

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the colleges' students, faculty, and

staff. These services are provided for educational purposes and to carry out the legitimate business of the colleges.

The Claremont Colleges and members of the college communities are expected to observe federal, state, and local laws that govern computer and telecommunications use, as well as the colleges' regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store, or distribute information or materials or to participate in activities that are in violation of federal, state, or local laws or other college policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

Computing and network facilities resources users are required to use these resources within the colleges' standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities, will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the colleges extends to use of computing and network facilities resources and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

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

Ownership

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

Privacy and Security

File Confidentiality

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

However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic and its contents and examining files on any computer system connected to the network.

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

Network Monitoring

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

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

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

Passwords and Codes

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

Access to Resources

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

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

is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by The Claremont Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.

- Willful or unauthorized misuse or disclosure of information owned by the colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment, regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

The respective information technology organization of one of The Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate college authority to take action, which may result in dismissal from school and/or termination of employment.

Electronic Recording Policy

Recording of classroom activities by any electronic means, by students, other faculty, university administrators, or others, requires written permission of the instructor. All students in a class must be informed if permission has been given for a class to be recorded. Accessibility to lectures or other materials by persons with disabilities will be accommodated as required by applicable policies and laws.

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

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

Copyright Infringement Notifications

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

Return to Table of Contents

Response to DMCA Notices

Receipt of a DMCA notice indicates that The Claremont Colleges policy on "Appropriate Use of Campus Computing and Network Resources" may have been violated by the user at the IP address identified in the DMCA notice. The College respects the rights of ownership for all intellectual or entertainment property protected by copyright and explicitly prohibits the illegal sharing of copyright- protected material. Be forewarned that while Scripps College generally addresses copyright violations with a "three strikes" procedure, a copyright owner is under no obligation to do the same. In addition to sending complaints to Scripps College, copyright owners may take direct and immediate legal action against alleged infringers and subpoena the College for the identity of the individual associated with the IP address.

Procedures

First Notification

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

Second Notification

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

Third Notification

If a third notification is received, network access shall be suspended immediately. The user is again informed by email, including a copy of the DMCA notice. The Dean of Students Office is also copied on the notification. Network access is not restored until the case is adjudicated by the College Judicial Board. The College Judicial Board can impose whatever sanctions—including termination of network access, probation, suspension, and expulsion—are deemed appropriate. If network privileges are to be restored, you can be charged a service reconnection fee of up to $1,000. The existence and imposition of university sanctions do not protect members of the campus community from any legal action by external entities or the university itself.

Response to Preservation Notices

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

Response to Settlement Letters

In February 2007, the Recording Industry Association of America (RIAA) introduced a new strategy for dealing with copyright infringement. The new RIAA strategy includes sending a "settlement letter" to colleges. RIAA sends an email to the College claiming that one of our users is violating the record companies' copyrights by uploading and downloading copyrighted recordings. The email to the College also states that if a settlement is not reached with the person at the IP address, a lawsuit will be filed and a subpoena will be served on the College requesting information to identify the person at the IP address associated with the alleged copyright infringement. The College preserves records associated with the IP address in anticipation that a John Doe complaint may be filed and subpoena issued. The email to the College comes with a PDF file attached that contains a pre-lawsuit settlement letter that RIAA requests the College to forward to the user at the IP address associated with the alleged infringement. The RIAA settlement letter offers the person at the IP address the opportunity to settle out of court. Settlements under this program have been reported to be in the range of $3,000 to $7,500.

If a user receives a settlement letter, it is the user's responsibility to decide how to respond to the RIAA. The user may want to seek legal counsel before making a decision. When Scripps College receives an RIAA settlement letter, it will forward that letter to the user at the IP address the RIAA has identified in the accompanying email to the College. The College's procedures for addressing violations of the Appropriate Use of Campus Computing and Network Resources are followed as a result of receipt of a settlement letter email. The College does NOT release the name of a user upon receipt of a settlement letter email. The College only provides identifying information about an IP address to a copyright owner in response to a valid subpoena.

4.17 Missing Student Notification Policy

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

Return to Table of Contents

4.18 Student Identification Card Policy

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

4.19 Student Organization and Student Employment Offices Guidelines

General Expectations

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

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

Alcohol, Drugs, and Smoking

Smoking, illegal drugs, and alcoholic beverages are NOT allowed in public/common areas, student organization offices, or student employment offices (see Alcohol Policy 4.05, specifically section V: Standard of Conduct Governing Alcoholic Beverages and Drugs).

Office/Shared Space

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

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

Key Use and Access

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

Office Supplies

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

Accountability

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

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

Housing Related Policies

4.20 Housing Policy

As a residential campus, Scripps has a policy of providing College-sponsored housing for students who are enrolled full-time and are within eight (8) semesters from their start date. Students who meet all housing deadlines and participate in room selection will be guaranteed Scripps-sponsored housing. Students entering their 5th year/9th semester at Scripps, are able to submit a petition to be considered for up to an additional 2 semesters of College-sponsored housing if space is available. Part-time students do not qualify for Scripps-sponsored housing. A student who is registered in 3.0 or more courses as of the 10th instructional day of the semester is considered enrolled full-time for that semester.

4.21 Animal Policy

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

Return to Table of Contents

4.22 Candles and Flammable Material Policy

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

4.23 Cooking and Electrical Appliances Policy

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

4.24 Damages and Missing Property Policy

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

Scripps College maintains a furniture policy to ensure fire safety, maintain cleanliness, and prevent exposure to pests in student rooms. All rooms are furnished by the College for its assigned occupants with a bed, desk, desk chair, dresser, floor lamp and wardrobe/closet. No outside (not provided by Scripps) furniture is permitted to replace the provided furniture, including mattresses and bed frames due to health and safety.

Scripps-owned furniture belonging to the suite or room may not be removed under any circumstances and must remain in the assigned bedroom or suite. **Students should ensure that neither any Scripps-issued furniture nor any personal items are placed in the room or suite in a way that impedes egress from the door or window in the room or suite**. No furniture, whether College-issued or personal, should be attached to the building structure. Students are responsible for removing personal furnishings from their room when they move out of the residential space. Failure to do so may result in a fine.

No college-issued furniture may be used for outdoor purposes, unless it is deck furniture on approved balconies, porches or other outside areas. Only furniture intended for use outdoors may be used or stored outside. Indoor furniture may not be used or stored outside. Lounge or common area furniture may not be removed from the public space and/or placed in individual rooms or suites.

Return to Table of Contents

4.25 Guests on Campus Policy

Students may have guests. The guest must be escorted by a Scripps student at all times. For security reasons, students are encouraged to not provide entry to campus buildings to individuals who are other students' guests. Guests are expected to follow all rules and policies of Scripps College. The student hosting the guest is responsible and accountable, including financially, for the conduct of the guest. Any infractions of the rules and the cost of repairing any damage by the guest are assumed by the host student.

Overnight Guests

Students may have overnight guests with prior permission from all roommates/suitemates. Guests must be registered with the Office of Campus Life. Students may host guests no more than three consecutive nights or seven total nights in a semester. All guests must be 18 years of age. In the event a student exceeds these maximums, the College reserves the right to deny guest privileges to the hosting student or to terminate the hosting student's occupancy. All guests are expected to follow all rules and policies of Scripps College. The student hosting the guest is responsible and accountable, including financially, for the conduct of the guest. Any violation of these policies may result in a judicial hearing.

Guests During Breaks

Students are not allowed to have any overnight guests during winter and summer break periods. This includes any late stays or early arrivals for trainings or other college obligations.

4.26 Resident Hall Obstruction Policy

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

4.27 Key Policy

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

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

Return to Table of Contents

4.28 Lockout Policy

Students are allowed two free lockouts per year; after that, all key services will cost $25 and will be billed to the respective student account at the end of each semester. The following is a breakdown of whom to call for lockouts based on day and time.

Scripps Residential Halls & Houses		
Time	**Contact**	**Phone**
Monday-Friday, 8am-5pm	Managed by Facilities	909-607-2541
Monday-Friday, 5pm-8am	Managed by Campus Safety	909-607-2000
Saturday & Sunday, 8am-11pm	Managed by Reslife on Call	909-708-7603
Saturday & Sunday, 11pm-8am	Managed by Campus Safety	909-607-2000

Scripps Students at CCA		
Time	**Contact**	**Phone**
Monday-Friday, 8:30am-5pm	Managed by CCA Front Office	909-332-2466
Monday-Friday, 5pm-8:30am	Managed by Campus Safety	909-607-2000
Saturday & Sunday, All Day	Managed by Campus Safety	909-607-2000

4.29 Quiet Hours Policy

Disorderly conduct, unreasonable noise, or behavior that results in unreasonable annoyance is prohibited. Quiet hours will be in effect from 11:00 pm to 9:00 am Sunday through Thursday and 1:00 am to 10:00 am Friday and Saturday. At 8:00 am on the start of Reading Days, which is typically Thursday before finals begin (not referring to spring semester, seniors finals week), quiet hours will extend to 24 hours and continue through the end of the semester.

4.30 Persons and Property Policy

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

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

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

4.31 Smoking Policy

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

stairwells, lounges, kitchenettes, interior courtyards, and balconies. Vapor cigarettes are also prohibited.

Scripps' Program Relating to the Prevention of Illegal Possession, Use, and Distribution of Drugs and Alcohol by Students

4.32 Alcohol and Drug Policy

General Statement: The College places the responsibility for observing state law upon each individual and expects each student to govern herself with standards of good taste and ethical judgment common to educated persons. The College does not condone violation of the state law concerning the use of alcoholic beverages, nor does it condone the use of alcoholic beverages under any circumstances when such use impairs personal conduct, health, academic achievement, or the interests of the Scripps community. Kegs are not permitted on campus unless pre-approved by OSE (see 4.10).

I. The Program

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

B. The program imposes disciplinary penalties or educational interventions on a student in the event of a violation of these standards of conduct. The College is also cognizant of the fact that alcohol or drug use may create health consequences that require immediate medical attention and, in recognition thereof, has adopted a Safety First/Medical Amnesty Policy (see 4.33). This program will be implemented consistent with and in conjunction with the Safety First/Medical Amnesty Policy (see section V). The determination of whether there has been a violation will be made in accordance with the College's procedures applicable to student discipline. When students visit another Claremont College, they are responsible for observing the regulations of both that college and Scripps.

   a. Interventions will be of varying degrees of severity and may include warnings, attendance in a substance abuse program, substance probation, community service, loss of residential privileges (temporary or permanent), suspension, expulsion, and referral to governmental authorities for prosecution.
   b. The appropriate penalty shall be determined by taking into consideration all relevant circumstances, and particular penalties will not be associated with any particular violation.

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

II. Local, State, and Federal Sanctions

Some local, state, and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, range from a fine

and probation to lengthy imprisonment. The following are lists of topics covered by these laws and the websites where more details can be found.

Claremont Municipal Code
https://library.qcode.us/lib/claremont_ca/pub/municipal_code/item/title_9-division_iii-chapter_9_23-9_23_020
9.23.020 Drinking Alcohol in Public Places California Codes

California Business and Professions Code
25602 Giving Alcohol to Intoxicated People
25604 Retail Establishments Serving Alcohol Must Be Licensed
25607 Limits on Alcohol Approved by Retail Licenses
25658 Limits on Alcohol Provision, Purchase, and Consumption to Minors
25662 Public Possession of Alcohol by Those Under 21
25659 Confiscation of False Identification
25660.5 Furnishing False Identification
25661 Use of False Identification

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

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

Return to Table of Contents

Federal Code
https://home.treasury.gov/system/files/246/21usc-chapt13-csa.pdf
Title 21, Chapter 13 lists laws pertaining to possession of controlled substances and illegal trafficking

III. Assistance for Alcohol Abuse and/or Drug Use Problems

A. The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs and will provide confidential professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services, including counseling, educational materials, campus AA meetings, and referrals, are available at the following offices:
   - Sallie Tiernan Field House
   - Office of Case Management/CARE@SCRIPPS
   - Health Education Outreach Office
   - Monsour Counseling and Psychological Services
   - Student Health Services

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

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

D. Drug- and Alcohol-Related Infractions at a Glance. The below infraction are in addition to any student conduct charges that may arise from violating the College's Alcohol and Drug Policy:
   - **First Incident**: Alcohol or marijuana education with Assistant Director of Health and Wellness.
   - **Second Incident**: Meet with Assistant Dean and Director of Case Management assigned educational sessions with a substance abuse professional
   - **Third Incident**: Meet with Assistant Vice President for Student Affairs/Interim Special Assistant to the VPSA and referral for evaluation by substance abuse counselor
   - **Fourth Incident**: Behavioral contract and conference call with family

IV. Standard of Conduct Governing Alcoholic Beverages and Drugs.

A. The state of California prohibits the use, possession, and purchase of alcohol by individuals under the age of 21 and the use of alcohol in public by all people, regardless of age. The alcoholic beverages rules for Scripps College are required by law to be consistent with the California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the Scripps campus and at Scripps-sponsored events off campus. Any student transported or assessed by emergency medical staff for alcohol or other drug-related reasons will be required to meet with the assistant director of student health and wellness. The purpose of the meeting is to help the student gain insight into their experience, become aware of any patterns of behavior,

identify risks associated with alcohol and drug abuse, and receive referrals to appropriate services as necessary. Students failing to comply with any policies, sanctions, or verbal instructions from Dean of Students staff members may be subject to judicial action as per section 4.39 (Failure to Comply Policy) of the *Scripps College Guide to Student Life*.

a. Events involving drinking games and/or promoting binge drinking are specifically forbidden (including games that simulate drinking as well).
b. Alcoholic beverages may not be served on Scripps College property or at any Scripps College event where persons under 21 years of age are present, unless approval has been granted by the Office of Student Engagement (OSE) of a plan that assures compliance with the law.
c. Scripps College events are defined as any on-campus event. In addition, those off-campus events that may be identified as being an activity of the College will also be governed by state law and Scripps College standards of conduct.
d. Students under 21 years of age: The laws of the state of California specify that students under the age of 21 may not consume, possess, distribute, or sell alcohol. These regulations apply in all locations and on all occasions.
e. Students over 21 years of age: Students over 21 years of age must obey regulations that apply in the state of California, the city of Claremont, and the College. Possession and/or consumption of alcoholic beverages by those persons 21 years of age or older is permitted in individual student rooms as long as there are 10 or fewer people in the room. Possession and/or consumption of alcoholic beverages is prohibited in the hallways, lavatories, lounges, and other corridors or public areas of the residence hall, including outdoor areas, except when and where expressly authorized in writing by OSE. Events involving alcohol in a space with more than 10 people must be registered with OSE. For more information regarding event registration for events involving alcohol, see 4.10: Event Registration and Facility Use Procedures and Guidelines.
f. Orientation: From the beginning of Student Leadership Institute (SLI) for New Student Programs and Orientation (NSPO) until 8:00 am on the Sunday at the end of the first week of classes, no alcoholic beverages may be served or consumed anywhere on campus, including residential hall rooms of students 21 and over. This also applies to any early arrival students who are on campus prior to NSPO and SLI. This time is considered Substance-Free Opening.
g. Operating a motorized vehicle, a bicycle, or a skateboard on Claremont Colleges' property while under the influence of alcohol is prohibited. Motorized vehicles include cars, golf carts, and motorcycles, among other vehicles.
h. Open containers of alcohol or cups containing alcoholic drinks may not be carried around campus or in public spaces in the residence halls.
i. The entire College community is responsible for the well-being of prospective students visiting the campus. Giving or offering drugs or alcohol to a prospective student will result in sanctions.

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

C. Drugs. As to the use of drugs, federal and state laws govern actions by all members of the Scripps College community. As required by law, Scripps College has established policies and rules regarding drugs, including marijuana, that are consistent with the federal and state laws governing possession, use, or distribution of drugs. Marijuana violations at Scripps College are upheld based on the definitions under applicable federal law. Students found with marijuana violations are subject to housing probation and loss of housing privileges.
    a. It is unlawful to manufacture, possess, sell, or use controlled substances. Scripps College prohibits the use, possession, cultivation, sale, transfer, or distribution of illicit drugs on campus. Scripps College recognizes its duty to uphold local, state, and federal laws concerning illicit drugs and is under legal and moral obligations to cooperate with law enforcement officers in the performance of their duties pertaining to prohibited drugs. The College will not provide sanctuary for violators of federal or state drug laws on or off campus. Subject to and consistent with the College's Safety First/Medical Amnesty Policy, students found to be in violation of the prohibition against illicit drugs are subject to penalties up to and including expulsion.
    b. Education and Prevention: The College will promote educational programs concerning the illegality and dangers of drug use and will participate actively in the Five-College Alcohol and Drug Education Program. Students are encouraged to use the counseling and medical services provided on a confidential basis at the Monsour Counseling and Psychological Services and Student Health Services when concerned about their own drug use or that of their friends or acquaintances. The Dean of Students and Residential Life staff members serve as advisors and will to refer concerned students to appropriate resources.
    c. Medical Marijuana: Marijuana use on campus is prohibited in compliance with federal law. Documentation of medically prescribed marijuana does not exempt a student from this policy. A student who qualifies for medical use under California's Compassionate Use Act should speak with the Assistant Dean and Director of Campus Life regarding their option to live off campus.
    d. The display and ownership of drug paraphernalia, regardless of whether the item has an alternate legal use, is prohibited on campus.

4.33 Safety First/Medical Amnesty Policy

The health and safety of students is of primary importance. As socially responsible members of the Scripps College community, students share the responsibility for the welfare of fellow students. Students are asked to encourage moderate and responsible behavior and to help seek medical treatment when there is danger of alcohol poisoning, an alcohol-related injury, or another health situation related to the ingestion of a controlled substance (an "Alcohol or Drug- Related Medical Emergency"). An Alcohol or Drug-Related Medical Emergency is first considered a health issue; therefore, the primary College response is a medical one.

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

Consistent with putting a student's health first, the College will approach an Alcohol or Drug-Related Medical Emergency as a health risk and may require follow-up such as meeting with a member of the Dean of Students staff, and/or referral to and completion of alcohol or drug education/counseling. If serious injury has occurred or if there are repeated incidents, possible notification of parents or guardians may also result. Failure to comply with required follow-up will normally result in disciplinary action.

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

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

Title IX Related and All Other Policies

4.34 Discrimination and Harassment Policies and Grievance Procedures

As a historically women's college committed to fostering an equitable and inclusive community, Scripps College (the "College") seeks to maintain an environment in which individuals can live, learn, and work free from discrimination and harassment. The College regards such behavior as inimical to its educational purposes and to the respect for individuals that it holds to be essential in all aspects of its institutional life.

In furtherance of these principles and in compliance with regulations issued by the United States Department of Education under Title IX of the Education Amendments of 1972, the College, along with the other Claremont Colleges, adopted The Claremont Colleges Sexual Misconduct and Sex-Based Harassment Policy ("TCC Sexual Misconduct and Sex-Based Harassment Policy"). The TCC Sexual Misconduct and Sex-Based Harassment Policy governs investigation and resolution of all allegations of "Sexual Harassment" (as defined in 34 C.F.R. § 106.30(a)) against a student or employee of any of the Claremont Colleges. "Sexual Harassment" covered by the TCC Sexual Misconduct and Sex-Based Harassment Policy includes claims of sexual assault, dating violence, domestic violence, and stalking.

Complaints of discrimination or harassment that are not governed by the TCC Sexual Misconduct and Sex-Based Harassment Policy are subject to investigation and resolution under the policies and procedures of the Respondent's home college. Accordingly, the policies and procedures set forth in Scripps College's Discrimination and Harassment Policies and Grievance Procedures (the "Scripps Policy") govern all allegations of discrimination and harassment asserted against a student or employee of Scripps College that are not governed by the TCC Sexual Misconduct and Sex-Based Harassment Policy, including but not limited to claims of discrimination or harassment based upon race, national or ethnic origin, color, ancestry, pregnancy, religion, creed, immigration status, medical condition, physical or mental disability, age, marital status, veteran status, or family care leave status.

More information on the College's response to sexual harassment, sexual assault, dating violence, and stalking can be found on the Title IX webpage.

Return to Table of Contents

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4.35 Bias Incidents and Hate Crimes

Reporting Bias Incidents

Scripps College stands against bigotry in any form. Scripps students, faculty or staff targeted by a member of the Scripps or TCC community because of disability, gender, gender identity or expression, national origin, race or ethnicity, immigration status, religion, sexual orientation or because of association with an individual or group with these perceived characteristics may report to any of the following:

Students
Title IX Office: titleix@scrippscollege.edu
Dean of Students Office: deanofstudentsoffice@scrippscollege.edu

Staff:
Office of Human Resources: http://www.scrippscollege.edu/offices/officesservices/treasurer/hr
Title IX Office: titleix@scrippscollege.edu

Faculty:
Dean of Faculty: http://www.scrippscollege.edu/faculty/
Office of Human Resources: http://www.scrippscollege.edu/offices/officesservices/treasurer/hr
Title IX Office: titleix@scrippscollege.edu

Return to Table of Contents

Reporting Hate Crimes

Scripps students, faculty or staff who believe they have been the victim of a crime because of their disability, gender, gender identity or expression, race or ethnicity, immigration status, religion, national origin, sexual orientation or because of association with an individual or group with these perceived characteristics should contact Campus Safety and/or the Claremont Police Department. Note that all reports of sex discrimination, including bias based on sexual orientation and gender identity, must be reported to the Title IX Office by employees of the College.

4.36 The Claremont Colleges Banning Policy

Policy on Banning Disruptive Persons from the Campuses of the Claremont Colleges

Background

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

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

Policy

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

The authority for this policy emanates from each institution's right to control its own property, and authority for coordination between The Claremont Colleges occurs through agreement among the presidents of the colleges. Under normal circumstances, the deans of students, the director of campus safety, or the vice president for student affairs of The Claremont University Consortium shall be the designated officials who are responsible for the banning of disruptive or potentially dangerous persons from campus. Other designated officials may be expected to carry out these duties, as determined by the president(s) of the institution(s).

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

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

individual if there is reason to suspect that illegal activity, disruption, or the threat of harm to others or property is increasingly likely to occur in the future.

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

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

Procedures Governing Individuals with or without a Relationship to The Claremont Colleges

1) Regarding Individuals with No Direct Connection to The Claremont Colleges: This set of procedures applies to individuals who have never been a student of The Claremont Colleges; do not have a spouse or partner who is an employee or volunteer at The Claremont Colleges; and are not parents or guardians of a current or former student of The Claremont Colleges. Each designated official has the authority to issue a ban on behalf of one or more of The Claremont Colleges. A ban of this type is communicated to all other student deans, and a copy of the ban letter shall be sent to the director of campus safety.

2) Regarding Individuals with a Connection to One of The Claremont Colleges or The Claremont University Consortium: This set of procedures applies to alumni; former students who are not currently enrolled; spouses or partners of an employee, part-time employee, or volunteer; those performing volunteer work; and parents or guardians of current or former students. The designated official initiating the ban shall send a message to all other deans of students to determine if there is any objection to banning the individual in question. Any dean raising an objection may choose not to have his/her campus covered by the ban. If no concerns are raised within 48 hours, the initiating official may apply the ban to cover all The Claremont Colleges' properties.

3) Regarding Current Students: This set of procedures applies to any student who is currently enrolled at one of The Claremont Colleges, including when the colleges are in or out of session. It is within the authority of the banning campuses and CUC to make this decision without regard to judicial proceedings at the home campus.

    a) How the Ban of a Current Student Applies to Colleges: Unless otherwise specified, the banned student shall be permitted to attend classes and use relevant academic resources on campus but suspended from all other activities
    b) How the Ban of a Current Student Applies to the Claremont University Consortium: Depending upon the circumstances of the individual student, the vice president for student affairs shall determine, in consultation with individual CUC services and the dean of students at the college at which the student is enrolled, the scope and extent of the ban from CUC services and property. The student shall normally be permitted to make appointments at CUC offices and services as needed. For drop-in services that a student might utilize (i.e., OBSA, CLSA, chaplains), the vice president for student affairs shall decide, based on the circumstances giving rise to the ban, whether drop-in privileges shall continue or if the banned student shall be required to schedule appointment.

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

Requests for Review, Modification, or Removal of a Ban

A person banned from one or more of The Claremont Colleges may request that the banning party discuss the nature of the ban, modify the ban, or withdraw the ban. It is the responsibility of the banned person to contact the official who first initiated the ban to request a conversation about the ban within five business days. It is also the responsibility of the banned person to bring any substantive changes to the attention of the banning official in order to request reconsideration. For current students who have been banned, the home campus dean of students should review the ban policy and appeals process with the student. Changes to any ban will be communicated to the other designated officials for their consideration relevant to the person's status on their respective campuses.

Effective Date and Application of This Policy to New Institutions

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

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

4.37 Local, State, and Federal Law Adherence Policy

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

4.38 Abusive Conduct Policy

The College strives to maintain a collegial environment in which all persons are treated with dignity and respect. Accordingly, the College prohibits conduct which threatens or endangers the health or safety of any person, including physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.

4.39 Failure to Comply Policy

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

5.0 Academic Policies and Hearing Procedures

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

5.1 Policy on Grade Disputes

The presumption in the administration of grades at Scripps is that professors alone are qualified to evaluate the quality of the academic work of the students in their courses.

A student can only pursue a grade dispute if they can present evidence of factual error, violation of the terms of the syllabus or of an assignment prompt, or of discrimination.

Students will follow this procedure:

- The student must first discuss the matter with the professor.
- If the outcome of that discussion is not satisfactory, the student will consult with the Associate Dean of Faculty. If the Associate Dean of Faculty finds, based on the evidence the student has provided, that there are grounds for further investigation, one of two options may be available to the student:

The student may ask the Associate Dean of Faculty to contact the professor and discuss the student's claim and evidence. If, following these discussions, the claims of the student and professor are still unreconciled, the student may request that the Associate Dean of Faculty arrange for a group meeting of themself, the Dean of Students, the professor, and the Dean of Faculty for a more formal discussion. After this discussion, the Dean of Faculty will work with the professor on a resolution. The professor will make the final determination.

The student may pursue a claim of discrimination by contacting the Title IX office if they believe that discrimination was involved.

Please refer to Section 5.2 for policies governing academic dishonesty and grade disputes in cross-registration situations.

5.2 Policies on Academic Dishonesty

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

1. A student charged with academic dishonesty in a course taken outside the home college shall be tried according to the procedures for handling such cases in the home institution. Faculty members are obliged to accept the decision of the student's college and may not impose a penalty should the appropriate hearing panel fail to find guilt. Any student grievance concerning a grade given by an instructor as a result of such a hearing decision will also be handled according to the rules of the student's home college.
2. All other grievances concerning grades are handled by the procedures of the college sponsoring the course.

5.3 Expectation of Academic Integrity

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

Scripps College expects each student to uphold the highest principles of academic honesty and integrity. Academic dishonesty of any kind destroys our trust in one another, devalues the Scripps community, and damages intellectual and personal development. It is not tolerated at Scripps and may result in one or more penalties, including suspension or expulsion; a full discussion of such

penalties as well as related academic policies and procedures can be found in the Catalog. Questions about this information may be referred to a faculty advisor or the Registrar's Office.

Plagiarism

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

Plagiarism includes:

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

5.4 Other Examples of Academic Dishonesty

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

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

Return to Table of Contents

5.5 Procedures for Resolving Allegations of Academic Dishonesty

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

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

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

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

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

1. After informing the dean of students of the suspected infraction, the faculty member has five (5) working days to request a meeting with the student to discuss the matter. Normally the faculty member shall offer to meet with the student within five (5) working days of this contact. If the matter occurs at the end of the semester, the faculty member should send an email to the student at the student's Scripps College email account and schedule a meeting as soon as practicable when both the faculty member and the student can participate in person or via telephone.

2. If the student admits to academic dishonesty, the faculty member can pursue one or more of the following options:
    a. Ask the student to retake the assignment. In this case, the faculty member retains the right to grade the assignment with a penalty.
    b. Give an "F" on the assignment.
    c. Give an "F" in the course.
    d. Refer the case to the Augmented Committee on Academic Review (Augmented CAR). This should be done in the case of a first offense only when the faculty member believes the violation to be serious enough that suspension or expulsion may be indicated.

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

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

Return to Table of Contents

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

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

1. Within five (5) days of notifying the dean of students of the new charge, the faculty member shall notify the student of the charges by email at the student's Scripps College email account. A copy of the notification must be sent to the dean of students.

2. Within five (5) working days of the student's notification of the new charge by the faculty member, the dean of students will refer the student's case in writing to the Augmented CAR.

3. A notation of No Grade ("NG") for the course shall be recorded on the student's transcript until the matter is resolved by the Augmented CAR and referred back to the faculty member to assign a grade for the assignment and for the course.

4. The dean of students will bring the charges before the Augmented Committee on Academic Review, which follows the procedures outlined below.

5.8 Procedures of the Augmented Committee on Academic Review

1. Voting members of the Augmented Committee on Academic Review will include the regular faculty and student members of the Committee on Academic Review (CAR) plus the chair of the Academic Policies Subcommittee of the Faculty Executive Committee, who will chair this committee, and the Judicial and Academic Review Chair of Scripps Associated Students. Non-voting, ex-officio members include the dean of students and registrar.

2. If the faculty member bringing the charges of academic dishonesty is normally a member of the Augmented CAR, that faculty member is ineligible to serve and the dean of faculty will appoint a faculty replacement. In the event that any other faculty member of the Augmented CAR is unable to serve, the dean of faculty will likewise appoint a faculty replacement.

3. In the event that one of the student members of the Augmented CAR is charged in a case of academic dishonesty, that student is ineligible to serve, and the dean of students will appoint a student replacement. In the event that any other student member of the Augmented CAR is unable to serve, the dean of students will likewise appoint a student replacement.

4. The Augmented CAR must meet on any case within ten (10) working days of the time the case was referred to it by the dean of students or, if the case was referred at the end of a semester, within ten (10) working days of the commencement of the next semester. The student charged may request a delay for appropriate reasons; the appropriateness of any such request shall be determined by the dean of students. The faculty member will be invited to appear and to present evidence in support of the charge. The student will be invited to appear and present evidence in defense.

5. The Augmented CAR, after consideration of evidence submitted by the faculty member and the charged student, will determine whether or not the student has committed the offense and, in the event of a guilty verdict, whether a College penalty shall be assessed. The Augmented CAR will provide written notification of its finding (and, if applicable, any College penalty) to the faculty member involved and to the student. In the event that the Augmented CAR reaches a

guilty verdict, one or more of the following penalties may be imposed, depending on the severity of the violation:

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

Penalties "a–c" above will be recorded on the student's permanent academic record (transcript).

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

6. The decision of the Augmented CAR with respect to the charge and, if applicable, any College penalty shall be final.

7. The registrar shall maintain a record of any Augmented CAR proceeding. This record, as well as the proceeding itself, shall be confidential.

8. After being informed of the decision of the Augmented CAR and of the College penalty, if any, imposed upon the student, the faculty member will then determine the student's grades for the assignment(s) in question and for the course.

5.9 After Resolution of a Charge of Academic Dishonesty

1. A student found guilty of, or admitting to, a charge of academic dishonesty will have written notification of such charge placed in the student's record. If the Augmented CAR, no notation regarding such charge or the Augmented CAR finds a student not guilty of a charge of academic dishonesty, proceeding will be placed in the student's file.

2. A student found guilty of or admitting to academic dishonesty may not dispute the grades assigned by the faculty member for the assignment or the course.

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

5.10 Committee on Study Abroad (COSA)

Please refer to the Scripps College Catalog.

Return to Table of Contents

Conduct Resolution Policies and Procedures

6.0 Resolution of Alleged Conduct Violations
6.1 System of Responsibility
6.2 Student Conduct on other Claremont Colleges and College-related Activities or Events
6.3 Resolution Procedures
6.4 Alleging a Conduct or Policy Violation
6.5 Definition of Student, Student Organization, Accused, and Complainant
6.6 Status of Student Pending Disciplinary Proceedings
6.7 Potential Sanctions for General Conduct and Policy Violations
6.8 Resolution Procedures for General Conduct or Policy Violations
6.9 Administrative Review
6.10 Judicial Board Review
6.11 Student Procedural Protections for Administrative Review and JB Hearings
6.12 Procedural Protections in the JB Process
6.13 Pre-Hearing Process and Timeline
6.14 JB Hearing
6.15 Deliberation and Decision
6.16 Appeal Time Requirement
6.17 Submission of an Appeal
6.18 Appeal Process

Return to Table of Contents

6.0 Resolution of Alleged Conduct Violations

6.1 System of Responsibility

The Scripps System of Responsibility assumes that each student is a responsible member of the community in academic and social matters. The System of Responsibility is based on the implicit trust that each individual will uphold the Code of Conduct.

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

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

6.2 Student Conduct on other Claremont Colleges and College-related Activities or Events

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

Each student shall be accountable for knowing what the regulations applicable to the student while present at other Claremont Colleges campuses.

Students are expected to abide by the College's conduct guidelines when participating in any College-related activity or event, whether or not the activity or event is occurring on campus.

6.3 Resolution Procedures

The College has three types of conduct/policy violations. The type of alleged conduct/policy violation alleged determines the procedures used to resolve those allegations**:**

1. Academic Violations – "Academic Violations" include allegations against a student for violation of any of the College's academic policies, including but not limited to allegations of academic dishonesty. Alleged Academic Violations are resolved under the Procedures for Alleged Academic Violations set forth in Section 5 of the Guide to Student Life.

2. Discrimination and Harassment Violations – "Discrimination and Harassment Violations" include allegations against a student for violation of any conduct prohibited under the Colleges Discrimination and Harassment Policies, or the TCC Sexual Misconduct and Sex-Based Harassment Policy including but not limited to sexual harassment, sexual assault, dating violence, stalking, and discrimination or harassment based upon race, ethnicity, religion, immigration status, sexual orientation, gender expression, or disability. Alleged Discrimination and Harassment Violations are resolved under the College's Discrimination and Harassment Policies and Grievance Procedures or the TCC Sexual Misconduct and Sex-Based Harassment Policy.

3. General Conduct or Policy Violations – "General Conduct or Policy Violations" include allegations against a student for a conduct or policy violation that (i) is not an Academic Violation or a Discrimination and Harassment Violation and (ii) is set forth in Section 4 of the Guide to Student Life. General Conduct or Policy Violations are resolved using the procedures set forth below. The AVP or Interim Special Assistant (ISA) to the VP/DOS is the administrator primarily responsible for the resolution of General Conduct or Policy Violations. If the AVP or ISA is a witness with respect to the charge or there is some other conflict of interest, the Vice President for Student Affairs shall appoint another member of the Student Affairs staff to assume the responsibilities of the AVP/ISA. All references in this policy to the AVP/ISA shall refer the then-current AVP/ISA or the specially appointed Student Affairs staff member, as the case may be.

6.4 Alleging a Conduct or Policy Violation

1. Allegations of Academic Violations or Discrimination and Harassment Violations should be reported pursuant to the terms of the College's Academic Regulations or Discrimination and Harassment Policy, as the case may be.

2. If a student has a complaint regarding another Scripps student involving an alleged General Conduct or Policy Violation, the student has the right to pursue the issue through the judicial system. Depending on the severity and type of the alleged violation, the student may proceed by filing a written charge with the SAS Judicial and Academic Review Chair ("JARC") or a Dean of Students staff member in order to begin the judicial process. If a staff or faculty member has a complaint against a student involving an alleged General Conduct or Policy violation, the staff or faculty member should discuss the situation with the AVP/ISA to determine the appropriate course of action.

3. A matter will be reviewed only when a written charge has been filed within one year of discovery of the alleged violation.

4. In order to file a charge against a non-Scripps, Claremont Colleges student, the student should meet with the AVP.

6.5 Definitions of Student, Student Organization, Accused, and Complainant

1. "Student" means one who:
    a. Is currently enrolled in classes;
    b. Has completed the preceding semester and/or is enrolled for the next scheduled semester;
    c. Is officially representing the College during a period between regular academic

semesters; or

d. Is not officially enrolled for a particular semester but has a continuing relationship with the College.

2. "Student Organization" means a group that has satisfied the administrative procedures for organization recognition and/or registration as prescribed, and that functions within the College community in the capacity of a student organization.

3. "The Accused" is the person or designated representative of a student organization or group who has allegedly violated a policy or policies.

4. "The Complainant" is the person or the designated representative of a student organization or group or of the College bringing charges against the Accused. This person must be a current student, faculty, or staff member and may include the College.

6.6 Status of Student Pending Disciplinary Proceedings

As a general matter, the Accused retains all privileges at the College and disciplinary sanctions are not initiated until completion of the disciplinary process. However, The College may take whatever measures deemed necessary in response to an allegation in order to protect an individual's rights and personal safety and the safety of the College community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of the disciplinary process), a no contact order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures also may include reporting the matter to the local police. Failure of a student to adhere to the parameters of any interim measure may lead to additional disciplinary action.

6.7 Potential Sanctions for General Conduct and Policy Violations

1. General Statement Regarding Sanctions

Sanctions for General Conduct or Policy Violations are assessed appropriately for the cited violation. Sanctions will be considered in light of students' entire conduct record at the College and will be designed to hold students accountable for their actions and the resulting or potential consequences of such actions, to restore or make whole community, to promote the educational well-being of students, and to protect the educational environment of the College and the safety of the community. Failure to comply with the terms of any imposed sanctions may be considered an additional violation. All emergencies or other sudden conflicts preventing the student from completing the sanction(s) must be cleared by the AVP and are subject to approval.

2. Sanctions for General Conduct or Policy Violations

a. Expulsion from the College - Expulsion from the College is permanent termination of student status. A permanent notation will appear on the student's transcripts. The student will be excluded from all classes, seminars, and programs; will not be allowed to participate in any college-sponsored activity; and will not be allowed on college premises.

b. Suspension from the College - Suspension from the College is termination of student

status for a specified but limited period of time. A permanent notation will be made on the student's transcript indicating the period of suspension. During the period of suspension, the student will be excluded from all classes, seminars, and programs; will not be allowed to participate in college-sponsored activity; and will not be allowed on college premises. Violation of the conditions of suspension, college policies, or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the College. After the suspension, the student usually will be on disciplinary probation for a specified length of time.

c. Summary Suspension - The AVP or their designee has the power to impose summary suspension for any action that the AVP considers severe enough to warrant such emergency action. The AVP may impose summary suspension after a charge has been filed.
    i. After summary suspension has been imposed, a hearing on the charge will be heard by the Judicial Board ("JB") within 5 business days of the summary suspension being imposed, unless otherwise requested by the Accused.
    ii. The JB will notify the accused and the President of the College immediately upon reaching a decision on the charge.
d. Suspended Suspension - Under suspended suspension, the student is not suspended but will be suspended automatically if the student commits an offense of a policy referenced in Section 6.09(2) below.
e. Revocation of Admission - Revocation of admission involves the student's loss of admitted status to the College. The student may not continue enrollment or enroll for future semesters. Revocation of admission in most cases precludes the student from the opportunity to apply to or be admitted to the College in the future.
f. Revocation of Degree - Revocation of Degree involves the student's loss of the right to claim the degree as earned. Posting of the degree will be removed from the student's transcript, and a permanent notation will be made on the transcript indicating the revocation, the degree involved, and the date of the action.
g. Disciplinary Probation - Disciplinary probation consists of a formal notice that further violations during a specific period will not be considered individually, but in light of the student's past action.
h. Warning - Warning is a written reprimand for violations of specified College policies or regulations including notice to the student that continued or repeated violations may be cause for further disciplinary action, usually in the form of disciplinary probation.
i. Restitution - Restitution is reimbursement for a) damage to College property, b) misappropriation of College property, funds or services, or c) minor damage to the property of individuals or groups within the College community. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be assigned for major damage but may be deferred to other appropriate processes.
j. Organizational Sanctions - Organizational sanctions are applicable to all residential and non-residential organizations, clubs, and similarly organized groups that are responsible for compliance with all College policies. Upon determination that the group has encouraged violations or did not take reasonable steps to prevent violations of College policies, the group may be subjected to permanent or temporary removal of recognition or the group may be subjected to social probation, denial or limited use of College resources and facilities, or other appropriate sanctions.
k. Other Sanctions - Other sanctions may be imposed instead of or in addition to those

specified in the preceding list. Examples include, but are not limited to, housing reassignment or removal, on-campus driving restrictions, prohibition of leadership opportunities, fines, community service, research projects, seminar or class attendance, or other educational experiences as deemed appropriate. If the Accused is assigned a community service or a work project as a sanction, the Accused must complete the assigned work project, i.e. it may not be delegated. Outstanding fines may be charged to a student account at the end of the academic year as determined by the Dean of Students Office.

6.8 Resolution Procedures for General Conduct or Policy Violations

The College's resolution system for General Conduct or Policy Violations includes three components:

1. Administrative Review
2. Judicial Board Review
3. Appeal

6.9 Administrative Review

Administrative Review involves review of the facts and circumstances of the alleged violation by the AVP. The Accused student will meet with AVP to discuss the alleged incident and violation(s). The AVP may, in their discretion, speak with the Complainant or others who may have knowledge of the facts and circumstances of the alleged policy violation and/or gather and review documents or other evidence relevant to the alleged violation. The AVP, using a preponderance of the evidence standard, shall issue findings on whether the student is responsible for each alleged violation and, if found responsible, impose a sanction. All students found responsible through Administrative Review retain the right to appeal the appropriateness of the sanction.

Administrative Review is the required form of resolution for certain alleged violations and an optional form of resolution for certain alleged violations. In the event the AVP imposes a sanction more severe than disciplinary probation (Section 6.07(2)(a)-(f) above) upon a finding of responsibility with respect to a charge that is required to resolved through Administrative Review, the Accused may elect a de novo review by the Judicial Board, including appeal rights from a Judicial Board decision.

1. **Required Administrative Review**
   Administrative Review is the required form of resolution for alleged violations of the following policies:
   a. Demonstration Policy (no allegation of threat or injury to persons or property)
   b. Alcohol and Drug Policy
   c. Advertising, Publicity, and Solicitation
   d. Automobile Registration
   e. Bicycle Policy
   f. Event Registration and Facility Use Procedures and Guidelines
   g. Flowers on Campus Policy
   h. Graffiti Wall Policy
   i. Smoking Policy
   j. Student Identification Card Policy
   k. Student Organization and Student Employment Offices Guidelines

l. Animal Policy
m. Candles and Flammable Materials Policy
n. Cooking and Electrical Appliances Policy
o. Damages and Missing Property Policy
p. Guest on Campus Policy
q. Evacuation Policy
r. Resident Hall Obstruction Policy
s. Health Policy
t. Information Technology Policy (no allegation of damage to property or privacy breach)
u. Key Policy
v. Lockout Policy
w. Quiet Hours Policy
x. Abusive Conduct Policy
y. Failure to Comply Policy

2. Optional Administrative Review

Students accused of a violation of the policies set forth below may voluntarily request to submit to Administrative Review rather than have the alleged violation(s) resolved by a JB procedure. If the student requests to have the alleged violation(s) resolved through Administrative Review, the Complainant and the College must consent to such submission, in which case the Accused shall sign the Judicial Board Waiver form waving the students right to have the alleged violation(s) resolved through a JB procedure.

a. Any General Conduct or Policy Violation if, in the same academic year, the student has been found responsible for a General Conduct or Policy Violation.
b. Demonstration Policy (allegation of threat or injury to persons or property)
c. Firearms, Explosives, and Weapons Policy
d. Hazing Policy
e. Information Technology Policy (allegation of damage to property or privacy breach)
f. Persons and Property Policy
g. Local, State, and Federal Law Adherence Policy

6.10 Judicial Board Review

The JB is comprised of seven voting members, three students, including the JARC, two faculty members, and two staff members in a position of Director or higher. The additional student members shall be appointed by the JARC. The faculty members shall be appointed by the Vice President for Academic Affairs. The staff members shall be appointed by the Vice President and Secretary of the Board. The JB is chaired by the AVP who is a non-voting member of the JB. The JB shall conduct a hearing pursuant to the guidelines set forth in Section 6.14 below. A majority vote is required to find the accused student responsible for an alleged violation. If responsibility is found, the JB may assess any of the sanctions set forth in Section 6.07 above except suspended suspension, suspension, revocation of admission or degree, or expulsion, but may recommend such sanction(s) to the Senior Staff Panel of the College, which shall consist of the Vice President for Academic Affairs, the Vice President for Business Affairs, and the Vice President for Enrollment. In such circumstances, the Senior Staff Panel, by majority decision, shall impose the sanction recommended by the JB or, in its discretion, another sanction.

Return to Table of Contents

6.11 Student Procedural Protections for Administrative Review and JB Hearings

1. A policy violation is alleged until the Accused's case has been heard and due process is served. The Accused is not responsible for violation of policies until the Accused has been found responsible for the alleged policy violation using a preponderance of the evidence standard. A fair and impartial JB hearing of the incident(s) will be held, and each case will be considered individually in order to render a decision for the education of the student, the maintenance of individual responsibility, and the preservation of the community. Nothing in this section shall preclude the AVP from summarily suspending a student or taking other necessary measures, pursuant to sections 6.07(2)and 6.13.

2. The Complainant, which may include the College, carries the responsibility for proving that the Accused did violate policy as charged and for identifying and presenting all witnesses and information that support the Complainant's case against the Accused.

6.12 Procedural Protections in the JB Process

1. The Accused will receive written notification of the charges that specifies the nature of the alleged violation(s), the name(s) of the person(s) bringing forth the charge and the basis for the charge, including the date and place where the incident(s) allegedly occurred.

2. Either party may review information and/or evidence on file prior to the hearing. A request for such a review should be directed to the AVP.

3. Either party may request the dismissal, for stated reasons, of any member of the JB on grounds of bias. Such request will be heard and determined by the AVP.

4. Either party may have any number of witnesses whose testimony may be presented at the hearing on their behalf. If the witness(es) cannot appear in person, a written and signed documentation of their testimony may be presented during the hearing. Names of witnesses or documentation from witnesses must be submitted to the AVP no later than 48 hours prior to the hearing. During the hearing, both the Accused and Complainant have the right to review a witness' oral and written testimony.

5. The AVP will inform the Accused, in writing, of all witnesses that will appear against the Accused at least 24 hours prior to the hearing.

6. Either party may have one adviser at the hearing who is a member of The Claremont Colleges community. The adviser may support the parties involved but may not speak on behalf of the Accused or the Complainant. Advisers are expected to review all hearing procedures as stated in the Guide to Student Life prior to the hearing.

7. All hearings will be closed unless otherwise requested by the Accused. The chair will notify via email all parties of the status of the hearing at least 24 hours prior to the hearing. The number of persons attending the hearing may be limited and is determined by the JB.

8. The College treats judicial proceedings, hearings, and records as confidential and subject to FERPA.

9. The Accused will be given the opportunity to be present at the hearing, to confront and question witnesses, to inspect all evidence presented, to present witnesses and evidence, and to include in closing statements any recommendations of outcomes for the case should the Accused be found responsible for violation of any of the Scripps College policies. If the Accused declines to give testimony, this will not be construed as an admission of guilt. However, the Accused retains the right to question witnesses, present witnesses on the Accused's behalf, and submit documentary evidence. If the Accused provides testimony, the Accused is subject to examination on credibility and on all matters relevant to the charges and to other testimony provided.

10. The Accused may not be subjected to a hearing of an incident(s) where an alleged policy violation occurred if the Accused has already been charged and reviewed for that same incident and violation (e.g., double jeopardy).

11. A student's conduct record is maintained in the Dean of Students Office as a confidential student file. As a primary document in such files, distribution of any written decision is limited to the Accused, the personnel associated with the board who heard the case and the personnel responsible for implementation of sanctions. The Complainant will receive a copy of the written decision.

12. Either party may submit a written request to the AVP for exceptions to any of the established hearing procedures at least 48 hours prior to the hearing. The exceptions must be approved by a majority vote of the JB.

6.13 Pre-Hearing Process and Timeline

All of the student procedural protections listed in Section 6.11 and 6.12 above must be followed. In addition, the following procedural guidelines apply to JB hearings.

1. The AVP will review the written charges to determine if there is sufficient information to proceed with the hearing process.

2. The AVP will decide if immediate action is required. Pending a hearing, such remedies may be imposed by the AVP or their designee. The College may choose to:

    a. Remove a student from on-campus housing.
    b. Temporarily relocate a student to another residence hall space.
    c. Not allow a student to attend classes.
    d. Deny a student access to campus.
    e. Condition a student's residence, attendance in classes, or access to campus in appropriate ways.

    The College may impose a summary suspension or may impose other remedies as deemed appropriate. Such remedies will be in effect until the hearing and/or appeals process is completed and the case closed.

3. The Accused will receive written notice of the misconduct charges that specifies the nature of the alleged violation(s), the name(s) of the person(s) bringing forth the charge, and the

basis for the charge including the date and place where the incident(s) allegedly occurred. The AVP must deliver written notification of the charges (either by hand or through the Accused's Scripps College email account) within 48 hours upon the AVP's determination that a JB hearing is warranted. If the Accused is away from campus and notified by email, a signed, dated, and witnessed notice must also be delivered to the student's room or campus mailbox.

4. After submission of the charge to the JB by the AVP, the JB will hold the hearing as soon as practicable, except in cases where summary suspension has been imposed. In cases involving summary suspension, the case will be heard by the JB within 5 business days after the summary suspension has been imposed. However, the JB may meet no later than the last day of classes of the semester. If a case is brought with insufficient time to be heard in the semester, the case will be heard in the following semester. The decision to continue the hearing must be made by a majority of the JB. Prior to the hearing, the AVP, in the AVP's discretion, may assign a staff member, or engage an outside professional, to gather witness statements, documents, or other material that may be relevant to the JB's consideration of the matter. The written documentation for all charges should include a description of the charges, a description of the incident(s), the policy or policies that were allegedly violated, and any witness statements, documents, or other material gathered by the AVP or the AVP's designee.

5. The Accused and Complainant will receive written notice of the date, time, and location of any scheduled hearing at least five calendar days before the hearing, except in cases where there has been a summary suspension, in which case notice must be provided at least three calendar days before the hearing. This notice must be delivered to the person either by hand or through the Accused and Complainant's Scripps College email account, or a signed, dated, and witnessed notice may be delivered to the student's room or campus mailbox. The AVP shall also notify board members and witness(es) of the hearing date.

6. The Accused or Complainant must submit the name of their adviser, if any, in writing to the AVP at least 48 hours prior to the hearing.

7. The Accused or Complainant may request the hearing be rescheduled. Requests must be directed, in writing, to AVP with a statement of grounds for the request at least 48 hours prior to the scheduled hearing. This request will be considered by the JB and, if granted, the AVP will notify the Accused, Complainant, and all witnesses of any changes.

8. The JB may, for good cause, postpone a hearing and must notify the Accused, Complainant, and witnesses of the new date. It is the responsibility of both parties to notify their adviser of the change.

9. The JB has authority to request that members of the Scripps College student body and members of other Claremont Colleges appear but cannot mandate appearance at the hearing.

6.14 JB Hearing

1. In a pre-hearing meeting, called by the AVP, the JB members will review the documentary

information concerning the incident (including any documents submitted by the Accused, Complainant or their witnesses prior to the hearing), formulate questions, and prepare for the hearing. Only JB members are present during this meeting.

2. The JB reserves the right to conduct a hearing even if the Accused does not appear. Failure to appear does not necessarily constitute grounds for an appeal. The Accused is encouraged to submit a statement to the chair of the JB if the Accused chooses not to attend.

3. Attendance at hearings will be limited to (i) the Accused, the Complainant, and their respective advisors, (ii) the JB members, and (iii) witnesses during the time such witness is testifying.

4. Either party may have any number of witnesses whose testimony may be presented at the hearing on their behalf. The Accused and Complainant shall submit the names of all witnesses to appear, in writing, to the AVP at least 48 hours before the hearing. The AVP is responsible for requesting the presence of any witnesses, but cannot guarantee the witness(es) will attend. If the witness(es) cannot appear in person, a written and signed documentation of their testimony may be presented during the hearing.

5. The JB may rule by a majority vote on the admissibility of evidence, the removal of disruptive individuals, the closing of open hearings, and other procedural policies.

6. The chair of the JB may call a recess during the hearing for any reason and at any time.

7. During the hearing, everyone in the room will introduce themselves and indicate their role in the hearing (e.g., Joan Brown, chair; Sally Green, the accused student). If witnesses enter the room later, the chair must ensure they state their names and roles in the hearing.

8. Witnesses are present only during their own testimony. All parties must bear in mind that any disruption of the proceedings or failure to adhere to the rulings of the panel may result in removal from the hearing.

9. The order of the hearing usually involves, but is not limited to, the following:
    a. The chair of the JB will state the purpose of hearing and the charges asserted against the Accused.
    b. The Complainant will provide testimony and documentary information.
    c. The JB may ask the Complainant questions.
    d. The Accused may ask the Complainant questions.
    e. The Complainant may call witnesses who may be questioned by the JB, Accused and Complainant.
    f. The Accused will provide testimony and documentary information.
    g. The JB may ask the Accused questions.
    h. The Complainant may ask the accused questions.
    i. The Accused may call witnesses who may be questioned by the JB, Accused, and Complainant.
    j. The JB, Accused, or Complainant may recall any witnesses as deemed necessary.
    k. The Complainant may make a brief closing statement. No new information may be introduced at this time.

l. The Accused may make a brief closing statement. No new information may be introduced at this time.
m. The JB may ask questions at any time during the process

10. Each witness will tell the JB what the witness knows about the incident being reviewed. Witnesses will limit their testimony to information relevant to case. They may not speak on behalf of the Accused or Complainant. A witness may not serve as the adviser for the Accused or Complainant.

11. Prior to and after a witness has given testimony, the witness is expected to refrain from discussing the hearing and incidents with others.

12. An audio recording of the hearing will be maintained in the Dean of Students Office. Either party may request to hear the recording in connection with submitting or responding to an appeal.

6.15 Deliberation and Decision

1. After closing statements are made, the JB will review all the information presented at the hearing in a closed session and make a decision; the JB will meet daily until a decision is reached. Using a preponderance of the evidence standard, a majority vote is necessary to find the Accused responsible. If the Accused is found responsible, sanctions will be assessed and/or recommended to the Senior Staff Panel by a majority decision of the JB.

2. The Accused and Complainant will be notified in writing of the decision within 48 hours of the decision.

3. A judicial record of the matter will be maintained in a confidential student file by the Dean of Students if the accused does not successfully complete a degree. In cases where dismissal, suspension, or revocation of degree are assessed, documentation of relevant case material (e.g., decision documentation) will become a part of the Accused student's permanent academic record.

4. If the Accused fails to complete the sanction(s) as prescribed, the JB will review the case that may result in further disciplinary action. The Accused will be notified before the case is reviewed.

6.16 Appeal Time Requirement

Following a JB decision, the Accused and/or the Complainant may file a written appeal within 10 business days of the date that the initial decision was received. Following the assessment of a sanction upon Administrative Review, the Accused or the Complainant may file a written appeal of the appropriateness of sanction within 10 business days of the date the initial decision was received.

6.17 Submission of an Appeal

1. Appeals of JB decisions may only be based upon:

a. New evidence, of which the appellant was not aware and could not have located with reasonable diligence during the original hearing and is potentially sufficient to alter the decision, has become available;
b. The sanction imposed is excessive or inappropriate (nature of sanction); or
c. The JB failed to provide the student with due process pursuant to the College's policies and procedures while reviewing the cited behavior (due process).

2. Appeals of Administrative Review decisions may only be based upon:
   a. The sanction imposed is excessive or inappropriate (nature of sanction).

3. The written appeal must include the specific grounds for the appeal and supporting documentation. Appeals should be filed by delivering the Appeal to the Vice President for Student Affairs.

4. The appellant should be aware that all appeals are initially documentary reviews in which no oral argument or testimony is taken. In many cases, appeals are determined solely on the merits of the documents submitted and never proceed to oral hearing. Appellate documents, therefore, should be as complete as possible.

6.18 The Appeal Process

1. The Appeal Officer for all appeals of Administrative Review and JB decisions shall be the Vice President for Student Affairs. If the Vice President for Student Affairs was a witness in the underlying proceeding, the Vice President and Board Secretary shall serve as the Appeal Officer.

2. The Appeal Officer will notify the other principal party to the original charge (Complainant or Accused) and provide reasonable opportunity to respond in writing.

3. The Appeal Officer will hear the case in a timely manner.

4. After receiving all appellate documents, the Appeal Officer will review the submitted appellate documents, the written decision from the initial review, and supporting materials relevant to the initial review decision. The Appeal Officer may request additional statements from the chair, adviser, the Accused, the Complainant, or witnesses of the initial hearing board.

5. The Appeal Officer will grant or deny the appeal. In either case, the Appeal Officer will determine a course of action that may include upholding the initial decision in its entirety, modifying sanctions of the initial decision, or referring the case back to the JB or Administrative Review Officer for further proceedings.

6. The Appeal Officer will issue a written decision to the Accused, the Complainant, and the AVP.

7. All decisions of the Appeal Officer are final and binding upon all parties.

Return to Table of Contents

Scripps College Directory (Link)

Appendices

Appendix A: Housing Information
Appendix B: Information Technology Agreement
Appendix C: Facility Reservations
Appendix D: Grounds Department Services
Appendix E: Emergency/Disaster Preparedness Information
Appendix F: Safety & Security Report

Return to Table of Contents

Appendix A:
Housing Information

Residential Agreement
Fall 2024-Spring 2025

Updated March 1, 2024

This Residential Agreement (this "Agreement") is entered into by and between Scripps College ("Scripps" or the "College") and the Scripps student electronically executing this Agreement ("Resident"). This Agreement must be completed and submitted before Resident may occupy a room in a Scripps residence hall or other housing assigned to Resident by the College ("Scripps Housing"). The Scripps Housing to which Resident is assigned, pursuant to this Agreement, shall be referred to as "the Premises," and the residence hall or other building in which the Scripps Housing is located shall be referred to as "the Building." For purposes of this Agreement, Scripps College Sponsored Housing includes residence halls on campus and residential spaces not located on the main campus (e.g., 709 College Ave, and 240 11th Street, CCA Apartments, KGI Apartments, and any other housing units owned or leased by the College).

This Agreement is a contract for a furnished space in Scripps College Sponsored Housing. Although an assignment to a specific room may have been made, or may be made in the future, this Agreement is not for a specific room, unit, building, or type of occupancy, but shall apply to any Premises the Resident may be assigned in Scripps Housing. By signing this Agreement, Resident accepts the College's housing assignment and agrees to pay the required Residence Fees established by the College for such assigned Premises.

I. PERIOD OF AGREEMENT

This Agreement shall be in effect for the 2024-25 academic year, beginning August 12, 2024 at 10:00 AM and ending May 18, 2025 at 5:00PM.

II. COVID-19 PROVISIONS

Resident understands that an inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. Resident understands that the College is implementing comprehensive protocols and infection control measures to try to limit exposure to COVID-19 and mitigate the spread of COVID-19, but the College cannot guarantee that the virus will not spread on campus or in Claremont and surrounding areas. It is not possible to prevent against the presence of COVID-19. The College does not represent nor warrant that Scripps Housing is safer than Resident's home or other off-campus housing that Resident could secure. Resident, by choosing to reside in Scripps Housing during the 2024-25 academic year, voluntarily assumes all risks related to exposure to COVID-19.

Resident understands that, as a result of College's safety protocols and infection control measures and/or public health orders or guidance, (i) services on campus may be limited for the 2024-25 academic year and (ii) access to spaces on campus may be closed or have limited occupancy. Resident further understands that the College's precautionary measures are based upon current conditions and that these conditions may change. Without limiting the generality of the foregoing, the College may receive directives, information, or guidance from public health officials indicating that Scripps Housing is no longer a safe option for students.

Resident agrees to abide by all Scripps College Student Conduct Policies, outlined in the Guide to Student Life, and to abide by all additional or modified guidelines that the College may institute. Without limiting the generality of the foregoing, Resident agrees to abide by all entry, symptom checking, testing, and contract tracing procedures ("Safety Protocols") implemented by the College as set forth on Addendum 1 attached hereto and incorporated herein. The Safety Protocols may change from time to time during the period of agreement. In the event of such changes, the College will provide Resident an updated Addendum, which will become effective upon dissemination to Resident. Resident understands that adherence to these guidelines and Safety Protocols are conditions of being allowed to reside in Scripps Housing and that failure to abide by such guidelines and Safety Protocols may result in revocation of Resident's permission to reside in Scripps Housing.

III. COLLEGE COMMITMENTS

The College shall:

A. Provide the Resident with an assigned space in Scripps College Sponsored Housing. Qualified students must maintain a full-time enrollment status and be within the first 8 semesters of their degree. Students at part-time status do not receive housing. Students in their 9th semester are not guaranteed housing and can apply for a housing waitlist.

B. Provide the Resident with a single bed, mattress, dresser, study desk, desk chair, and wardrobe/closest.

C. Provide cleaning supplies for Resident to maintain cleanliness in their assigned room, and common areas of the Scripps Housing lounges, bathrooms, and kitchens pursuant to the College's COVID-19 cleaning schedule and protocols.

IV. RESIDENT COMMITMENTS:

The Resident shall:

A. Be approved to live on campus for the period of this Agreement.

B. Pay all charges of the College and/or amounts owed to the College in accordance with the dates and amounts set forth by Business Affairs.

C. Not change, alter, or modify the room, suite, or apartment, its furnishings or fixtures without the prior approval from the Office of Residential Life.

D. Not allow any person to occupy for any period of time the Premises, or portion thereof, in exchange for any form of compensation.

E. Not use or allow the Premises to be used for any commercial activity.

F. Abide by all terms set forth in this Agreement and all Scripps Housing policies and procedures as identified in the Guide to Student Life, including appendices. Violations may become basis for loss of housing privileges or administrative and/or disciplinary action up to and including expulsion from the College. The Guide to Student Life section on Scripps Housing policies and procedures is considered part of this Agreement.

G. Abide by conditions set forth in any behavioral contract, follow-up action, or assessment required by the College in order to demonstrate that the Resident is emotionally fit to live in a residence hall environment. For example, in cases of serious emotional crisis or incidents of alcohol overdose, substance abuse, bulimia, anorexia, emotional breakdown or other similar behavior, Resident may be required to have a behavioral contract in order to continue to live in Scripps Housing and/or be subject to follow-up conduct action. Students who have attempted suicide, threatened suicide, commented about attempting suicide or written suicide notes may be required to receive permission to remain in the Scripps Housing from the Dean of Students Office. This permission will typically be based on an assessment and recommendation from a qualified psychological or medical practitioner.

H. Be financially responsible for damages that occur in the Premises, Building, or any other physical space comprising or associated with Scripps Housing. Such cost shall be established at the College's reasonable discretion, and payment of such costs shall be made by the Resident within 15 days of written notice from the College or be deducted from their damage deposit. In the event the cause of any loss or damage to the residence hall, its common areas, furnishings or fixtures cannot be determined after reasonable investigation by the College, the cost of such loss or damage shall be prorated to each student assigned to the residence hall (or suite, where appropriate) regardless of whether such student was present in the residence hall at the time of such loss or damage.

I. Leave the room and/or suite in a clean and orderly manner, and in the condition in which it was presented at time of occupancy, upon departure and/or termination of this Agreement.

J. Evacuate all the residence hall spaces in the event of an emergency.

Return to Table of Contents

V. ROOM ASSIGNMENTS

This Agreement provides Resident with certain privileges to occupy Scripps Housing, but does not grant the right, or guarantee the right, to occupy any particular housing unit or room. Assignment to a different housing unit or room (including, but not limited to a different room in the same or different residence hall) may only be made by the Office of Residential Life. By executing this Agreement, the Resident is agreeing to communicate and live cooperatively with the roommate(s) occupying the Premises, and to be respectful of their differences and respective living habits.

VI. ROOM CHANGES

A. Resident acknowledges that the College shall have the right, at its absolute discretion, to require Resident to move at any time during the term from the originally assigned Premises to a different room or unit. Occupants may be required to change rooms or residence halls for the benefit of the College or in any circumstance the Office of Residential Life deems necessary or appropriate. Scripps reserves the right, in the event of a vacancy, to consolidate student spaces. Other than cleaning and damage recovery, if any, there will be no reassignment fee in this circumstance.

B. Without limiting the generality of Subsection A, above, the College may reassign the Resident (and/or the Resident's roommate(s)) if the College, in its absolute discretion, deems such reassignment necessary or appropriate (i) in order to protect the rights of other occupants of the Premises or the Building to enjoy a reasonable living and academic environment, (ii) to protect the health and safety of such other occupants, (iii) to address the failure of the Resident or roommate(s) to live in a manner consistent with a cooperative academic environment, or (iv) to resolve any conflicts between residents that are determined by the Office of Residential Life to be irreconcilable. The College may make such reassignment irrespective of whether any disciplinary or judicial board proceeding exists related to the conduct of the Resident or a roommate. Such decisions shall be made at the discretion of the Dean of Students, or their designee. Additionally, the College reserves the right to refer any instances of misconduct or disruptive behavior to the College's judicial procedures for further action.

VII. RULES GOVERNING ROOM USAGE

A. Guest Policy. The availability of guests will be determined by public health guidance as it develops throughout the year. At the time of the execution of this Agreement, the Resident is entitled to have visitors from the 7C residential community. In the event this policy is changed during the term of the Agreement, any such changes will be reflected on an updated Addendum.

B. Prohibited Enterprises. College housing is provided in support of the educational mission of the College. It is not intended to serve as a center for private enterprise or personal profit in any form. Consequently, the Premises or any part thereof shall not be used for the operation

of a business or as the “base” or “office” of any business enterprise, including but not limited to (i) allowing persons to occupy the Premises, or any portion thereof, in exchange for any form of compensation or (ii) streaming or otherwise publishing any video or audio depiction of any activity occurring in the Premises.

C. Keys. The Resident shall be responsible for the keys to the Premises issued by the College. The loss of keys could result in a threat to the security of the Premises or the Building, and to the other occupants of the Premises. If a lock and key change to the Premises is required as a result of a Resident losing their key, or if the Resident fails to return their key upon expiration or early termination of this Agreement, the Resident will be charged for having the lock changed and having new keys issued. The Resident may not duplicate their key to the Premises. In no event shall the Resident alter or repair a lock to the Premises or any part of the Building.

VIII. TERMINATION

A. Any request by a Resident to be released from this Agreement must be made in writing to the Office of Residential Life. Termination of the Agreement may be granted upon written approval from Scripps College, but is solely at the discretion of the College. All decisions regarding exceptions to the Residential Agreement are made by the Office of Residential Life.

B. In the event the College terminates this Agreement, the Resident must vacate the Premises within the time prescribed by the College at the time of the notice of termination. The College may terminate this Agreement for any one or more of the following reasons:
   1. Indications that Resident's behavior or condition could result in harm to their self or others.

   2. Failure of the Resident to satisfy any of the obligations set forth in Section III above.

   3. Violation of this Agreement or policies stated in the Guide to Student Life.
      a. Unauthorized or Illegal Use of Assignment. The College may elect to terminate if, at any time, a Resident uses the Premises for an unauthorized or illegal purpose or violates the terms of this Agreement. The College’s decision to terminate under this provision shall be made jointly by the Dean of Students and Assistant Dean, Director of Campus Life. A termination under this provision shall be referred to judicial action for possible further and independent disciplinary action.
      b. Continual disruption/Unacceptable behavior. Any Resident responsible for excessive noise and/or disruptive behavior that disrupts the environment may be subject to termination as well as further disciplinary action.

   4. Damage to premises. The College shall have the absolute right to terminate this Agreement and require that the Resident immediately vacate the Premises if the College, in its sole and absolute discretion, determines that the Premises has been damaged in such a manner as to make it unsafe, or unfit for habitation. The cause of such damage allowing the aforementioned action may include, but shall not be limited to, the following: riot, insurrection, martial law, civil commotion, act of war or terrorism, fire, flood, earthquake, or other casualty or act of God.

5. COVID-19 Precautions. The College in its sole discretion may terminate this Agreement if the College determines that termination of the Agreement and removal of students, including Resident, from Scripps Housing or the campus is necessary to mitigate exposure to COVID-19 or the potential spread of COVID-19.

IX. UNAUTHORIZED OCCUPANCY

If the Resident occupies the Premises without written authorization from the Office of Residential Life on dates other than those set forth above in Section I, the Resident shall be deemed to be in breach of this Agreement, and the College shall be entitled to all remedies set forth in this Agreement, including without limitation the right to revoke the Resident's privilege to occupy any Scripps Housing, to exercise all remedies available at law or in equity to regain possession of the Premises, and to obtain damages for such breach.

X. INSPECTION OF PREMISES

A. The College reserves the right to enter any room at any reasonable time, for the purpose of inspection, maintenance, or repair, for purposes of maintaining compliance with health and safety regulations, and in the case of an emergency or building evacuation. All other entries will be in compliance with State of California and Federal laws.

B. A search of a room or unit by College staff may be authorized only by the Dean of Students Office. Such authorization will be issued in writing indicating the reason for the search, and the objects or information sought. Except in emergency circumstances, an occupied residence hall room will not be searched without prior notification to the Resident, with the opportunity for them to be present at the time of the search if they choose. If the search is conducted without the Resident being present, the Resident will receive notification that the search did occur and the reason for it. The College cannot prevent nor prohibit search of rooms or units by law enforcement officers acting in the performance of their duties.

C. While all reasonable precautions will be taken to safeguard the personal property of students, the College assumes no responsibility and provides no insurance or financial protection for the Resident's personal property. Furthermore, the College is not liable for the loss of, or damage to, personal property for any cause not arising directly from the negligent acts of College employees acting within the scope of their duties. Private insurance is advised.

D. Unless given prior authorization by the Assistant Dean, Director of Campus Life or their designee, Resident will not enter the residence halls when they are closed.

By signing this Agreement, Resident acknowledges that any breach of College residential policy, including but not limited to those terms contained in this Agreement, including the Addendum, and/or the Guide to Student Life, any violation of the rights of other occupants of the Premises or the Building, or any misrepresentations of fact made in this Agreement may be grounds for immediate termination of Resident's occupancy of the Premises, and may result in revocation of future College housing privileges. The College reserves the right to report any illegal conduct in any residence hall perpetrated by either a Resident or a guest of a Resident to the proper law

enforcement agencies. Resident agrees to execute this Agreement through an electronic platform or electronic protocol and such execution shall have the same efficacy as a signed original.

Return to Table of Contents

Appendix B:
Information Technology Agreement

Scripps Computer Network Student Agreement
Before using the Scripps Computer Network, for the first time, you must be aware of and agree to abide by the rules and standards that dictate appropriate use of the computing resources on campus. Whether you are using the Scripps Network resources in the student computer labs or in your own room, the rules governing appropriate use of computing at Scripps and the other Claremont Colleges still apply.

It is your responsibility to familiarize yourself with all of the rules that govern appropriate conduct on the network you are using, realizing that in addition to Claremont and Scripps College specific guidelines, there are additional rules that may apply to systems on the Internet that you intend to use.

These policies include The Claremont Colleges Appropriate Network Use Policy and the Scripps Web Policy. Plus, there are additional policies that apply specifically to the computing resources at Scripps College, The Claremont Colleges, and other institutions and sites on the Internet. It is the user's responsibility to become informed about the various policies associated with using either local or Internet resources and to adhere to those policies regulating the service.

Among the regulations listed in the guidelines is that no one else is permitted to use your Scripps Network Account. This, like other violations of the Scripps College Network, will result in immediate disciplinary action, whereby your privileges on the Scripps Network may be revoked and you may be subject to other penalties or legal action. In addition, since you have full Internet access from the Scripps Network, it is important to remember that you are prohibited from accessing or attempting to access any computer system that you do not specifically have authorization to use.

Scripps College IT Resources available for you to install can be found here:
https://inside.scrippscollege.edu/it/self-installations

IMPORTANT: All students are required to notify Scripps College IT within one week of placing any Internet provider or file/print sharing device on the network. Examples include but are not limited to chat, FTP site, Web server, and Windows or Mac with print and/or file-sharing enabled. Failure to register your computer can result in immediate disconnection from the network.

I, (print student name), have read the above introduction to the Scripps Network and agree to abide by these and the other rules that apply to appropriate use of Network resources at Scripps College. Signature on file. Student Copy

Return to Table of Contents

Appendix C:
Facility Reservations

If you are an event planner, you have access to a variety of facilities at Scripps College. Campus facilities, including classrooms, auditoriums, lawns, gardens, residence hall spaces, and courtyards, must be reserved through OSE. **Students must request all events through the Office of Student Engagement.**

Reservations can be made beginning the first day of classes each semester, and events cannot be booked after the last day of classes each semester. Requests for facilities should be made as far in advance of the event as possible with a 2-week minimum.

Students planning an event with alcohol and using a Scripps facility must also meet with the Assistant Director of Student Engagement in the Office of Student Engagement (OSE) for approval and to discuss the forms, policies, and procedures involved.

All student event requests must be submitted at least two weeks prior to the event through OSE. Once OSE approves the requests, you will receive an email confirmation of approval from the reservation scheduler. Your facility request is not approved until you receive this confirmation. Please be sure to give a thorough description of your event/tabling and provide other details, such as whether you will have music, as these items also must be approved. If your event is canceled, be sure to cancel through OSE. Additionally, contact any resource services your obtained for the event to cancel directly with each department, including Media Services, catering, and Facilities. At times, back-to-back events are common; users may not ask the preceding group to vacate the facility prior to the time reserved. Facility users are also responsible for unlocking and relocking all facilities.

Return to Table of Contents

Appendix D:
Grounds Department Services

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

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

The Grounds Department offers the following support for activities:

1. Do pre-event site cleaning and detailing.
2. Turn off irrigation prior to activities.
3. Mark approved reserved parking spaces.
4. Place decorative plants in containers for stage or podium College-sponsored events.
5. Place, retrieve, and empty trash receptacles.
6. Provide aluminum trash cans and hose for BBQs.
7. Provide information on plant identification.
8. Assist with placement of temporary signage for events.
9. Supply wood for fireplaces.
10. Remove bicycles that are illegally parked, per Guide to Student Life bicycle parking policy, as approved by DOS. Return of bikes requires proper identification of bike as well as location it was last parked. The Grounds Department is not responsible for policy.

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

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

Return to Table of Contents

Appendix E:
Emergency/Disaster Preparedness Information

Emergency Response Medical Team

Participation in training and drills is required.

Personal Preparedness

1. Keep the following items easily accessible in your room: bottled water, personal first aid kit, radio with good batteries, flashlight with spare batteries, comfortable closed-toe shoes, plastic bags for toilet and sanitation purposes, emergency rations (granola bars, dried fruit, etc. Key is shelf stable), extra pair of eyeglasses, and essential medications.
2. Know all evacuation routes and exits, as well as your evacuation assembly site.
3. Organize your room in such a way as to avoid hazards (e.g., don't sleep directly beneath windows, bookshelves, or picture frames).
4. To receive Scripps Alerts, register with the College's emergency mass notification system at http://inside.scrippscollege.edu/emergency/scripps-alert- emergency-contact-information.
5. Participate in all emergency drills.
6. Attend all meetings regarding emergency procedures.

EARTHQUAKE

What to Expect in the Event of an Earthquake

1. Everything shakes and rattles.
2. There is a lot of noise (banging and/or rumbling).
3. Things will fall and break (such as ceiling tiles, bookcases, computers.)
4. The motion may be severe (if you are standing, you may be thrown to the ground).

What to Do during the Earthquake

1. REMAIN CALM. Stay where you are until the shaking stops.
2. If indoors, **DROP down onto your hands and knees** (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
3. **COVER your head and neck** (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you) and cover your head and neck with your arms and hands.
4. **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around. Stay where you are until the shaking stops. Do not run outside.
5. Stay away from windows and objects that may fall.

6. Do not use elevators.
7. If outdoors, stay in an open area at least twice the height away from buildings, trees, streetlights, and utility wires. *Do not enter buildings*.

What to Do after an Earthquake

1. AFTER THE SHAKING STOPS, if you are in your residence hall, proceed to the designated evacuation site and check in with your RC. Wait to receive further instructions from your RC. If you are in a classroom, follow the instructions from your professor. If outdoors, proceed to the nearest evacuation site and check in with the department monitor for that site.
2. If you require first aid, let your RC (or designate) know.
3. Keep calm and provide assistance to others.

Lockdown

If someone is seen on campus with a weapon or gunshots are heard, you may need to make an immediate decision to "lockdown/shelter in place" or move to a safer location. Use common sense and available information to assess the situation. Do not confront the individual.

1. Once you receive notification by phone, email, and/or text message OR from Scripps personnel, proceed to the nearest safe room (if you know the location) or go to the closest room that can be locked. If you cannot get inside scan your surroundings and find shurubbery, brick wall, or other object to hide behind until it is safe to move indoors.
2. **Lock the door**. Move furniture to barricade the door, if possible.
3. Shut the curtains/blinds covering the windows.
4. Turn off the lights.
5. Sit/crouch down in areas that are out of sight from doors and windows.
6. Switch your cell phone to vibrate/silent mode.
7. **Don't open the door for anybody! Remain quiet and calm** until Campus Safety or police arrive and/or you are notified by phone, email, or text message.

**Depending on the circumstances, there may be situations when you need to evacuate quickly to ensure your safety, do so and alert others in your area if possible.

** When you are at a safe location, contact Campus Safety Dispatch at 909-607-2000 or 909-607-7233 or 72000 from a campus phone to alert them to the threat and your location,

In the Event of a Disaster

1. Once it is safe to evacuate the building, proceed to your designated evacuation site (or the nearest evacuation site, if not in your residence hall) and check in with your RC, professor, or department monitor. Remain there until given further instructions by your RC or a College official.
2. If you are on another campus, check in with an official from that college. Remain at that college until a college official informs you that it is safe to return to Scripps.
3. Assist emergency staff as needed.

4. Cooperate with the College and local officials in command of emergency procedures.

Fire Safety Rules

When fire or smoke is detected in a building, sound the alarm, evacuate the building, and call the Department of Campus Safety (ext. 72000) to report the emergency.

State and local fire laws require the following:

1. One approved fire drill will be held per semester, coordinated by the Emergency Preparedness and the residential life staff. Students who fail to evacuate the residence halls during a fire drill may be subject to a fine of $150.
2. Corridors and exit doors must be free of obstructions at all times.
3. Lighted candles or open flames in the residence hall are not permitted. Excessive amounts of combustibles (such as paper products and textiles attached to walls and ceilings or hung as room dividers) are considered fire hazards and are not permitted. Excessive amounts of combustible wall or ceiling decorations and the overloading of electrical outlets are prohibited.
4. Corridor decorations and signs must be made from non-flammable materials or treated with an approved flame-retardant solution.
5. Holiday trees and tree branches must be treated with an approved flame- retardant solution.
6. Flammable liquids may not be used or stored in any residence hall.
7. Cooking in student rooms is not permitted.
8. If a residence hall fails to evacuate all of its residents, (i.e., a resident sleeps through the fire drill or does not hear the alarm), the residence hall may continue to have fire drills until the residents work together (i.e., door- knocking) to successfully evacuate the building.

Evacuation

Ahead of time: Become familiar with various exits in your building.

6 **Do not ignore a fire alarm.**
7 Quickly gather **only** essential personal items (wallet, keys, glasses, etc.) on your way out.
8 Calmly and quietly walk to the nearest exit.
9 Do not use elevators.
10 Follow the instructions of RC/Residential Life Staff or other emergency personnel.
11 No one should return to the building until an “ALL CLEAR” is given by authorities.

Medical

12 Contact Campus Safety Dispatch at 909-607-2000 or 909-607-7233 or 72000 from a campus phone and report the nature of the illness or injury and the location.
13 Notify the Administrator On Call.
14 Provide medical care if trained and qualified or seek help from trained personnel.

Return to Table of Contents

Lithium-ion (Li-ion) Battery Safety

Lithium-ion batteries due to the nature of the battery to store large amounts of energy in a small space there is an increased risk of a fire if damaged, recharged incorrectly, in properly stored, or not from reputable source.

- Devices typically with lithium-ion batteries
  - Laptops
  - Phones
  - E-cirgates
  - Toys
  - E-bikes/scooters
  - Cars
- Safety
  - Always follow the manufacturer's instructions.
  - Only use battery and charging cord that came with the device or if a replacement is required obtain one from the manufacturer.
  - Do not keep charging the device after fully charged.
  - Do not charge the device or device battery under a pillow, on your bed or other flammable item.
  - Do not dispose of lithium-ion batteries in the trash.
  - Do not recharge batteries when they are overheated or extremely cold.
  - Look for batteries that have the following markings:
    - RoHS (Reduction of Hazardous Substances)
      -

    - CE (allows for manufacturers to circulate industrial products in the EU)
      -
    - CSA-US (Canadian Standards Association, equivalent to UL rating)
      -
    - UL (Underwriters Laboratories found that the product meet the standards of Safety). Products can be verified at http://www.ul.com.
      -
- Signs of a Problem
  - Stop using the battery or unplug it from charging if you sense any of the following and immediately call Campus Safety at 909-607-2000:
    - Odor
    - Change in color of the battery.
    - Too much heat coming off of the device.
    - Odd noise
    - Fluid coming from the battery.
- Do not charge bikes, scooters or other larger lithium-ion devices in the Residential Halls.

Return to Table of Contents

Appendix F:
Safety & Security Report

(External Link)

Introduction
The Higher Education Opportunity Act (HEOA) requires all institutions of higher education that maintain on-campus housing to publish an annual Safety & Security Report. This report contains the information required by the HEOA for Scripps College, including our fire safety practices and a fire log with statistics regarding on-campus fires. The Annual Security and Fire Safety Report (Cleary Report) is available by October 1 to all students, prospective students, faculty, and staff.

On-Campus Housing Safety Information/Policies

Fire Emergency Procedures

- If you see fire or smell smoke, activate the closest fire alarm.
- Evacuate to your designated evacuation area (as discussed with your rRC during your first hall meeting) and report to your building monitor or RC. Isolate the fire by closing doors behind you (do not lock).
- Report the location of the fire to Campus Safety at (909)607-2000.
- All persons within a building are required to evacuate when an alarm has sounded. Persons who do not evacuate present a danger to themselves and first responders and a liability to the College and will be referred to the College judicial process.

Fire Alarm Systems
The purpose of our fire alarm system is to signal the need for the evacuation of a building and to notify Campus Safety automatically. False alarms and tampering with fire safety equipment is unlawful. The penal code provides that any person who sets off a false alarm is guilty of a misdemeanor punishable by a fine and/or imprisonment.

Fire Safety Equipment
Students who tamper with firefighting or safety equipment (including fire extinguishers and smoke detectors) are subject to a fine of $100, expenses for necessary repairs of equipment, and/or judicial action.

Fire Sprinkler Systems
Fire sprinklers are in many buildings and smoke detectors are in each residence hall.

Halogen Light Policy
Due to documented fire dangers of halogen lighting, Scripps prohibits the use of halogen lamps. Desk, table, or floor lamps that contain a halogen light bulb are not permitted on campus.

Return to Table of Contents

Open Flames
Due to the danger presented by open flames, candles or any other flame may not be used on campus unless they are used as part of a campus event and approved by the Dean of Students Office.

Barbecue areas are designated by Grounds, and the regulations surrounding the use of barbecues on campus can be found in the Guide to Student Life. No grills of any kind (gas, electric, charcoal, etc.) may be used outside of these designated areas. Personal grills, lighter fluid, or charcoal may not be stored in the residence halls.

Explosives
The state law, as well as Scripps College policy, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Furthermore, gasoline- powered scooters and motorcycles cannot be stored in individual rooms or elsewhere in the residence halls at any time. Vehicles found to be stored in unauthorized areas will be towed and stored at the owner's expense.

Fire Safety Education
The resident advisors receive fire prevention and response training each semester. The training consists of classroom instruction and may be followed by hands-on application of fire extinguishers. In addition, evacuation drills are conducted each semester to test the resident advisor's ability to facilitate evacuation in the event of an emergency and for residential students to learn. Also residential students are also trained as to the College's evacuation procedures during their first residence hall meeting.

On-Campus Housing Fire Safety Systems
Scripps College complies with all local, state, and national fire regulations. All of Scripps' residential buildings have fire alarms and manual fire extinguishers.
Evacuation drills of all residential buildings are conducted each semester. Fire safety systems are routinely inspected and monitored as mandated by the county of Los Angeles. A log of these inspections is maintained by the Facilities Department.