



SWEET BRIAR COLLEGE

Sweet Briar College
2011-2012
Student Handbook

SWEET BRIAR SONG

*Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!*

*Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!*

*Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!*

CLASS SYMBOLS

The Class of 2012

Motto: Factum non verbum
(Actions not words)

Colors: Purple and gold

Emblem: Swan

The Class of 2014

Motto: Ne obliviscamur
(Lest we forget)

Colors: Green and black

Emblem: Oak Tree

The Class of 2013

Motto: Honor ante honores
(Honor before reward)

Colors: Peacock blue and green

Emblem: Peacock

The Class of 2015

Motto: Spectamur Agendo
(We are proven by our actions)

Colors: Delph blue and black

Emblem: Lion

This publication offers general information and includes some College policies. Consult the College catalog and/or academic rulings, which are on file in the Dean's Office and the Library, as the final authority on all academic policies. Contact the Dean of the College or the Dean of Co-Curricular Life for further clarification on material contained in this document. The information in this publication was accurate at the time of printing during the Summer of 2011.

Sweet Briar College President's Welcome

Welcome to the 2011-2012 academic year at Sweet Briar and a special welcome to members of the Class of 2015 and all other new students. We're glad you're here!

The resources and opportunities described in this handbook are intended to help you make your Sweet Briar experience everything you want it to be. Take advantage of this information to make sure you get as much out of your time at the College as possible.

Sweet Briar is very proud of its tradition of student self-governance. Sweet Briar women have the maturity and character to create, through self-governance, a campus community that fosters integrity, achievement, and friendship. Many of the codes, policies, organizations, and traditions outlined here have been developed over the years by your fellow students.

One key component of this self-governing community is the Honor Code. Please read that with special care: it governs the integrity of both intellectual work and social life on campus. The Honor Code works because Sweet Briar students make it work, because they value the respect it affords every individual and the atmosphere of trust and integrity it creates. It represents what Sweet Briar expects of you and what Sweet Briar women expect of each other.

If you have questions about anything in this handbook, consult an upper class student, a member of the Co-Curricular Life Staff, or your Faculty Advisor.

Here's to a great year!



Jo Ellen Parker
President

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Sweet Briar's Mission

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

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

Historical Sketch

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

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

perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

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

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

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

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

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

Sweet Briar's presidents include: Dr. Mary Benedict, who held office from the opening in 1906 until 1916; Dr. Emilie Watts McVea, from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whiteman, Jr. from 1971 to 1983; Dr. Nenah E. Fry from 1983 to 1990; Dr. Barbara A. Hill from 1990 to 1996; Dr. Elisabeth Muhlenfeld from 1996 to 2009; and Dr. Jo Ellen Parker who began her administration as tenth president of the College in July 2009.

Student Government Association

President's Message

The Student Government Association was established in 1906, when the students petitioned the College to form a body that would maintain legislative and executive control over a wide range of student issues. Since then, the SGA has evolved into a group of elected student leaders who serve to represent the student body through a variety of committees and organizations, such as the Inter-Club Council and the Academic Affairs Committee.

First, I would like to thank you for allowing me to serve as your student body president; it is truly a privilege. Sweet Briar has taught me that all things are possible through diligence, teamwork, and collective action, and I am very excited for this academic year.

One night, as I was casually scanning the Student Handbook, I came across these words: "We, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to instill in each other a sense of responsibility for the welfare of students in that academic community." I felt compelled by this idea. Along with so many other unique features, Sweet Briar's sense of community is so wonderfully distinctive. It is what we love most about this place. This upcoming year, I pose that we all strive to strengthen those communal bonds, and in doing so we shall reaffirm the indispensable "sense of responsibility."

As the student electorate, I ask you to hold myself, as well as the SGA Board, accountable throughout the year. We are nothing without you; your input and participation is vital. We invite you to come to SGA meetings every other Monday at 8 pm. By ensuring that the SGA Board acts solely on what is best for the welfare of the students, we will fulfill our purpose of "promoting the highest standards of honor and integrity in all phases of college life."

If you have any questions, comments, or concerns, please email me at Alkire12@sbc.edu or sga@sbc.edu.

Yours,
Lauren Alkire '12
SGA President

Section I: Student Government Association

The Student Petition (October 17, 1906)

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

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

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

Constitution of the Student Government Association

Introduction

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

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.

3. The Student Government Association (SGA), through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:
 - a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).
 - b. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).
4. The President, as the chief executive of the College, has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors.

Preamble

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

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

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

Article I: Name

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

Article II: Purpose

The purpose of this organization shall be to:

1. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such training as shall, in the judgment of the Directors, best fit them to be useful members of society.

2. Promote the highest standards of honor and integrity in all phases of college life.
3. Coordinate and promote student activity within the community.
4. Provide a forum for the expression and discussion of student opinions and sentiment.
5. Complement the educational aspects of student life.
6. Advance the spirit of loyalty to the College and its undertakings.

Article III: Membership

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

Article IV: Legislative Powers

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

Article V: Executive Powers

1. The executive powers of the SGA shall be exercised by the SGA officers.
 2. The voting SGA officers shall consist of the following:
 - a. President, Vice-President, Secretary, Treasurer, Electoral Officer, and Publicity Officer of the SGA, who shall be the Executive Committee.
 - b. The Co-Chairs of the Judicial Committee, one of whom will vote each semester.
 - c. The Vice Presidents of the four classes.
-

- d. The President of the Campus Events Organization.
 - e. The Chair of the Academic Affairs Committee.
 - f. The SGA Representative of the Non-Residential, Turning Point and Transfer student groups.
 - g. The Residence Life Representative.
 - h. The President of Inter-Club Council.
 - i. When needed, the Traditions Committee Representative.
3. The non-voting SGA officers shall consist of the Presidents of the four classes, and one of the Co-Chairs of the Judicial Committee.
 4. The executive powers of SGA shall be exercised by the officers of the Executive Committee and shall be to:
 - a. Administer the SGA Constitution and By-Laws.
 - b. Explain to students the meaning of the SGA's Constitution and By-Laws.
 - c. Consider all petitions, appeals, and proposals for amendments to the SGA Constitution and By-Laws, and refer each to the proper authority with a recommendation.
 - d. Consider any petition or written complaint for the removal of an officer of the SGA, and if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by SGA. When an officer is thus removed, the Executive Committee shall make provision for replacement, based on Section IV, letter C, number 9 of the By-Laws. If said officer is on the Executive Committee, she will be excluded from any and all discussions and proceedings related to her removal.
 - e. SGA Officers are required to attend all SGA meetings. If an absence occurs, then the issue becomes a matter to be ruled upon by the Executive Committee, and is grounds for removal from office. If SGA Officers are tardy two times, it is grounds for removal from office upon review by the Executive Committee. All SGA training sessions are mandatory, unless a proper excuse is provided. An unexcused absence from any training session will be counted as a tardy on the absent officer's attendance record for the year. All attendance policies expressed herein apply to the Executive Committee of SGA. The choice of what constitutes removal from office is at the discretion of the Executive Committee by a majority vote.
 - f. SGA Officers must be in good honor standing. If an SGA Officer is found guilty of an Honor Code violation, she is expected to resign her position (in order to maintain her rights to confidentiality) or to turn the matter over to the rest of the Executive Committee for a vote. If a member of the Executive Committee is found guilty of an Honor Code violation, she may turn the matter over to the Executive Board for a vote.
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- g. Consider all petitions, appeals, and proposals for changes to the SGA rules and regulations as stated in the Student Handbook, and refer each to the proper authority with a recommendation.
- h. Oversee all SGA elections.
- i. Keep under constant review the SGA rules and regulations and advise the President of the SGA of desirable changes in connection with her annual written report.
- j. Provide copies of the Student Handbook to the Office of Co-Curricular Life.

Article VI: Judicial Powers

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

Article VII: Amendments

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

By-Laws of the Student Government Association

SECTION I: Meetings of the Association

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

SECTION II: Executive Branch

A. Executive Officers

- 1. The duties of the President shall be:
 - a. Call and preside over the meetings of the SGA and the Executive Committee.
 - b. Represent the students either personally or through a proxy from the Executive Committee when the need arises.
 - c. Represent the students to the Board of Directors on the Educational Programs Committee.

- d. Appoint special committees when necessary.
 - e. Make an annual report to the Board of Directors at the April meeting.
 - f. Make a written report to the President of the College at the end of her term of office.
 - g. Consult regularly with the Dean of Co-Curricular Life, Dean of the Faculty, President of the College, Vice President for Finance and Administration, Student Liaison to the Faculty Executive Committee and any other administrators or faculty when necessary. Meet regularly with the Dean of Co-Curricular Life.
 - h. Consult with the SGA Officers as needed.
 - i. Be available for confidential appointments with students, offering referrals when necessary.
2. The duties of the Vice-President shall be:
- a. Perform or assume the duties of the President in her absence or withdrawal until the end of the term.
 - b. Supervise all SGA programming, including the fall Blood Drive.
 - c. Coordinate leadership development activities, including chairing the Student Leadership Fund Committee with the four class Presidents, implement community service activities on a regular basis, and consult regularly with the Dean of Co-Curricular Life.
 - d. Serve as parliamentarian.
 - e. Represent the students to the Board of Directors on the Buildings and Grounds Committee.
 - f. Collect and monitor monthly status and activity reports from the Standing Committees and Class Officers.
3. The duties of the Secretary shall be:
- a. Record and distribute the proceedings and activities of the SGA, keeping a permanent record in the SGA Archive, in addition to distributing a copy to the Dean of Co-Curricular Life, Dean of the Faculty, President of the College, and the Vice President for Finance and Administration. She should also provide courtesy copies of the minutes to any guest speakers present at the SGA Meeting.
 - b. Record confidential minutes of the Executive Committee at the discretion of the SGA President.
 - c. Attend to all correspondence of the SGA.
 - d. Record and distribute minutes of Campus Discussions.
 - e. Keep a record of votes made on all motions during SGA meetings.
 - f. Keep a record of attendance at all SGA and Executive Committee Meetings.
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4. The duties of the Treasurer shall be:
 - a. Serve as the financial advisor to all Student Government Clubs or Organizations (CO's)
 - b. Serve as the co-chair of the Budget Committee, along with the ICC President.
 - c. Administer the Student Life Fund in accordance with the budget adopted by SGA and the Budget Committee.
 - d. Keep a record of all monies of the SGA and expend the same according to the direction of the Executive Committee of the SGA.
 - e. Make interim reports of the finances at the request of the SGA
 - f. Serve as Chief Financial Officer of the Student Business Office, President or the Executive Committee. Serve as a resource to the Student Business Officer and together with the SBO consult regularly with the Director of Student Involvement and Programs.
 - g. Attend all ICC meetings to address issues related to SBO and budgeting.
 - h. Render a complete report of the year's work to SGA at the close of the fiscal year.
 - i. Perform audits of selected clubs, groups, and organizations.
 - j. Sit on the External Affairs Committee of the Board of Directors.

5. The duties of the Electoral Officer shall be:
 - a. Supervise and coordinate all aspects of SGA elections, including but not limited to election forums, packets, and publicity.
 - b. Set up all election schedules.
 - c. Responsible for emailing all platforms for all elections to the student body.
 - d. Supervise all aspects of the Pink & Green Award, which is awarded once a month by SGA (described in Section VI).

6. The duties of the Publicity Officer shall be to:
 - a. Coordinate publicity for all SGA activities.
 - b. Maintain and update the SGA website and bulletin board to keep the Sweet Briar community and outside communities informed of SGA business.
 - c. Display voting records of motions on the SGA Bulletin Board and on the SGA website.

B. Standing Committees

1. A full constitution or set of procedures and guidelines of each Standing Committee is on file with the President of SGA. The officers of SGA shall approve all constitutions and by-laws of standing committees.

Constitutions and by-laws of standing committees shall be amended by the same procedure as that used for amendments to the SGA constitution. The Standing Committees included under SGA are the following:

- a. Academic Affairs Committee
- b. Campus Events Organization
- c. Non-Residential, Turning Point, and Transfer student groups
- d. Inter-Club Council
- e. Judicial Committee
- f. Traditions Committee

C. Subcommittees

1. Budget Committee

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

2. Student Business Office (SBO)

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

Section III: SGA Budget

A. Budget Cycle and Timing

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

B. Organizational Requirements

1. The CO must be recognized by ICC as an active CO at the time of budget allocations.
 - a. If a CO's account is frozen at the time of budget allocations, no funds will be distributed to that CO.
 - b. CO's that are awaiting ICC approval must wait until they are officially recognized before they apply to receive SGA funds.
 2. In order to request SGA monies, the CO must have fully completed all club registration forms, the hazing statement, CO authorization signature form, and have submitted a current copy of their constitution.
 - a. The Briar Patch, The Voice, Red Clay and WNRS and Paint n' Patches are required to propose any new contracts before being signed with the assurance that SGA will cover reasonable costs.
 - b. If any of the forms or documents listed above is incomplete or missing at the time of budget allocations, the CO's budget request will be denied.
 - c. Media clubs requiring signing of contract for more than one academic year must present three varying proposals to SGA.
 - d. If requesting money from SGA to attend a conference a CO must include in their budget request forms a detailed outline of any conference related fees, travel, lodging, conference registration and any other conference related fees, excluding food.
 3. All monies requested by the CO must be delineated so that the Budget Committee can evaluate the allotment of funds on a case-by-case basis.
 4. All forms must be submitted by the specified time on the date that they are due. Late budgets will not be accepted for any reason.
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5. SBO Accounts

- a. All monies distributed by SGA will be deposited in a Student Business Office account in the name of the appropriate CO.
- b. If a club is inactive for one academic year (two semesters), and fails to register as an active CO the following semester, existence of the CO will no longer be recognized by ICC or SGA. The CO's account will then be closed, and the balance will be redistributed by SGA in the next budget allocation.”
- c. In the spring of a class's senior year, the treasurer should leave instructions with the SBO Accountant for the use of the class's remaining balance.
- d. Any CO requesting dissolution will have its SBO account closed. In this situation, the CO may request the remaining balance at time of dissolution be donated to a campus related cause.
- e. The account of any involuntarily dissolved club will be closed. The balance will be redistributed by SGA in the next budget allocation.
- f. The following honor societies should register with ICC and may keep an SBO account, but no funds will be provided from the SGA budget: Alpha Lambda Delta, Alpha Psi Omega, Delta Phi Alpha, Phi Beta Kappa, Eta Sigma Phi, Iota Sigma Pi, Psi Chi, Omicron Delta Epsilon, Sigma Delta Pi, Phi Alpha Delta, Pi Delta Phi, and Omicron Delta Kappa.

C. Funding for CO's

1. Off-Campus Policies

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

2. Direct Funding/Contributions

- a. No funds will be allotted for stipends, which are fixed and regular payments such as salary or allowance with the exception of instructional purposes.
- b. No funds will be allotted as direct contributions, which are charitable gifts to nonprofit organizations. Direct contributions will be considered on an individual basis by the SGA board provided that the requesting CO presents a detailed description of the event and where the funds will be going.

- c. No funds will be allotted for fundraising due to the fact that CO's may apply for monies from the Fundraising Loan.
3. Miscellaneous
 - a. No funds will be allotted for the purchase of alcohol.
 - b. If an organization does not hold an event during the previous budget cycle that it requested money for that organization may be denied funding the following budget cycle.
 - c. Each class will receive an equal lump sum to be decided by the Budget Committee, based on the amounts requested by each class.
 - d. A CO may apply for a CEO grant or funding from Student Involvement and Programs to cover event programming expenses.
 - e. As needed, funds may be requested from the Surplus account. To allot these funds, a motion should be made to the SGA board and passed with a majority vote.
 - f. A Leadership Fund will be maintained. This account should be replenished by the committee by each budgeting cycle. Allotment from this account will be at the discretion of the Leadership Fund Committee, which consists of the SGA Vice President and the four class presidents, based on published guidelines.
 4. Funding Limits
 - a. If a CO requests funds for postage, they will receive the amount equivalent to one book of stamps.
 - b. If a CO requests funds for duplicating, they will receive a maximum of \$20.00.
 - c. If a CO requests funds for office supplies, they will receive a maximum of \$20.00.
 - d. Only CO's that provide a specific explanation for the need of additional postage, duplicating or office supplies will receive additional funds, at the discretion of the Budget Committee.
 - e. Tap Clubs will not receive any budget monies with the exception of Paint n' Patches for theater ticket subsidization. A maximum of \$3,000 may be allocated in the fall semester.
 5. The SGA and the Budget Committee reserve the right to deny any/all funds to any CO for failure to comply with any of the SGA Budget By-Laws.

SECTION IV: Campus Discussions

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

SECTION V: Elections

A. Distribution of Available Positions

1. Class distribution of offices. The entire student body shall elect:
 - a. From the Rising Senior class: the President of SGA, the Co-Chairs of the Judicial Committee, and the Chair of the Academic Affairs Committee.
 - b. From either the rising Senior class or the rising Junior class: the Vice President of the SGA, the Secretary of the SGA, the Treasurer of the SGA, the Inter-Club Council President, the Campus Events Organization President, two Judicial Committee Secretaries, and Academic Affairs Vice-Chair.
 - c. From the rising Sophomore class: the Electoral Officer and the Publicity Officer of the SGA and AAC Representative.
 - d. From the First Year class: the CEO Administrative Assistant.
 - e. From any rising class: Vice President of CEO and Non-Residential, Turning Point and Transfer student representative.
2. The Senior, Junior and Sophomore classes will elect for their class:
 - a. Judicial Committee Representatives;
 - b. Class Officers (President, Vice-President, Secretary, and Treasurer).
 - c. Traditions Committee Representatives (2)
3. First Year elections consist of:
 - a. Judicial Committee Representatives (2)
 - b. Traditions Committee Representatives (2)
 - c. ICC Secretary
 - d. Class Officers (President, Vice-President, Secretary and Treasurer).
 - e. AAC Representative (1)

B. Timing of Elections

1. First Year Elections should be held before the second SGA meeting of the fall semester.

2. Spring Elections should begin two weeks prior to Spring Break.
3. Senior Elections should be held at the end of March or the beginning of April.
4. The Non-Residential, Turning Point and Transfer student representative should be elected before the second SGA meeting of the fall semester.

C. Guidelines for Nominations for every elected position:

1. To be a candidate for an elected office, a student must submit her name at a time and place designated by the Electoral Officer of the SGA. In the event that a student is abroad, she may either nominate herself or may have a resident student nominate her by proxy. The position of SGA President may not be filled by a student who is abroad during the spring semester of her Junior year.
2. With self-nomination, each student is required to submit two hard copies and one electronic copy of a platform that includes her intentions and will be displayed in two locations on campus upon verification and approval of the candidates meeting the election criteria.
3. Each student must have a minimum 2.7 GPA, be in good academic standing, and have the proper class status in order to nominate herself. All nominations will be sent to the Registrar's Office in order to verify the student's status. If a student falls out of good academic standing during her term in office, she will not be permitted to run in a spring election for the upcoming academic year.
4. Any judicial candidate must have been in good honor standing for the entirety of her college career.
5. All students must be in good honor standing in order to self-nominate, run for, and hold office. Good honor standing is defined as not having received a judicial sanction in the current academic year as defined in the Judicial Constitution by I.C.b-k. If a student falls out of good honor standing during her term of office, she will face removal from her position at the discretion of the SGA Executive Board. If a student falls out of good standing during the election process, she will be removed from the election, and the election will be rerun with the remainder of the original candidates.
 - a. Spring Elections shall consist of: Group I Elections (the six Executive Committee Officers), Group II Elections (Academic Affairs Committee) Campus Events Organization, Inter-Club Council, Judicial Committee positions, SGA Representative of Non-Residential, Turning Point, and Transfer students and Traditions Committee as needed), Group III Elections (positions elected by each class), and if necessary, Group IV Elections (unfilled positions). Fall elections shall consist of First-Year Elections.

6. All candidates will participate in mandatory candidate forums once the candidates' platforms have been approved and posted. These candidate forums will be organized and executed by the SGA Electoral Officer. Should a candidate miss the forum and not provide a proper excuse, the Electoral Officer reserves the right to disqualify the candidate. If a candidate is running opposed, misses a candidate forum, and does not provide a proper excuse, she will be disqualified from that election.
7. SGA elections shall be conducted by the SGA Executive Committee in place of the Electoral Officer at the time it deems best (for instance, when the Electoral Officer is a candidate in an election).
8. Newly-elected officers shall assume their duties at spring transition with the understanding that old officers complete their already-begun projects and those students sitting as representatives to the Board of Directors represent the students at the spring Board of Directors Meeting. In the event that the new officer is abroad in the spring of her new term, then the current officer will hold her position until the end of the academic year, unless otherwise determined.
9. If a position remains unfilled and Group IV Elections must be run, restrictions based on class status and experience shall be lifted. The class status restriction shall not be lifted for either Judicial Chairs. An election forum will not be held for Group IV elections, but platforms will be posted as with normal elections. The students must have a 2.7 GPA, be in good academic standing, and be in good honor standing.
10. If a position remains unfilled after Spring Group IV Elections, or on the occasion of a resignation from or vacancy of an elected office, the SGA Executive Committee will discuss and decide how to address the opening on a case-by-case basis. The SGA Executive Committee will present a formal recommendation to the SGA Board, and an emergency SGA meeting may be called in this situation, unless otherwise noted.

D. Guidelines for Campaigning

1. Verbal campaigning will be permitted. Campaigning shall be conducted in a manner that only benefits the candidates. No candidate can use public slander in order to diminish another candidate's credibility, in accordance with the regulations stated in the Student Handbook. There will be no door-to-door campaigning.
2. Electronic campaigning of any sort is prohibited. This includes but is not limited to social networking sites, email, and instant messaging programs.
3. Third party campaigning shall be prohibited. Third party campaigning is defined as asking or allowing any person other than the candidate in question to campaign for a certain candidate. Any third party campaigning will be considered a violation of the non-academic honor

code and the candidate and/or the third party will be turned over to the Judicial Committee, as is appropriate for the situation. If it is determined that a candidate was in violation of this guideline, she will not be permitted to run for any SGA position during that academic year.

4. An 8.5" x 11" flyer may be submitted to the Electoral Officer for approval by an electronic and hard copy. Once approved, the candidate will receive twelve copies of her flyer to be posted appropriately around campus.

E. Guidelines for Elections

1. For each regular election, there will be one "no vote" on the ballot for each position to be filled. This will apply to both opposed elections and unopposed elections. If a candidate receives fewer votes in her favor than "no votes" for that position, she will be disqualified from that election. If all candidates for one position receive fewer votes than "no votes," another election will be called by the Electoral Officer of the SGA, and none of the disqualified candidates will be eligible to run for that position.
2. The winner of an election must have the majority of the votes.
3. The election results shall be verified by at least two persons. This group should include, but is not limited to the Electoral Officer of the SGA and one other member of the Executive Committee of SGA, as appropriate. In the event that she is a candidate for office, or if the Electoral Officer is unavailable, the election verification will be supervised by another SGA Executive Committee member. Results should not be disclosed by any verifying member at any time. Such disclosure will be a violation of the non-academic honor code because it is an invasion of privacy of any parties involved in the election.
4. There will be a hard copy of all election results kept on file in the SGA Office for seven days after an election. Only the President and Electoral Officer may request election results, and results may only be requested for the specific position of the candidate. This may be done by contacting the SGA Executive Board. Each candidate who chooses to view election results must sign a confidentiality agreement. Any disclosure of results will, as above, be considered a violation of the non-academic honor code. Results may not be published or posted at any time. After these seven days, all voting records including but not limited to ballots or voting percentages, will be destroyed.

Section V: Appeal Process

If a member of the SGA Board is removed from office, she has the right to appeal the decision to the SGA Executive Board. An appeal may be made on two grounds: in the event of new information or malpractice in the original decision. The appeal is to be made by submitting an official letter within five

business days to the SGA President and the SGA Advisor explaining the grounds of the appeal. A meeting will be called between the SGA Executive Board and the SGA advisor whereupon a final decision will be reached in the case. This meeting will take place within a week upon receiving the candidate's letter of appeal. The candidate will be informed of the decision by official letter within 24 hours of the end of the meeting.

Section VII: Pink and Green Award

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

Section VIII: SGA Investigations

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

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

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

SECTION X: Robert’s Rules of Order

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

2011 – 2012 SGA and Class Officers

SGA Executive Officers

- President Lauren Alkire’12
- Vice President..... Hilary Bowie’12
- Secretary..... Sarah Lindemann’13
- Treasurer.....Rachel Kaniss’12
- Electoral Officer Maddie Hodges’13
- Publicity Officer Suzannah Feldman’13

- Academic Affairs Chair..... Stephanie Prato’12
- CEO PresidentAmrit Judge’14
- Inter Club Council PresidentJodie Stevenson’12
- Judicial Committee Non-Academic Chair.....Mandy Helms’12
- Judicial Committee Academic Chair Sarah Brazell’12
- Transfer, Non-Residential and
 Turning Point Representative Madalyn Mawyer’13
- Residence Life Representative Catherine Ramos’14
- Advisor Cheryl Steele
- Honor Advisor Robyn Sanderson

Class of 2012 Officers:

- President Alex St. Pierre
- Vice President..... Alexis Ruckenbrod
- Secretary Alex Grobman
- Treasurer..... Madeline Wilson
- Advisor Cheryl Steele

- Judicial Committee Representative.....Sarah Gibson

Class of 2013 Officers:

President Elizabeth Hansbrough
Vice President Lauren Morgan
Secretary Jackie Montero
Treasurer Morgan Franke
Advisor Cheryl Steele

Judicial Committee Representatives TBA

Class of 2014 Officers:

President Brittany Griffith
Vice President Rebecca Buechler
Secretary Mary Hamlin Sherrod
Treasurer Katie Drake
Advisor Robyn Sanderson

Judicial Committee Representative Sydney Bolton

Judicial Committee Representative Sarah Muth

Class of 2015 Officers:

To be elected by the second SGA meeting in September

Advisor Robyn Sanderson

Inter-Club Council

The Inter-Club Council (ICC) represents all clubs, groups, and organizations (COs) as defined below. The business of COs is managed by the ICC, which consists of the President of the Inter-Club Council, who shall serve as Chair of this committee, Tap Group Vice President, Community Interest Chair, Education Chair, Media Chair, and Secretary. The President will be elected from the entire student body, and must be either a junior or senior.

The club representatives will be elected, through self-nomination, from the Inter-Club Council Executive Board. The advisor to Inter-Club Council will be the Director of Student Involvement and Programs. The purpose of the Inter-Club Council will be to review club activity and conduct training workshops for club officers, as well as providing resources for clubs. The Council will approve club constitutions, review new club proposals, and make financial

recommendations regarding clubs to SGA and the Student Business Office. The Council will also serve as the body to educate clubs about standards of group behaviors and the Dean of Co-Curricular Life will be consulted and advised on matters that violate the policy on hazing and standards of group behavior. If a group is found responsible for violating said policy, the Dean of Co-Curricular Life will be notified of decision and sanction(s). A list of clubs and organizations can be found at <http://www.sbc.edu/student-involvement/student-organizations>.

Constitution of the Inter-Club Council

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

Article I: Name

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

Article II: Purpose

- A. The purpose of the ICC, a standing committee of the Student Government Association (SGA), shall be to:
1. Foster the establishment and participation of clubs and organizations (CO's) needed to enrich student life on campus.
 2. Educate all students about the *Policy on Hazing and Standards of Group Behavior*.
 3. Investigate matters that may violate the *Policy on Hazing and Standards of Group Behavior*.

Article III: Membership

- A. All students at Sweet Briar College shall be members of the ICC.
1. Members may be called on at any time to serve as jurors in a hazing trial.
- B. The rights of members include:
1. Participation in CO's of the College as outlined in each CO's constitution.
 2. Present amendments to the ICC Constitution and Bylaws.
 3. Bring charges against CO's for alleged violations of the *Policy on Hazing and Standards of Group Behavior* to the ICC President.
 4. Create new CO's as approved by the Officers.

Article IV: Executive Powers

A. The powers of the ICC shall be exercised by the officers, consisting of the following:

1. President, Vice President, Media Organization Chair, Tap Club Chair, Community Awareness Chair, Education Chair, and Secretary.
2. All Officers, excluding the President, shall have one vote. In the event of a tie, the President shall have the deciding vote.
3. The Powers exercised by all of the Officers shall be to:
 - a. Administer the ICC Constitution and Bylaws.
 - b. Consider amendments to the Constitution and Bylaws in accordance with ICC and SGA guidelines.
 - c. Review all petitions for removal of any Officer. In the event it is determined by a majority of the ICC Officers that an Officer was negligent in her duties, the ICC shall bring the matter before the voting members of the SGA as described in the SGA constitution.
 - d. Hold open meetings as needed, but not less than annually, to educate the members of the members about the *Policy on Hazing and Standards of Group Behavior*.
 - e. Approve petitions for new CO's
 - f. Review and approve constitutions of all CO's annually.
 - g. Review CO activity every semester, and, when necessary, declare CO's inactive or dissolved.
 - h. Conduct training workshops for CO Officers as needed, but not less than annually.

Article V: Amendments

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

Bylaws of the Inter-Club Council

(As passed on November 29, 1999, modified on March 19, 2001, March 26, 2001, February 11, 2002, March 4, 2007, April 2008, April 2010 and February 2011)

Section I: Meetings

- A. The ICC shall meet once a month.
 1. CO Presidents or one of the other officers is required to attend, as well as all ICC Officers. Other CO officers are strongly encouraged to attend, and all students are welcome.
 2. In the case of a CO President's absence, she must send an officer as her designee and inform the appropriate ICC Chair of both her anticipated absence and the identification of her designee.

3. In the rare case of an ICC Chair's absence, she must inform the President at least one full day before the meeting.
4. The officers shall meet as needed, but not less than twice as semester.
5. Meetings can be postponed or canceled at the President's discretion.

Section II: Executive Branch

A. The duties of the President shall be to:

1. Call and preside over the meetings of the ICC, including training workshops, and meetings of the officers.
2. Inform the SGA, Campus Events Organization (CEO), and Student Business Office (SBO) of the status of CO's as changes are necessary
3. Oversee the transition of CO Officers at the end of her term with the assistance of her successor.
4. Keep an updated directory of all CO leaders, including advisors.
5. Collect and maintain records of all CO constitutions as approved.
6. Sponsor and organize fairs and other CO or College activities as needed.
7. Serve as the Co-Chair of the SGA Budget Committee, and make financial recommendations as needed.
8. Advise students who wish to form a CO.
9. Preside over mediations and hearings in which CO's are involved.
10. Meet as needed, but not less than twice a semester, with the ICC Advisor and the SGA President.
11. Represent her constituents to the SGA as a voting member.
12. Preside over investigations into group behavior regarding potential violations of the Hazing Policy in accordance with the *Policy on Hazing and Standards of Group Behavior*.

B. The duties of the Vice-President shall be to:

1. Assist the President with her duties, when designated.
2. Take attendance at all ICC meetings, and notify absent CO's of their absences.
3. Run any meetings from which the President is absent.

C. The duties of the Chairs shall be to:

1. Collect reports of all CO activity each semester from constituent CO's.
2. Make recommendations to the ICC regarding the status of constituent CO's.
3. Review constituent CO activity for compliance with purpose statements and constitutions.
4. Serve as investigators and advocates for ICC mediations and hearings, barring any personal conflicts.
5. Meet with constituent CO's as needed, but not less than once a semester.
6. Assist the President with her duties as delegated
7. Oversee constituency CO committees as determined by ICC President.

D. The duties of the Secretary shall be to:

1. Record and distribute minutes of all ICC meetings and ICC trials to the appropriate people.
2. Keep SGA and SBO informed of the status of all ICC paperwork, including the ineligibility, inactivity, or dissolution of CO's.
3. Fulfill all other duties normally applicable to a secretary.

E. The duties of the Advisor shall be to:

1. Suggest ICC action to benefit CO's.
2. Aid in the interpretation and execution of the *Policy on Hazing and Standards of Group Behavior*.
3. Meet with the President as needed, but not less than twice a semester, to review ICC matters.
4. Fulfill all other duties as assigned by the President or the Dean.

Section III: Elections and Selections

A. The President shall be:

1. A member of either the rising senior class or the rising junior class.
2. Elected by the entire student body pursuant to SGA guidelines.
3. If the President position remains vacant after two election cycles, then the outgoing ICC officers, with the consultation of the incoming Chairs, will nominate a student who fulfills ICC requirements to fill the position for the duration of the term. The President-Elect is then subject to an approval vote by the SGA voting members.

B. The Vice-President shall be:

1. A member of the rising senior class, the rising junior class, or the rising sophomore class.
2. Shall be elected by all of the CO Representatives at the first ICC meeting of the year.

C. The Chairs shall be:

1. Members of the rising senior class, the rising junior class, or the rising sophomore class.
2. Current active members or officers in a CO appropriate to the position for which they ran for at least one semester.
3. Elected by popular vote among respective councils, after self or peer nomination at the last ICC meeting.
4. If a Chair position remains vacant after two election cycles, then the President, with consultation of other officers, will appoint a student who fulfills ICC requirements to fill the position for the remaining duration of the term.

D. The Secretary shall be:

1. A member of the newly-entered first-year class.
2. Self-nominated at a class meeting during fall orientation.

3. Chosen after interview and selection by the other officers.

E. The Advisor shall be:

1. Appointed by the Dean of Co-Curricular Life.
2. Reviewed as needed by the ICC President and the Dean.

Section IV: COs

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

Section V: Activity and Recognition

A. All active CO's must:

1. Maintain and follow an updated constitution.
 - a. In order to be acceptable, constitutions are required to include:
 - i. A clear and unique statement of purpose.
 - ii. Requirements for membership, if any.
 - iii. Dues, if any.
 - iv. Procedure for election and removal of officers.
 - v. Procedure to amend constitution, including vote needed by the CO members to pass amendments.
 - b. The Constitution must be filed with the ICC President as needed, but not less than annually, and must include the vote of members by which it was passed.
2. Have a faculty or staff advisor.
3. Submit to the ICC President a current roster that lists all active members and officers at least twice annually.
 - a. Active members are students who:
 - i. Pay dues, if applicable.

- ii. Participate in activities and projects sponsored by the CO, including CO open business meetings.
 - 4. Participate in ICC meetings, training, hazing information/education, and club fairs.
 - 5. Read, sign, and adhere to the *Policy on Hazing and Standards of Group Behavior*.
 - 6. Sponsor no less than one College event or community service project per semester, and report all CO activity at the end of each semester to the proper Chair for ICC review.
 - a. Clubs, groups and organizations (CO's) categorized as Media are exempt from performing the community service and community event obligations required of all CO's that are under the governance of the Inter-Club Council.
 - 7. Fundraise as needed, a practice highly encouraged.
 - 8. Miss no more than two ICC meetings per year. CO's are represented by their respective officers.
- B. All recognized CO's receive privileges from the ICC that include:
- 1. SGA/CEO/SBO funding (active CO's only).
 - 2. Representation on the ICC and SGA.
 - 3. Participation in leadership development programs.
 - 4. Right to request a confidential mediation from the President with any other CO's with which the group is in conflict.
 - 5. Right to a trial, by which a student jury shall decide the verdict.
 - 6. Right to use Prothro boards and post advertisements throughout the College.
 - 7. Right to use College facilities to host CO events and activities.
 - 8. Listing in the Student Handbook and other College publications.

Section VI: Requirements of Existing CO's

- A. To become a recognized CO, a CO must:
- 1. Notify the ICC President of its intentions.
 - 2. Submit to the ICC President:
 - a. A constitution that adheres to ICC guidelines.
 - b. A list of properly elected officers, and a faculty or staff advisor.
 - c. A roster of potentially active members, consistent with the CO description.
 - 3. Fulfill all other duties assigned to CO's once recognized.

Section VII: Formation of CO's

- A. To apply for CO status, a potential CO must:
- 1. Notify the ICC President of its intentions in writing.
 - 2. Submit to the ICC President:
 - a. A constitution that adheres to ICC guidelines.

- b. A list of proposed officers, and a faculty or staff advisor.
 - c. A roster of potentially active members, consistent with the CO description.
- B. The six (6) CO Officers will review the potential CO's submission and vote on whether the group will be granted status as a CO. All six (6) CO Officers are required to vote, and a majority is required for approval. In the event of a tie, the ICC President will be the tie-breaking vote.
- C. All CO Officers with potential personal conflicts related to the CO are required to disclose those conflicts to the other Officers and the ICC President prior to voting on the potential CO.

Section VIII: Inactivity and Dissolution

- A. All CO's shall be reviewed by the Officers of ICC at the end of each semester to determine inactivity.
- B. The Officers shall declare inactive any CO not fulfilling and maintaining all of the requirements of active and recognized CO's.
- C. Once the Officers declare a CO inactive, it has until the end of the following semester to pay all outstanding debts and work on regaining full CO status. An inactive CO will not have access to SGA funding as of the date the CO is declared inactive. In addition, inactive Tap Clubs will not have the right to tap new members.
- D. If the inactive CO meets all ICC requirements by the end of the inactive semester, then it shall be granted full CO status during the ICC semester review of all COs and will have all rights, funding and accounts restored effective in the semester following inactivity.
- E. If the inactive CO fails to meet any or all requirements within a semester, then the Officers shall declare it dissolved during the ICC semester review of all CO's. In the event of dissolution, all SGA/CEO/SBO funding and accounts, as well as money held by off-Campus sources such as banks, shall revert back to the SGA account after all debts have been paid.

Section IX: Violations of Hazing Policy

- A. An alleged violation of the *Policy on Hazing and Standards of Group Behavior* may be reported by any student to the President of ICC, the Non-Academic Chair of the Judicial Committee, or a representative of the Office of Co-Curricular Life.
- B. The Judicial Committee shall investigate all accused individuals. If the Judicial Committee determines that a CO may be involved in an alleged violation of the Policy on Hazing, the case will be referred to ICC for investigation of the group. The Chairs shall investigate accused CO's in conjunction with the ICC President after referral from the Judicial Committee. The ICC President will appoint one or more Chairs to serve as Investigators.
- C. The group in question is notified of the investigation hearing of the ICC in writing at least 48 hours in advance, indicating the time and place of the

- hearing, the violation(s), a list of potential witnesses who may be called, the hearing procedure, and may include possible sanctions. The group may select a person from the Judicial Committee to act as an advocate for the CO in preparation for and during the hearing.
- D. The jury will be comprised of six (6) students and two (2) professors. The six (6) student jurors will be drawn randomly from the student body. The two (2) professors will be chosen by the ICC President from the existing group of CO advisors.
 - E. The presiding officer of all ICC hearings will be the ICC President. The ICC Advisor must also be present at all ICC hearings.
 - F. All officers of the accused CO must be present during the hearing. Admission of any additional persons to the hearing shall be at the discretion of the ICC President and the ICC Advisor. If the officers of the accused CO fail to appear, the hearing will proceed and a binding decision rendered after waiting a reasonable period of time. A single written record of all hearings and mediations shall be kept and maintained by the ICC President. The record shall cite the violation(s), the decisions, a brief statement of the facts upon which the finding is based, and the potential disciplinary sanction(s) if applicable.
 - G. After being called to order, the hearing will begin with a presentation of the evidence and witnesses by the student Investigator. The admissibility of evidence is at the discretion of the presiding officer, based on “reasonability.” Student witnesses are guided by the Honor Code, and may only give testimony to that which they know directly. The ICC President, the ICC Advisor, and the jurors may ask questions; admissibility is at the discretion of the ICC President. All officers of the accused CO and its advocate have the right to be present for the entire evidentiary phase of the hearing, and have the right to ask questions in turn of all witnesses, subject to limits of appropriateness and relevancy determined at the discretion of the ICC President. Those witnesses who are not testifying or answering questions will not be allowed to be present for other portions of the hearing.
 - H. At the conclusion of the accused CO’s presentation, the evidentiary phase of the hearing ends. Only the jurors, the ICC President and the ICC Advisor remain to deliberate. While all these parties deliberate, only the eight (8) jurors vote. The standard of guilt is a “clear and convincing consideration of the evidence,” which means there is a high degree of certainty in the mind of the reasonable person that the violation occurred to find the group in violation of the Policy on Hazing. This standard of determination is greater than a “preponderance of the evidence,” which requires only that the greater weight of evidence be considered, but is less than the familiar “beyond a reasonable doubt” required for criminal convictions. Jurors shall vote by secret ballot, and there must be a 2/3 vote to find the group in question responsible.
 - I. If a CO is found guilty, an appropriate sanction is determined by a majority vote of the ICC Officers and the ICC Advisor in conjunction with the *Policy*
-

on Hazing and Standards of Group Behavior. During consideration of sanctions, the ICC Officers and Advisor may consider the prior disciplinary record of the CO, as well as the actual or potential consequences of the incident. ICC also has the power to turn over documents in a hazing investigation to the appropriate legal authorities.

- J. The ICC President, in conjunction with the ICC Advisor, is responsible for implementation and final evaluation of compliance with sanctions. Failure to comply with sanctions is a serious matter, and may result in immediate dissolution of a CO.
- K. All CO's have seventy-two (72) hours from the time of the decision to appeal guilty verdicts to the Judicial Chair for a formal hearing of the Judicial Committee. In the event of an appeal, the case goes to the Judicial Committee who will preside over the trial.
- L. All proceedings and the outcome of the proceedings shall remain strictly confidential. Any breach of confidentiality by anyone involved shall be considered an honor violation and subject to the Judicial Committee regulations. Only the ICC President shall post the results of all CO hearings for College awareness, without revealing any CO involved, and in accordance with the *Policy on Hazing and Standards of Group Behavior*.

Section X: Amendments

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

Sweet Briar College Tap Club Council

The Sweet Briar College Tap Club Council was created in 2009 as a standing committee under ICC to facilitate interaction among tap clubs, for the purpose of supporting and promoting these groups on campus. The mission of the Tap Club Council is to promote tap club traditions on campus, bring tap clubs together by facilitating an open forum where tap clubs can safely discuss all of their "secrets," keep the tap clubs informed of all the regulations and activities on campus, promote tap clubs to faculty, staff, administration, and most importantly students. The group will serve as a liaison between the students, faculty, etc. and the tap clubs and will attempt to promote inter-tap club relations within the College and throughout the community.

Constitution of the Tap Club Council at Sweet Briar College

Article I: Name

The name of this organization shall be the Sweet Briar College Tap Club Council.

Article II: Mission Statement & Objectives

The mission of the Sweet Briar College Tap Club Council shall be to:

1. promote any and all tap club traditions on campus
2. bring Tap Clubs together by facilitating an open forum where they can safely discuss all of their “secrets”
3. keep Tap Clubs informed of all the regulations and activities on campus
4. promote Tap Clubs to faculty, staff, administration, and most importantly students
5. be the liaisons between the students, faculty, etc. and the Tap Clubs
6. promote inter-Tap Club relations within the College and throughout the community

The objectives of the Sweet Briar College Tap Club Council shall be to:

1. promote inter-Tap Club relations within the College and throughout the community
2. to cooperate with SBC administration for the purpose of promoting the support of Tap Clubs on campus
3. plan an educational/social event for the first year class during the fall semester
4. administer all business related to the semester of each year
5. sponsor or co-sponsor an anti-hazing education event once a semester
6. administer all business related to the welfare of the recognized tap clubs on campus

Article III: Membership

The members of the Sweet Briar College Tap Club Council are the following, in alphabetical order:

Aint’s & Asses	Paint and Patches
BAM	QV’s
Bum Chums	Sweet Tones
Chung Mungs	Taps N Toes
Earphones	Tau Phi
Falls on Nose	

The number of Tap Clubs on campus is limited to 12. As enrollment grows, the number of Tap Clubs may be increased commensurate with the number of students on campus. Therefore, should enrollment reach 1200 students; the number of allowed tap clubs will be raised to 14.

All Tap Clubs shall act in accordance with the rules and policies stated in the Inter-Club Council Constitution.

All members of the SBC Tap Club Council shall act in accordance with the rules and polices stated in *the Policy on Hazing and Standards of Group Behavior*.

Membership in this council is open to all members of Tap Clubs at Sweet Briar College regardless of race, national origin, religion, sexual preference, or disability.

The President and a Representative of every Tap Club should be present at every meeting (attendance is mentioned under Article VII.2). Both the President and Representative of every Tap Club will be voted into office by the said club.

Article IV: Tap Club Executive Board

1. The Inter-Club Council President will hold an emeritus status. The ICC president will be invited by the Tap Club Council to attend certain meetings throughout the year, to give the Tap Club Council general information from ICC.
2. The officers of the SBC Tap Club Council shall be known as the Tap Club Council Executive Board.
3. The Tap Club Council Executive Board shall include the ICC President, Tap Club Council President, Tap Club Council Secretary.
4. The officers shall serve one year terms, from April to April
5. The Tap Club Council President and Tap Club Council Secretary must be an active member in a Tap Club. The Tap Club Council President and Secretary cannot represent the same Tap Club.
 - a. If the Tap Club Council President can no longer fulfill her duties then she will be replaced in accordance to ICC's policy on chairs. If the Tap Club Council Secretary can no longer fulfill her duties then the Tap Club Council will hold an emergency election within the current Tap Club Council. The newly elected officer will win with a 2/3-majority vote.

Duties and Eligibility of Tap Club Council Executive Officers

1. President
 - a. Eligibility
 - i. Serves as a Tap Club President
 - ii. Must be an active member of a Tap Club
 - b. Will be the Inter-Club Council Tap Club Chair voting
 - i. Will be elected by a 2/3 majority of ICC for the year spanning April to April
 - c. Duties
 - i. Shall preside over all regular and special Tap Club Council meetings

- ii. Be the active liaison between students, faculty, administration and the Tap Clubs
 - iii. Meet often with the ICC Advisor
 - iv. Sit on the Inter-Club Council Executive Board
 - v. Events
 - 1) Work with the Tap Club Council Secretary to plan an educational/social event for the first year class annually
 - 2) Work with the Tap Club Council Secretary to sponsor or co-sponsor an anti-hazing educational event each semester
2. Tap Club Council Secretary
- a. Eligibility
 - i. Must be an active member of a Tap Club
 - b. Voting
 - i. Will be elected by a 2/3 majority of all active members of the Tap Club Council for the year spanning April to April
 - c. Duties
 - i. Serves as Tap Club Council Secretary
 - ii. Takes minutes and sends out email reminders to Tap Club Council members and the student body
 - 1) Including sending minutes to the ICC President and Advisor
 - iii. Meet with the ICC Advisor as necessary
 - iv. Serves as Tap Club Council President at a Tap Club Council meeting, in the event the President is unable to do so
 - v. Events
 - 1) Work with the Tap Club Council President to plan an educational/social event for the first year class annually
 - 2) Work with the Tap Club Council President to sponsor or co-sponsor an anti-hazing educational event each semester

Article V: Meetings

The Tap Club Council shall hold at least one regular meeting monthly, preferably after the Inter-Club Council meeting the first Monday of every month.

The Tap Club Council shall be governed by Robert's Rules of Order Newly Revised.

Quorum, Voice, & Voting

Two-thirds of the Tap Club Council shall constitute a quorum for the transactions of business.

Article VI. Tap Club Council Advisor

The Tap Club Council advisor shall be the Director of Student Involvement & Programs.

Article VII: Violations

1. Hazing

- a. "Hazing" means: To recklessly or intentionally endanger the health or safety of a student or students, or to inflict bodily injury on a student or students in connection with, or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. VA Code §18.2-56.
- b. The College has a moral and ethical obligation to punish hazing when it occurs. Sweet Briar has a legal obligation to deal with hazing as well. Under Virginia law:
 - i. It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.
 - 1) Any person found guilty thereof shall be found guilty of a Class I misdemeanor.
 - ii. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof. VA Code §18.2-56
 - iii. IMPORTANT - As with sexual harassment and other forms of assault, an individual cannot legally consent to hazing. At no time will implied or actual consent to participate in an activity by those being hazed be considered a valid defense to a hazing charge. The hazing does not have to take place on Sweet Briar's campus in order for the Policy on Hazing to apply.
 - iv. To fulfill its moral, ethical, and legal obligations, the College has adopted a *Policy on Hazing and Standards of Group Behavior* which describes Sweet Briar's policies and processes for identifying and punishing hazing. Each Tap Club will sign the *Policy on Hazing and Standards of Group Behavior* each year and place a copy on file with the Office of Student Involvement & Programs. Additional copies of the complete policy can be obtained online or by contacting the Office of Student Involvement & Programs. Alleged hazing infractions will be investigated by the Judicial Committee and then forwarded to ICC. ICC will also investigate the alleged infraction and will try the case if needed. The investigation and trial process can be obtained in the ICC constitution.

2. Absences and Consistency

- a. The President of every Tap Club must be present at every meeting. If a President cannot attend a meeting they must inform the Tap Club Council President with their excuse and ensure that a representative comes in their place. Even an excused absence is an absence.
- b. The first absence will result in a verbal warning by the Tap Club Executive board in a meeting. This meeting is to remind the President

that her attendance is important and to inform her of the important information given out at the missed meeting

- c. The second absence will result in removal from her office as President.
 - i. She will have to inform her Tap Club of her absences and hold emergency elections so that a new President can attend future meetings.

Traditions Committee

The Traditions Committee will meet, if needed, on the 3rd Monday of every month during the academic year; these meetings are open to all students and faculty/staff. The committee will support current traditions on campus as well as help revive previous traditions and/or create new activities. The Traditions Committee is also a resource for students, faculty and staff regarding problems or concerns about campus traditions. If reported, these will be reviewed and discussed by the committee who will determine how follow up should occur, including whether the concern(s) should be referred to ICC, SGA, Tap Club Council, and/or to the Dean of Co-Curricular Life. The committee will also provide regular updates to SGA. The Tradition Committee Chair will meet with faculty to update and/or address any problems.

Campus Events Organization Constitution

Article I: Name

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

Article II: Purpose

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

Article III: Membership

- A. All students of Sweet Briar College shall be members of CEO
- B. The members of CEO shall have the right to present proposals, appeal the decisions of the officers, or propose amendments to this constitution. The officers must consider such proposals and appeals.

Article IV: Executive Board Officers

- A. President
 - 1. Calls and presides over the meetings of the CEO and meeting of the Executive Board
 - 2. Oversees the operations of the organization

3. Is a voting officer of the Student Government Association (SGA)
4. Shall serve as the at-large member of the SGA Budget Committee
5. Works closely with the Director of Student Involvement and Programs and the Interclub Council President
6. Is responsible for overseeing CEO finances
7. Serves as a liaison between CEO and campus clubs
8. Have office hours appropriated by the CEO executive board
9. Is required to attend the National Association for Campus Activities in the fall unless she provides academic documentation that would prevent her from doing so
10. Must return to campus one week early for Campus Events Organization training

B. Vice President

1. Works closely with the President
2. Oversees the operations of the committee coordinators and members
3. Shall attend all SGA meetings
4. Have office hours appropriated by the CEO executive board
5. Serves as the Spring Fling Chairwoman as well as the Halloween Chairwoman
6. Is required to attend the National Association for Campus Activities in the fall, unless she provides academic documentation that would prevent her from doing so
7. Must return to campus one week early for Campus Events Organization training

C. Administrative Assistant to the CEO President

1. Works closely with the President
2. Serves as a liaison between CEO and the first-year class
3. Assists with tasks associated with CEO, acting as a full officer of the organization
4. Attends all first-year class meetings and is available for questions and class concerns
5. Records minutes at all CEO meetings and meetings of the CEO Executive Board
6. Responsible for organizing and executing one event during her term
7. Serves as the Decoration Committee Chair for Spring Fling

D. Have office hours appropriated by the CEO executive board CEO Internal Accountant

1. Serves as the internal accountant of CEO and keeps open communication with SGA Treasurer
2. Supports fiscal operations of the organization in consultation with the president of CEO

3. Will report regularly to the CEO advisor and Committee Coordinators, with regard to financial matters of the organization
4. Will maintain the CEO grant fund
5. Attends all CEO executive as well as school wide CEO meetings
6. Works closely with Vice President on financial matters concerning Spring Fling.
7. Turn in club registration and budget request each term as discussed with the President of CEO.
8. Maintain records of attendance, monies spent, and evaluations of events to be compiled in a yearly report with the Director of Student Involvement and Programming.
9. Have office hours appropriated by the CEO executive board
10. Is responsible for check requests
11. Must return to campus one week early for Campus Events Organization training

E. Committee Coordinators

1. Must attend all meetings including all CEO executive board meetings
2. Ensure that programming fits the needs of the Sweet Briar campus and community
3. Submits space reservations, media requests, and work orders for CEO events
4. Encourage campus clubs, groups, organizations, and classes to participate and/or sponsor CEO events
5. Function effectively within their duties by coordinating and soliciting input and feedback from all committee members
6. Act on the needs of all constituents
7. Coordinators must attend all CEO events
8. Report to the Vice President of CEO weekly
9. Have office hours appropriated by the CEO executive board
10. Is required to attend the National Association for Campus Activities in the fall unless she provides academic documentation that would prevent her from doing so
11. Must return to campus one week early for Campus Events Organization training
12. There will be a coordinator for each of the following committees:
 - a. Main Stage
 - b. Fun and Games
 - c. SBC Expanded
 - d. Recruitment and Retention
 - e. Publicity
 - f. Spotlight On
 - g. Spring Fling and Halloween (as needed)

Article V: Powers of the Organization

- A. Administer the CEO Constitution
- B. Consider the proposals, appeals against the decisions of the officers, or proposed amendments to the Constitution by members of the CEO
- C. Distribution of CEO Grant monies
 - 1. A portion of the CEO budget, to be determined each semester by the President, Internal Accountant, and Director of Student Involvement and Programs, will be set aside to distribute to students for programming through an application process
 - 2. Events will be approved, denied, or returned to proposer pending further information according to the majority vote of the CEO Executive officers
 - 3. Events must be open to the entire campus free of charge
 - 4. Alcohol may only be served through Sweet Briar College catering with a registered bar tender
 - 5. Funding will be provided for approved events only
 - 6. CEO funding cannot be used for fund-raising purposes
- D. Plan and Promote events
- E. The members of this club will adhere to the college's Policy on Hazing.
- F. The club members must vote to approve all purchases of \$200 or more made with club funds.

Article VI: Meetings of the Organization

- A. The membership shall meet weekly
- B. Meetings are open to all students
- C. Proposals may be considered at any meeting
- D. The Executive Board shall meet weekly with the Director of Student Involvement and Programs.

Article VII: Election and Application Process

- A. Executive Board Officers
 - 1. The President shall be elected in SGA Group 2 elections. The President must be a rising Sophomore, Junior, or Senior, and have spent at least two semesters on the CEO Executive Board.
 - 2. The Vice President shall be elected in SGA Group 2 elections. The Vice President must be a rising Sophomore, Junior, or Senior, and have been an active general member for at least one semester.
 - a. In the event that a Vice President is not elected through SGA elections or SGA emergency elections, the position of Spring Fling and Halloween Committee Chair will be elected during the process of committee elections and the position of Vice President will be vacant for the year.
 - b. The Administrative Assistant to the CEO President shall be elected in the fall elections. The Administrative Assistant must be a first-year student.
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- c. The CEO Internal Accountant shall be appointed by the CEO President and approved by a majority vote from the executive board members. The CEO Internal Accountant must be a rising Sophomore, Junior, or Senior.

B. Committees

1. An application process will be used to fill the positions of the CEO Committee Coordinators.
 - a. Applicants must attend the meeting designated for elections
 - b. All students interested will be placed on the committee of their choice on a first come first serve basis.

Article VIII: Removal from Office

A. Removal of any elected CEO office shall be carried out in accordance with Article V letter B, number 4 of the SGA Constitution.

1. In the event that an executive officer must be removed from office the line of succession is as follows:
 - a. President
 - b. Vice President (or Spring Fling and Halloween Chair)
 - c. Main Stage Coordinator
 - d. Spotlight On Coordinator
 - e. Fun and Games Coordinator
 - f. Internal Accountant
 - g. Publicity Coordinator
 - h. Recruitment and Retention Coordinator
2. In the event that a committee coordinator must be removed from office the position will be filled by emergency election at the organization's next meeting.

B. Removal of any appointed CEO office shall be carried out by a 2/3 majority vote.

C. Any Executive Board Officer or Committee Coordinator may be removed from office for 2 unexcused absences or 3 unexcused tardies to a meeting.

Article IV: Constitutional Changes

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

Section II: The Honor System

Since the founding of the institution, Sweet Briar College's Honor System has been based on two precepts:

The Honor Principle

Sweet Briar women do not lie, cheat, steal, or violate the rights of others. This code of honorable behavior pervades and defines all aspects of the life of the College. Personal honor and individual responsibility are essential to student conduct in both academic and non-academic life: therefore, the Honor Code is composed of standards guiding her actions academically as a student, and residentially as a member of the College community. The Honor Code and the Judicial System are the means of realizing and implementing this principle. By matriculating, each Sweet Briar student agrees to uphold the honor principle without reservation.

Student Self-Governance

Sweet Briar women consciously choose to govern themselves by the high standards of the Honor principle, and with this choice comes the privilege and responsibility of administering and enforcing this code on the actions of themselves and their peers.

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

The Faculty, the Deans, and the President have legitimate and compelling interests, perspectives, and expertise in the administration of the Honor System, and so participate in the process at critical junctures. But its legitimacy resides in the practical administration of the system by the students of Sweet Briar College.

These two precepts — the honor principle and student self-governance — define the structure and process of the Honor System. The honor principle leads to a code of behavior with standards governing her academic behavior as a student and member of the scholarly community, as well as standards governing her non-academic behavior as a resident of College housing and a member of

the Sweet Briar community. Student self-governance leads to the judicial system being run by students elected by their peers, or selected by lot to serve as jurors and pass judgment and impose sanctions for violating the code.

Each student is required to adopt these precepts and to uphold them during the duration of her career at Sweet Briar. After passing the Student Government Association Honor Code test, every student is expected to sign the Honor Pledge, without reservation. Each time a Sweet Briar student signs her name to anything, she acknowledges her promise to uphold the Honor Pledge.

Sweet Briar Honor Pledge

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

Introduction

The following three sections detail the structure and process of the student judicial system. Part I outline the Judicial Committee's membership and composition, internal processes and procedures, and details student rights. Part II describes the Standards of Academic Conduct, the judicial process and the procedure for the handling of cases of alleged violations of the Standards of Academic Conduct, giving particular detail to the rights of students and safeguards to ensure fundamental fairness in the functioning of the Honor System. Part III describes the Standards of Non-Academic Conduct, the judicial process and procedure for the handling of cases of alleged violations of the Standards of Non-Academic Conduct, giving particular detail to the rights of students and safeguards to ensure fundamental fairness in the functioning of the Honor System.

I. The Judicial Committee

- A. Jurisdiction and Power: All judicial powers of the Student Government Association, and the responsibility for administering the Honor Code, are the responsibility of the Judicial Committee. It is through the disciplinary process, overseen by the Judicial Committee, that all violations of the Honor Code Standards of Academic and Non-Academic Conduct are to be ultimately resolved. At any point in the Judicial Process, at the discretion of and in consultation with the Director of Residence Life and/or the Dean of Co-Curricular Life, the Non-Academic Judicial Chair may refer cases to the Residence Life Review process or the Inter-Club Council as appropriate and all evidence will be shared. The Non-Academic Judicial Chair and the Director of Residence Life have the responsibility to establish and administer a hearing process for the enforcement and adjudication of minor infractions of the rules and regulations governing residential and social life, and to refer repeated or

serious violations of these regulations to the regular process of the Judicial Committee for disciplinary action. The outcomes of this Hearing process should be published following the same procedures of the Judicial Committee as printed in the Public Notification section of the Academic and Non-Academic Procedures. The Judicial Process is not a legal process. No attorneys are allowed to be present in or near Hearings or Trials.

B. Membership: The Judicial Committee is composed of the elected students, faculty and administrators responsible for enforcing the Honor Code Standards of Academic and Non-Academic Conduct. The rules and processes governing the election, removal or replacement of student members of the Judicial Committee are to be determined by the Executive Committee of the Student Government Association. Judicial Committee members must remain on campus until the last day of the exam periods.

1. Student Members

- a. No person that previously has been found guilty of an Honor violation may serve on the Judicial Committee and if a member of the Judicial Committee is found guilty (after appeal to the President, if any) of an Honor Code violation, she must resign from the Judicial Committee immediately;
- b. The Judicial Committee is led by two Chairs, who must be seniors with previous Judicial Committee experience. They share the duties as the presiding officer in hearings. One serves as the principal chair for Academic Code hearings and the other for Non-Academic Code hearings;
- c. Two Secretarial positions will be open to any qualified candidate. Both secretaries should have prior experience on the Judicial Committee and must reside on campus; and
- d. Seven Student Representatives: one senior, two juniors, two sophomores and two first years. In the event that positions are not filled with the first election, an emergency election will be held to fill the position.

2. Faculty Members — Two professors elected by the faculty.

3. Administrators

- a. The Dean of the Faculty [or such member of the faculty or administration as the Dean may designate]
- b. The Dean of Co-Curricular Life [or such member of the faculty or administration as the Dean may designate]

4. Advocate

- a. Any Sweet Briar student, faculty or staff member. The student under investigation may seek the help or guidance of another student, faculty or staff member and will henceforth be referred to

as “Advocate”. The Advocate may consult with and help prepare the accused before the Hearing or Trial, but upon entering the Hearing/Trial, he/she may only provide emotional support. The Advocate is bound by the same confidentiality rules as the student and Judicial Committee.

- C. **The Honor Advisor:** The Assistant Dean of First Year and Sophomore Student Programs will serve as Honor Advisor. The Honor Advisor is not a member of the Judicial Committee, but rather serves as an independent and impartial advisor to members of the community about the Honor System and supports the efforts of the student chairs to educate students and the community about the Honor System. The Honor Advisor can also respond to procedural questions related to the judicial process. In addition, the Advisor serves as a resource to the Director of Residence Life and the Dean of Co-Curricular Life regarding the training of the Judicial Committee. If the Assistant Dean is involved in a Hearing or Trial, a designee will be assigned by the Assistant Dean to serve in this role.
- D. **Internal Rules of Procedure:** The Judicial Chair and Committee have the power to establish rules for the efficient operation of the system for that year, including the assignment of responsibilities among the student representatives. The Judicial Committee Policies and Procedures are not binding in subsequent years unless readopted by the Judicial Committee. A written copy of the rules must be filed by the Secretary and a copy kept with the Director of Residence Life and the Dean of Co-Curricular Life. These internal rules are available for review by any student or faculty/staff member.
- E. **Conflicts of Interest and Recusal:** A Judicial Committee member that is the subject of an investigation must recuse herself from the Committee until the investigation is resolved. If a member of the Committee feels that she cannot act fairly and impartially in a situation she may recuse herself. In the case of the recusal of both the Chairs, the Deans have the authority to appoint a temporary Judicial Chair from the membership of the Student Government Executive Committee. A temporary Chair should, but is not required to, have previous Judicial Committee experience. In the event that a Dean recuses himself or herself, the Dean’s designee will assume the role assigned to the Dean.
- F. **Speedy Replacement:** In the event that a member of the Judicial Committee can no longer fulfill her duties, she is to be replaced by another qualified candidate under the same original guidelines within a timely manner.
- G. **Student Rights:** In the Judicial Process, Sweet Briar students have the following rights:

- a. The right to an unbiased Hearing or Trial and one based on evidence presented at the Hearing or Trial.
- b. The right to remain silent; silence is not construed as evidence of guilt.
- c. The right to receive written notification of the charges brought against them (24 hour notice for Judicial Committee Hearings and 48 hours notice for Judicial Committee Trials).
- d. The right to review all written documents prior to the Trial. The documents will be presented 48 hours in advance of the Trial, in conjunction with the written notification of charges.
- e. The right to a Hearing or Trial conducted without unreasonable delay following the notification of charges.
- f. The right to present evidence and witnesses in her defense in a Trial. The names of witnesses must be given to the Chair at least 24 hours in advance of the Trial. The number of witnesses called may be determined by the Chair to limit unnecessary repetition during the Trial.
- g. The right to question all evidence.
- h. The right to protection against self-incrimination.
- i. The right to have a member of the administration, faculty or student body who is not party to the case or the Judicial Committee assist in the preparation of the defense and to be present at the Hearing or Trial. The role of the Advocate is to provide emotional support. It is the student's obligation to present his or her own defense.
- j. The right to written notification of a decision in a case in a timely manner.
- k. The right to appeal the decision of the Judicial Committee as outlined in sections II.C.4 and III.C.4.

The Academic Judicial Process

A. Sweet Briar College Honor Code Standards of Academic Conduct

If a Student is charged simultaneously with an Academic violation and a Non-Academic violation, the case would default to the Academic Judicial process. Standards of conduct are not exclusive to their respective areas. Under certain conditions, Academic standards may apply to Non-Academic situations and vice versa.

1. The following actions, among others, constitute a violation of the Honor Code Standards of Academic Conduct:
 - a. Intentional or accidental plagiarism (see also pages 82-84) in a formal academic exercise, which includes, but is not limited to:

- i. direct or literal copying of a source without proper attribution;
 - ii. paraphrasing or constructing a “mosaic” of a source without proper attribution;
 - iii. use of an author’s “apt phrase” without proper attribution;
 - iv. resubmission of one’s own work in another academic exercise without the knowledge of both instructors;
 - v. submission of another’s work in whole or part with intent to deceive.
 - b. Giving or receiving unacknowledged or unauthorized aid in a formal academic exercise; or intentionally violating the terms or rules of an academic exercise.
 - c. Intentional falsification of data or sources in a formal academic exercise.
 - d. Deceiving or lying to a College faculty or staff member or Administrator concerning the compliance with the terms, conditions or requirements of an academic exercise; or to gain release from an academic requirement, rule or exercise.
 - e. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an issue before the Judicial Committee.
 - f. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Academic Conduct. “Constructive action” constitutes reporting the potential violation within 72 hours to a member or chair of the Judicial Committee.
 - g. Failure to perform or comply with terms of sanctions.
 - h. Blatant disregard of the fundamental rights of a Faculty member; including but not limited to verbal or physical assault, persistent extreme tardiness, or any other action which results in an egregious disruption to the learning environment by other members of the class.
2. The act of submitting work or participating in a formal academic exercise constitutes an Honor pledge on the part of the student to abide by the Sweet Briar College Honor Code Standards of Academic Conduct. To acknowledge her commitment to live by the standards of the Honor principle, she is to sign “I Pledge” and her name to all work that she submits in a formal academic exercise.

B. Sanctions

1. A student with a pending allegation or sanction with Sweet Briar College or the judicial system, who takes a leave of absence or withdraws, remains subject to all the proceedings and outcomes of the Judicial Committee upon their return to Sweet Briar College.
2. The following sanctions may be imposed upon any student found to have violated the Honor Code Standards of Conduct:
 - a. Official Warning: An oral or written reprimand that does not become a part of the student's record.
 - b. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - c. Fines: Established and published fines may be imposed which the student will need to pay within a designated period of time.
 - d. Restitution: Monetary compensation to an injured person for loss, damage or injury to such person.
 - e. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum number of hours would need to be completed within a specified period of time.
 - f. Referral: Referral to support services and/or educational programs.
 - g. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will be subject to an additional judicial process and the outcome could result in additional and more severe sanctions.
 - h. Honor Probation: The student's Honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another academic violation is found to have occurred during this time, the student will face more severe sanctions. This could include the student being automatically suspended from the College. The revocation of Honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an unproctored exam.
 - i. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can re-matriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.

- j. Dismissal from the College: The student is removed from the College and can return only after providing the Deans with satisfactory evidence that the student has complied with the conditions set for readmission. The dismissal remains on the permanent transcript.
 - k. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.
3. The following sanctions may be imposed upon clubs, groups, or organizations:
- a. All of the above sanctions listed, a through k, if applicable.
 - b. Deactivation: Loss of privileges, including College recognition and/or funding for a specified period of time. More than one of the above sanctions listed may be imposed for any single violation.

The following interim sanctions and processes are available in emergency or extraordinary situations: In certain circumstances, the Dean of the Faculty may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. The appropriate circumstances for an interim suspension may be imposed only as follows:

- i. to ensure the safety and well-being of members of the College community;
- ii. to preserve College property;
- iii. to ensure the student's own physical or emotional safety and well-being;
- iv. if the student poses a definite threat of disruption or interference with the normal operations of the College.

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

In any extreme or clearly dangerous situation, the judgment of the President of the College suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the Judicial Committee can be arranged. This procedure will be accomplished as quickly as possible. The College further reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student

accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the right of others or are injurious to the individual, the community, or to the College itself.

The Academic Judicial Procedure:

A. Investigation

Referral of a potential violation of the Honor Code Standards of Academic Conduct is made to the Judicial Chair, who notifies the Dean. Reporting oneself to the Judicial Chairs at the request of another is not necessarily an admission of guilt and should not be construed as such. In Academic Mediations and Trials, a Committee Representative is assigned to be the Student Investigator, who, with the advice and counsel of the Dean or the Chair, gathers evidence, interviews witnesses, and investigates the potential violation. In a situation where the student in question did not initiate the investigation by turning herself in, she should be directly and personally notified by the Judicial Chair. The notification should be only of the potential violation in question, and of the investigation process.

The procedure is to be conducted with the utmost tact, discretion, and concern for the privacy of all involved, particularly and primarily the privacy of the accused individual. Consequently, the Student Investigator may not have access to any academic or disciplinary files, nor consider a student's prior record. The standard for determining the appropriateness and usefulness of evidence by the Chair and/or Investigator, is whether its use is "reasonable" to the average person. Only information about which the witness has **direct** knowledge can be considered.

The student in question may refuse to give information or a statement during any phase of the proceedings. Such refusal shall not be taken as an admission of guilt. She can also seek the help or guidance, as stated under Student Rights, of an "Advocate." If upon initial investigation the Student Investigator, the Dean, or the Judicial Chair determine there is insufficient evidence of a violation the case is dismissed. All records, files, or notes of the Student Investigator are to be erased or destroyed, and the student in question shall be notified directly by the Judicial Chair.

B. Mediation

Upon determining that there is sufficient evidence that a violation may have occurred, the individual student in question is called to a Mediation. The written notification must be issued not less than 24 hours in advance, and give the time and place, the violation, and may include possible sanctions. For a violation of the Standards of Academic Conduct, the Mediation will include the Judicial Chair, the Dean of the Faculty, and, if

appropriate, the Student Investigator, the Advocate and the Faculty member or student accuser(s) involved.

The Mediation is not a Trial. No witnesses are called and the process is not adversarial. Rather, it is an opportunity for the situation to be discussed and an understanding reached. The student in question has the right to be supported at the Mediation by an Advocate. A record of the Mediation will be kept, and will be admissible if the matter is referred to a Trial.

The student can admit to a violation and accept the sanction determined in a Mediation. The student also has the right to reject the determination, or forgo altogether a Mediation and request a Trial. The Judicial Chair and the Dean also have the right to proceed directly to a Trial if in the discretion of either person the issue warrants it, or to call another Mediation if it would potentially resolve the issue. If the violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Trial is required, unless the student waives that right and accepts the sanction. Please note that sanctioning and appeal information for Academic Mediations may be found in Articles II.C.3.e. and II.C.4 of the Academic Judicial Process.

C. Trial of the Judicial Committee

The student in question is notified of the Trial of the Judicial Committee of the Student Government Association. The written notification must be not less than 48 hours in advance, indicating the time and place of the Trial, the violation(s), a list of potential witnesses who may be called, the Trial procedure, and may include possible sanctions. Also the accused student has access to all copies of any written statements available after submission of a written statement from the respective Chair or Secretary. If the violation occurs during the exam period, the notification can be not less than 24 hours in advance. It will be at the discretion of the chair to determine when the Trial will take place. The student may select or be assigned an Advocate to aid in the preparation for the Trial.

1. The Jury for an Academic Conduct violation Trial will be four students and four faculty members. Faculty jurors are the two members annually elected to the Judicial Committee by the Faculty; the other two for Academic Conduct trials are to be selected by the Dean of the Faculty. The faculty juror(s) may be excused by the Chair or Dean to avoid a conflict of interest. Replacements will be appointed by the Dean.
2. The student in question can choose one of two methods for selecting student jurors for her trial: jurors can be drawn randomly from a) the student body, or b) the Judicial and Executive Committees of the

Student Government Association. Upon receiving the Trial notification, the student in question must inform the Secretary of the Judicial Committee which type of jury selection method she wants. Once the selection process has begun, the student in question cannot change the process, or refuse a properly impaneled jury.

If the student in question elects to have a jury selected from the student body, the Secretary will select student jurors plus a sufficient number of alternates randomly by lot. If the student in question elects to have a jury composed of members of the Judicial and Executive Committees of the Student Government Association, the Secretary will select the jurors from the membership of the Judicial Committee who have not had any dealings with the case, and from the membership of the Executive Committee of the Student Government Association by random lot. Should there be an insufficient number of jurors to hear the case, a jury composed of students randomly selected from the student body will be appointed.

Jurors will be notified personally by the Secretary not less than 24 hours in advance of the Trial with the time, place, confidentiality rules and procedures of the Trial. Recusal notification must be made in writing and submitted to the Judicial Chair immediately upon receipt of the jury summons. At their discretion, the Chair and/or Dean may excuse a student juror or faculty juror from service for sufficient cause or conflict of interest.

3. The Presiding Officer The presiding officer of a trial for Academic Judicial cases will be the Academic Judicial Chair, whose authority on the resolution of questions and adjudication of the process during the Trial is absolute and final. The presiding officer has the power to recess and recall a Trial as she determines necessary.
4. The Trial Process Admission of any person to the Trial shall be at the discretion of the Judicial Chair and the Dean. In Trials involving more than one accused student, the Judicial Chair, at her discretion, may permit the Trials concerning each student to be conducted separately. If the student in question fails to appear, after waiting a reasonable amount of time, the Trial will proceed and a binding decision rendered without her. There shall be a single written record of all trials and hearings. The record shall cite the violation(s), the decision (responsible or not), a brief statement of the facts upon which the finding is based, and the disciplinary sanction(s), if applicable.

a. The Evidentiary Phase

After being called to order, the Trial begins with the presentation of the evidence and witnesses by the Student Investigator. The admissibility of evidence is at the discretion of the presiding officer based on “relevance.”

Student witnesses are presumed to be guided by the Honor Principle and may only give testimony to that which they have direct knowledge. The presiding officer, the Dean and the jurors may ask questions; admissibility is at the discretion of the presiding officer.

The student in question may not be compelled to testify against herself, and the jury will be instructed not to draw a negative implication from her refusal. The College Chaplain or professional medical staff with whom the student has entered into a confidential, privileged relationship cannot be compelled to testify, except with the permission of the student in question. Any prior “bad acts” of the individual are inadmissible.

The Dean will make her best efforts to ensure that the privacy rights of all students under Federal and Virginia law will be preserved and observed; this paramount legal obligation outweighs the authority of the presiding officer in issues of the propriety of evidence and questions. The student in question and her Advocate/Representative from the College community, have the right to be present for the entire evidentiary phase of the Trial. The student in question and the student accuser(s), if applicable, have the right to question in turn all witnesses called by the Student Investigator, subject to limits of appropriateness and relevancy determined at the discretion of the presiding officer. After the conclusion of the Student Investigator’s presentation, the student in question has the right to introduce evidence and call witnesses subject to the same limitations, governing evidence and fundamental fairness imposed on the Student Investigator. Should there be new evidence or witnesses, the Chair must have copies and/or names of persons not less than 24 hours in advance.

If new evidence is presented during a Hearing or Trial, the Chair has the prerogative to recess and reschedule the case so that the accused has the opportunity to review the information. The Student Investigator has the right to question any witnesses or evidence presented by the student in question.

b. The Deliberation Phase

At the conclusion of the student in question’s presentation, the

evidentiary phase of the Trial ends. Only the jurors, the presiding officer, and the Dean remain to deliberate — while all deliberate, only the jurors vote. The standard of guilt is “clear and convincing evidence,” which means that there is a high degree of certainty in the mind of the reasonable person that the student in question violated the Honor Code. This standard of determination is greater than a “preponderance of the evidence,” which requires only that the greater weight of evidence be considered, but is less than the familiar “beyond a reasonable doubt” required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception, and malice.

The jurors shall vote by secret ballot. A finding that the student is responsible requires the affirmative vote of not less than three-fourths (3/4) of the jurors.

c. The Sanctioning Phase

If the student in question is found responsible, the sanction is determined by a majority vote of the Chair, the Dean, and the jury. During the consideration of sanctions, the prior academic and disciplinary record of the student can and should be consulted where appropriate, as well as the actual or potential consequences of the incident. A faculty member who reports a violation of the Honor Code Standards of Academic Conduct retains the right to confidentially recommend a sanction to the Judicial Committee. She or he also has the right to take punitive action against the student in the class, but only after the resolution of the full judicial process. A student cannot withdraw or petition to change grade option in a class to avoid being sanctioned. Implementation and final evaluation of compliance with sanctions is to be done by the respective Chair in conjunction with the Dean. Failure to comply with a sanction is a serious violation of the Honor Code.

5. Appeals

Hearing appeals must be made in writing to the Judicial Chair within 24 hours of receiving the Outcome Letter. Upon receiving an appeal, the case would proceed directly to trial. A student who has been found responsible may appeal the results of the Trial as set forth herein. Trial appeals must be made to the President of the College within 72 hours of the Trial. An appeal can be made only on the following grounds: a) new evidence or b) an error in the process of the Trial, either of which could necessitate a new Trial. In the preparation of an appeal, the student can have access to the record of the Hearing and Trial, as well as consult with

an Advocate or the Honor Advisor. If the sanction includes Suspension, Dismissal, or Expulsion, the student can also request a reduction of sanction by appealing for Presidential clemency. Only one appeal is permitted, unless credible evidence is presented of a previously unknown gross violation of fundamental fairness by the Judicial Committee.

The President of the College, at her discretion, may appoint a Temporary Appeal Board to review the outcome of the initial Trial. The composition, process, and mandate of an appellate board are at the discretion of the President.

6. Public Notification

The outcomes of all Honor Code investigations, Hearings, and Trials are to be publicly posted with due regard to the privacy of all concerned. Results of Trials should be posted soon after any appeal is over, whereas the results of investigations or Hearings that do not come to Trial can be culled and posted twice a semester.

7. Preservation of Records

An official record of the incidents and decisions rendered will be maintained by the Dean. It is the job of the Chair of the Judicial Committee to keep and preserve the records and minutes of the meetings, investigations, and hearings of the Judicial Committee during the academic year. **Notices of students on Honor Probation are sent to the student's faculty by the Judicial Chair each semester.** When the Committee's docket is cleared at the end of the year, the Chair compiles for the Deans' statistics and records of the types of cases and outcomes of the year. She also insures that all other records, notes, and files from the student members of the Committee are destroyed or erased three years after the student has graduated.

III. The Non-Academic Judicial Process

If a student is charged simultaneously with an Academic violation and a Non-Academic violation, the case would default to the Academic Judicial process. Standards of conduct are not exclusive to their respective areas. Under certain conditions, Non-Academic standards may apply to Academic situations and vice versa.

A. The Honor Code Standards of Non-Academic Conduct

1. The following actions, among others, constitute a violation of the Honor Code Standards of Non-Academic Conduct:
 - a. The repeated and/or serious violation of Co-Curricular Life procedures (see Section IV).
 - b. The intentional actual or attempted assault of another member of the College community.

- c. The intentional unsanctioned use, abuse, taking, destruction, sabotage, misappropriation, or vandalism of the private property of other members of the SBC community, or of College property [such as, but not limited to SGA funds or accounts, IDs, keys, computer systems, and dining hall implements]; or the appropriation for exclusive personal use of community property.
- d. The intentional disruption or obstruction outside the boundaries protected by the First Amendment of legitimate College operations and activities; giving false information to or defying a legitimate request of a College official; or failing to perform or comply with the terms of a sanction.
- e. The intentional invasion of the privacy of another student, which constitutes:
 - i. the disclosure of confidential information including, but not limited to, that which is contained in another student's official College admissions, academic, computer, or disciplinary files or records; or accessing or disclosing private information such as bank records or election results;
 - ii. a member of an honor jury or of the Judicial Committee discussing the specific identifying facts of a case outside of the formal hearing process or legitimate Committee business; or anyone involved in Hearing or Trial may not disclose information at any time;
 - iii. a student who initiated a complaint discussing the specific identifying facts of the case with students other than members of the Judicial Committee;
 - iv. a student under investigation confronting the student who initiated the complaint or witnesses before onset of the hearing process or after the investigation or hearing are completed.
- f. The violation of the officially published College policies such as alcohol, drugs, smoking, hazing, sexual harassment, antidiscrimination, or the Terms and Conditions of Residency (see page 87).
- g. Violating the Honor principle while representing Sweet Briar
- h. The serious violation of Federal, State or local law, (including check fraud, and the sale of controlled substances). Membership in the Sweet Briar community does not mean privileged or immune status from local, State, or Federal laws. In situations involving the serious violation of state or federal law, the College reserves the right to proceed against the student in

question independently of whatever actions are taken by governmental authorities.

- i. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Non-Academic Conduct. “Constructive action” constitutes reporting the potential violation within 72 hours to the Judicial Committee Non-Academic Chair.
 - j. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an issue before the Judicial Committee.
2. If a student is involved with or formally contacted by the Judicial Committee concerning a judicial process or proceeding (i.e. mediation, witness, juror, student advocate) she is bound to confidentiality concerning any process or procedure. The accused may divulge the outcome but not the specifics or that of the names involved unless otherwise directed by the Judicial Chair or Deans.
- B. Sanctions: A student with a pending allegation or sanction with Sweet Briar College or the judicial system, who takes a leave of absence or withdraws, remains subject to all the proceedings and outcomes of the Judicial Committee upon their return to the College.

Parental Notification: Parent(s) or Guardian(s) are ordinarily notified regarding a second violation of Alcohol policy and regarding violations of Drug policy, and/or when medical attention is necessary

The following sanctions may be imposed upon any student found to have violated the Honor Code Standards of Conduct:

- a. Official Warning: An oral or written reprimand that does not become a part of the student’s record.
- b. Loss of Privileges: Denial of specified privileges for a designated period of time.
- c. Fines: Established and published fines may be imposed which the student will need to pay within a designated period of time.
- d. Restitution: Monetary compensation to an injured person for loss, damage or injury to such person.
- e. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum number of hours would need to be completed within a specified period of time.
- f. Parental Notification: Parent(s) or Guardian(s) are ordinarily notified regarding second violation of Alcohol policy and/or when medical attention is necessary and regarding violations of Drug policy.

- g. Referral: Referral to support services and/or educational programs.
- h. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will be subject to an additional judicial process, and the outcome could result in additional and more severe sanctions.
- i. Honor Probation: The student's Honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another non-academic violation is found to have occurred during this time, the student will face more severe sanctions. This could include the student being automatically suspended from the College. The revocation of Honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an unproctored exam or utilize charge privileges on campus.
- j. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can re-matriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.
- j. Dismissal from the College: The student is removed from the College and can return only after providing the Deans with satisfactory evidence that the student has complied with conditions set for readmission. The dismissal remains on the permanent transcript.
- k. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript. The following sanctions may be imposed upon clubs, groups, or organizations:
 - a. All of the above sanctions listed, a through k, if applicable.
 - b. Deactivation: Loss of privileges, including College recognition and/or funding for a specified period of time. More than one of the above sanctions listed may be imposed for any single violation. The following interim sanctions and processes are available in emergency or extraordinary situations: In certain circumstances, the Dean of Co-Curricular Life may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. The appropriate circumstances for an interim suspension may be imposed only as follows:
 - i. to ensure the safety and well-being of members of the College community;
 - ii. to preserve College property;

iii. to ensure the student's own physical or emotional safety and well-being; if the student poses a definite threat of disruption or interference with the normal operations of the College.

c. The following sanctions may be imposed upon clubs, groups or organizations:

i. All of the above sanctions listed, a-k, if applicable.

During interim suspension, the student may be denied access to student residences and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriate circumstances and the extent of the interim suspension shall be made at the sole discretion of the Dean of Co-Curricular Life. In certain circumstances, the Director of Residence Life or Assistant Dean of First Year and Sophomore Student Programs, under the direction of the Dean of Co-Curricular Life or designee, may impose a mandated room reassignment or other restrictions prior to a hearing before the Judicial Committee. Whenever interim sanctions are imposed, a hearing shall be convened at the earliest possible time. The interim sanction may remain in effect until a final decision has been reached, including the appropriate appeals process.

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

The Non-Academic Judicial Procedure:

A. Investigation

Referral of a potential violation of the Honor Code Standards of Non-Academic Conduct is made to the Judicial Chair, who notifies the Dean or the Director of Residence Life. Reporting oneself to the Judicial Chairs at the request of another is not necessarily an admission of guilt and should not be construed as such.

In the case of a potential minor (as determined at the discretion of the Non-Academic Judicial Chair) Non-Academic violation, the Director of Residence Life will act as the Investigator. This may include gathering evidence, interviewing witnesses and investigating the potential violation.

If necessary and deemed appropriate by the Non-Academic Judicial Chair, a Judicial Representative may act as the investigator.

In a Non-Academic Trial, a committee representative is assigned as the Student Investigator. This representative, with the advice and counsel of the Chair, the Director of Residence Life, or the Dean, gathers evidence, interviews witnesses, and investigates the potential violation.

In a situation where the student in question did not initiate the investigation by turning herself in, she should be directly and personally notified by the Judicial Chair. The notification should be only of the potential violation in question, and of the investigation process.

The procedure is to be conducted with the utmost tact, discretion, and concern for the privacy of all involved, particularly and primarily the privacy of the accused individual. Consequently, the Student Investigator may not have access to any academic or disciplinary files, nor consider a student's prior record. The standard for determining the appropriateness and usefulness of evidence by the Chair and/or Investigator is whether its use is "reasonable" to the average person. Only information of which the witness has **direct** knowledge can be considered.

The student in question may refuse to give information or a statement during any phase of the proceedings. Such refusal shall not be taken as an admission of guilt. She can also seek the help or guidance of an Advocate, as stated under Student Rights.

If upon initial investigation the Student Investigator, the Chair, the Director of Residence Life or the Dean determines there is insufficient evidence of a violation the case is dismissed. All records, files, or notes of the Student Investigator are to be erased or destroyed, and the student in question shall be notified directly by the Judicial Chair.

B. Hearing

Upon determining that there is sufficient evidence that a violation may have occurred, the individual student in question is called to a Hearing. The written notification must be issued not less than 24 hours in advance, give the time and place, the violation, and may include possible sanctions.

For a violation of the Honor Code Standards of Non-Academic Conduct, the Hearing will include the Director of Residence Life, the Judicial Chair, a Judicial Secretary, one Judicial Committee representative, the student accuser(s), if determined appropriate by the Non-Academic Judicial Chair. If necessary, the role of the Judicial Secretary may be filled by an additional Judicial Representative who will act as Secretary in her stead. If this occurs, then the accused shall be notified of the

change and will sign a form confirming she has received prior notification.

The Hearing is **not** a Trial. No witnesses are called and the process is not adversarial. Rather, it is an opportunity for the situation to be discussed and an understanding reached. The student in question has the right to be supported at the Hearing by an Advocate. A record of the Hearing will be kept, and will be admissible if the matter is referred to a Trial. The student can admit to a violation and accept the sanction determined in a Hearing.

The student also has the right to reject the determination, or forgo altogether a Hearing session, and request a Trial. The Judicial Chair, the Director of Residence Life, and the Dean also have the right to proceed directly to a Trial if at their discretion the issue warrants it, or to call another Hearing if it would potentially resolve the issue. If the violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Trial is required, unless the student waives that right and accepts the sanction. Please note that sanctioning and appeal information for Non-Academic Hearings may be found in the Non-Academic Judicial Process section of this Handbook.

C. Trial of the Judicial Committee

The student in question is notified of the Trial of the Judicial Committee of the Student Government Association. The written notification must be no less than 48 hours in advance, indicating the time and place of the Trial, the violation(s), a list of potential witnesses who may be called, the Trial procedure, and may include possible sanctions. Also the accused student has access to all copies of any written statements available after submission of a written statement from the respective Chair or Secretary. If the violation occurs during the exam period, the notification can be no less than 24 hours in advance. It will be at the discretion of the Chair to determine when the Trial will take place. The student may select or be assigned an Advocate to aid in the preparation for the Trial.

1. The Jury For a Non-Academic Conduct Trial: The jury will be six students and two faculty members. Faculty jurors are the two members annually elected to the Judicial Committee by the Faculty. The faculty juror(s) may be excused by the Chair or Dean to avoid a conflict of interest. Replacements will be appointed by the Dean. The student in question can choose one of two methods for selecting student jurors for her Trial: jurors can be drawn randomly from a) the student body, or b) the Judicial and Executive Committees of the Student Government Association. Upon receiving the Trial notification, the student in question must inform the Secretary of the

Judicial Committee which type of selection method she wants. Once the selection process is begun, the student in question cannot change the process or refuse a properly impaneled jury.

If the student in question elects to have a jury selected from the student body, the Secretary will select student jurors plus a sufficient number of alternates randomly by lot. If the student in question elects to have a jury composed of members of the Judicial and Executive Committees of the Student Government Association, the Secretary will select the jurors from the membership of the Judicial Committee who have not had any dealings with the case, and from the membership of the Executive Committee of the Student Government Association by random lot. Should there be an insufficient number of jurors to hear the case a jury composed of students randomly selected from the student body will be appointed.

Jurors will be notified by the Secretary no less than 24 hours in advance of the Trial with the time, place, confidentiality rules and procedures of the Trial. Recusal notification must be made in writing and submitted to the Judicial Chair immediately upon receipt of the jury summons. At their discretion the Chair and/or Dean may excuse a student juror or faculty juror from service for sufficient cause or conflict of interest.

2. The Presiding Officer

The presiding officer of a trial for Non-Academic Judicial cases will be the Non-Academic Judicial Chair, whose authority on the resolution of questions and adjudication of the process during the Trial is absolute and final. The presiding officer has the power to recess and recall a Trial as she determines necessary.

3. The Trial Process

Admission of any person to the Trial shall be at the discretion of the Judicial Chair and the Dean. In Trials involving more than one accused student, the Judicial Chair, at her discretion, may permit the Trials concerning each student to be conducted separately.

If the student in question fails to appear, after waiting a reasonable amount of time, at the discretion of the Chair, the Trial will proceed and a binding decision rendered without her. There shall be a single written record of all Trials and hearings. The record shall cite the violation(s), the decision (responsible or not), a brief statement of the facts upon which the finding is based, and the disciplinary sanction(s), if applicable.

a. The Evidentiary Phase

After being called to order, the Trial begins with the presentation

of the evidence and witnesses by the Student Investigator. The admissibility of evidence is at the discretion of the presiding officer based on “relevance.”

Student witnesses are presumed to be guided by the Honor principle, and may only give testimony to that which they have direct knowledge. The presiding officer, the Dean and the jurors may ask questions; admissibility is at the discretion of the presiding officer.

The student in question may not be compelled to testify against herself, and the jury will be instructed not to draw a negative implication from her refusal. The College Chaplain or professional medical staff with whom the student has entered into a confidential, privileged relationship cannot be compelled to testify, except with the permission of the student in question. Any prior “bad acts” of the individual are inadmissible.

The Dean will make her best efforts to ensure that the privacy rights of all students under Federal and Virginia law will be preserved and observed; this paramount legal obligation outweighs the authority of the presiding officer in issues of the propriety of evidence and questions.

The student in question and her Advocate from the College community, have the right to be present for the entire evidentiary phase of the Trial. The student in question and the student accuser(s), if applicable, have the right to question in turn all witnesses called by the Student Investigator, subject to limits of appropriateness and relevancy determined at the discretion of the presiding officer.

After the conclusion of the Student Investigator’s presentation, the student in question has the right to introduce evidence and call witnesses subject to the same limitations governing evidence and fundamental fairness imposed on the Student Investigator. Should there be new evidence or witnesses, the Chair must have copies and/or names of persons not less than 24 hours in advance. If new evidence is presented during a Hearing or Trial, the Chair has the prerogative to recess and reschedule the case so that the accused has the opportunity to review the information. The Student Investigator has the right to question any witnesses or evidence presented by the student in question.

b. The Deliberation Phase

At the conclusion of the student in question’s presentation, the evidentiary phase of the Trial ends. Only the jurors, the

presiding officer, and the Dean remain to deliberate — while all deliberate, only the jurors vote. The standard of guilt is “clear and convincing evidence,” which means that there is a high degree of certainty in the mind of the reasonable person that the student in question violated the Honor Code. This standard of determination is greater than a “preponderance of the evidence,” which requires only that the greater weight of evidence be considered, but is less than the familiar “beyond a reasonable doubt” required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception, and malice. The jurors shall vote by secret ballot. A finding that the student is responsible requires the affirmative vote of not less than three-fourths (3/4) of the jurors.

c. The Sanctioning Phase

If the student in question is found responsible, the sanction is determined by a majority vote of the Chair, the Dean, and the jury. During the consideration of sanctions, the prior academic and disciplinary record of the student can and should be consulted where appropriate, as well as the actual or potential consequences of the incident.

For a repeated or serious violation of the Terms and Conditions of Residency or matters referred by Campus Safety, the Director of Residence Life or the Chief of Campus Safety can recommend a sanction to the Judicial Committee pertaining to the revoking of privileges or the imposition of fines, restitution, or compensatory work. Implementation and final evaluation of compliance with sanctions is to be done by the respective Chair in conjunction with the Dean. Failure to comply with a sanction is a serious violation of the Honor Code.

4. Appeals

Hearing appeals must be made in writing to the Judicial Chair within 24 hours of receiving the Outcome Letter. Upon receiving an appeal, the case would proceed directly to Trial. A student who has been found responsible may appeal the results of the Trial as set forth herein. Trial appeals must be made to the President of the College within 72 hours of the Trial. An appeal can be based only on the following grounds: a) new evidence or b) an error in the process of the Trial, either of which could necessitate a new Trial. In the preparation of an appeal, the student can have access to the record of the Hearing and Trial, as well as consult with an Advocate or the Honor Advisor. If the sanction includes Suspension, Dismissal, or Expulsion, the student can also request a reduction of sanction by appealing for presidential clemency. Only one appeal is

permitted, unless credible evidence is presented of a previously unknown gross violation of fundamental fairness by the Judicial Committee.

The President of the College, at her discretion, may appoint a Temporary Appeal Board to review the outcome of the initial Trial. The composition, process, and mandate of an appellate board is at the discretion of the President.

5. Public Notification

The outcomes of all Honor Code investigations, Hearings, and Trials are to be publicly posted with due regard to the privacy of all concerned. Results of Trials should be posted soon after any appeal is over, whereas the results of investigations or Hearings that did not come to Trial can be culled and posted twice a semester.

6. Disciplinary Proceeding Disclosure

Upon written request, the alleged victim of a crime of violence or a non-forcible sex offense or the victim's next of kin (if the victim dies as a result of the crime or offense) can request the results of any institutional disciplinary proceeding dealing with that crime or offense.

Preservation of Records

An official record of the incidents and decisions rendered will be maintained by the Dean. It is the job of the Chair of the Judicial Committee to keep and preserve the records and minutes of the meetings, investigations, and hearings of the Judicial Committee during the academic year. **Notices of students on Honor Probation are sent to the student's faculty by the Judicial Chair each semester.** When the Committees docket is cleared at the end of the year, the Chair compiles for the Deans' statistics and records of the types of cases and outcomes of the year. She also ensures that all other records, notes, and files from the student members of the Committee are destroyed or erased three years after the student has graduated.

Section III: College Policies

Code of Conduct

All members of the Sweet Briar community must be responsible for their actions and make sure these actions do not impose upon other community members.

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

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

Civility and respect are central to the Sweet Briar community. Behavior that a reasonable person would find to be inconsistent with the values of civility and respect for persons is unacceptable. Such actions are subject to disciplinary action appropriate to the nature, severity, and circumstances of the misconduct.

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

Alcohol Policy

The College's statement on the use and possession of alcoholic beverages has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety. As noted in the College's statement, only students of legal drinking age may possess and consume alcoholic beverages in student residences. Common containers (i.e. beer balls,

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

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

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

- That alcohol not be served to any person whom you know or have reason to believe is under 21 years of age; nor is permitted to consume any alcoholic beverage at a sponsored event.
- That alcohol cannot be served to any person whom is known or believed to be intoxicated.
- That the consumption of any alcoholic beverages by such person is not permitted at your event, and that you do not allow such person to remain in attendance at your event.
- That you acknowledge in your role as an individual host or organization host you can be held liable for alcohol-related accidents and/or injuries.
- That those who serve alcohol at your event must be 21 years of age or older.

- Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.
- Publicity for an event may not include the availability of alcoholic beverages.
- When alcohol is present, the host (event sponsor(s) and/or resident(s) of a room) must be 21 years of age or older.

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

General Regulations and Guidelines

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

Individual Possession, Consumption and Responsibility

Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:

- Student residence rooms, Green Village patios and balconies
- At registered and approved private events
- In the Houston Bistro (alcohol not purchased at the Houston Bistro may not be brought into this location)
- At College events where alcohol is served or made available
- An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges, in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are the Houston Bistro, Prothro Dining Room, outdoor dells, the Den, the Boathouse, and other areas as approved by the Dean of Co-Curricular Life, Vice President for Finance and Administration, or designee.

Regulations Governing Open Events/College-Controlled Public Spaces

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

Regulations Governing Private/Social Events

- Any approved student organization, College office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in College-controlled public spaces (i.e. The Den, Dell). The facility must be reserved along with written approval received from the Dean of Co-Curricular Life.
- When alcohol is to be served or made available, the event sponsors must obtain permission from the Dean of Co-Curricular Life, or designee, at least three days in advance, and agree to a system to control access to the event and for verifying a lawful process for the service and consumption of alcohol (e.g. picture IDs at door, use of stamp or bracelet, a viable way of designating those of legal age to drink). Alcohol consumption in designated areas cannot occur unless a Den or Dell Reservation and Use Agreement Form has been filed. The size, nature, and location of the event will

determine if a member of the Department of Safety should be present. Students wishing to serve alcohol are encouraged to use the service of SBC's Catering Department which provides bartender(s), supplies, and alcohol below cost and takes responsibility for checking legal drinking age. No money may be collected by student hosts at any private event involving alcohol, including The Den, Dell, or Boathouse. All events will be "spot checked" by an Officer. The possession or consumption of any alcoholic beverage is not permitted in residence hall common areas, i.e. corridors, stairwells, and lounges. These regulations are subject to an ongoing review and modification.

Drug Policy

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

1. Students are expected and required to be in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.
2. The unlawful manufacture, distribution, dispensation, possession, or use of narcotics, hallucinogens, depressants, stimulants, marijuana, other controlled substances, possession of drug paraphernalia, and underage alcohol consumption on College premises, at College activities, or while representing the College is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in an alcohol and drug abuse-counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for student violations shall fall within the provisions of Article VI of the Constitution of the Student Government Association. Federal, state, and local laws also prohibit the conduct prohibited by this policy. Criminal and/or administrative penalties include suspension or loss of driver's license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney's office, Commonwealth Attorney's office, or law enforcement officials.
3. The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre, peri, and postnatal complications, depression, and suicide. The College also recognizes

- drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.
4. Health care and counseling services are available to students through the Harley Health Center (381-6140). If the situation warrants, a referral can be made for long-term care at an in or outpatient facility.
 5. The College Mental Health Counselor offers free and confidential counseling and referrals for students in dealing with substance abuse problems.
 6. Students who are placed under observation, hospitalized and/or need medical assistance due to substance use/abuse will be referred for an assessment.
 7. Students convicted of any criminal or administrative drug or alcohol offense shall report it to the Dean of Co-Curricular Life within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.
 8. Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College.
 9. The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced.
 10. Federal, state and local law enforcement officials, including the Department of Safety, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.
 11. Due to the seriousness of the issue, this Policy is subject to change at any time, as Sweet Briar College may deem necessary for the protection of person or property.
 12. Students found responsible for drug violations are subject to receiving a full range of sanctions as outlined on pages 48-50 in the Student Handbook determined through the Judicial Process outlined on pages 56-59 in the Student Handbook.

Smoking Policy

Smoking is NOT permitted in any College facility and is prohibited within 50 feet of any academic or administrative building. Smoking is also strongly discouraged in covered walkways and stairwells where there is heavy foot traffic (for example, the top of the stairwells in the breezeways between Dew and Reid halls and between Reid and Grammer halls).

The College community is encouraged to use common sense and common courtesy when smoking outside residence halls. In addition, please use caution

when lighting, smoking, and extinguishing cigarettes or other smoking materials. Students/community members are liable for any injury to others and/or damage to property resulting from negligence.

Policy on Hazing and Standards of Group Behavior

PREAMBLE: Sweet Briar College's Moral, Ethic, & Legal Obligations

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

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

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

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

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

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

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

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

I. Individual and Group Responsibility

If individuals haze prospective or current members of a group, persons found responsible for hazing will be sanctioned, as well as the group as an entity. Therefore, individual members of the Sweet Briar community will be held responsible for their actions, as will members of the community acting as a recognized group.

A. Consent

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

B. Individuals

Potential violations of the policy on hazing and standards of group behavior by individuals are potential violations of the Honor Code Standards for Non-Academic Conduct, and will be adjudicated by the Student Judicial Committee. Sanctions will generally fall into one of three classes as described below in Section II, with Judicial Committee to make the decision as to which class or sanction within a class will be administered as pertains to individuals.

C. Groups

The Inter-Club Council will adjudicate violations of the hazing policy by an identifiable or recognized group. Sanctions will generally fall into one of three classes as described below in Section II, with the Inter-Club Council to make the decision as to which class or sanction within a class will administered as pertains to groups. All College-approved clubs and organizations (CO's) will annually review the *College Policy on Hazing & Standards of Group Behavior* with the Inter-Club Council and the Judicial Committee; both the advisor and the designated head of the organization are required to return an acknowledgment to the Office of Co-Curricular Life that they have read the Hazing Policy and discussed it with members of the group or organization. Each College-approved club, group and organization will include in its by-laws a statement about adherence to the *College Policy on Hazing & Standards of Group Behavior*. When appropriate, the organization must also include in its by-laws specific sanctions (in accordance to those general violations given below) which will be applied to violations of the group's own rules. These rules and violations will be drawn up and made part of the group's bylaws in consultation with Inter-Club Council.

D. Presidential Review

The outcome of all investigations and hearing of potential violations of the *College Policy on Hazing & Standards of Group Behavior* will

automatically be forwarded to the President's Office for review. As the individual legally responsible for the compliance with state law, the President can accept or overturn any case outcome.

II. Sanctions for Individuals and Groups.

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

A. Class 1 Violations

Violations, which threaten no physical harm but affect the individual and which negatively impact the community standards and interfere with the academic mission of the College; Class 1 Violations include, but are not limited to:

1. Forcing or coercing the use of inappropriate, profane or offensive language and/or behavior; verbal harassment; requiring or compelling the wearing, in public of apparel that is obscene or that negatively impacts on the academic mission of the College.
2. Explicit or implicit or coercion of a person to use her personal finances for ritual gifts.
3. Structuring initiation activities such that they interfere with a student's academic performance or readiness.
4. Misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress or duress. Sanctions for Class 1 violations include, but are not limited to:
 - a. Compensatory service.
 - b. Suspension of an individual or group of individuals.
 - c. Written warning. *
 - d. Disciplinary action by the College, which may include official warning or disciplinary probation for an individual or individuals from the College.
 - * **Written warning** may, at the discretion of the Inter-Club Council, include sanctions not specifically stated in this College policy and may be tailored specifically to address or respond to particular situations which arise.

B. Class 2 Violations

Violations which threaten an individual's physical, mental, or emotional well-being and are in direct conflict with community standards, or significantly interfere with the academic mission of the College; Class 2 Violations include but are not limited to:

1. Causing another person embarrassment or shame; causing another person to be the object of malicious amusement or ridicule,

including verbal intimidation and threats; causing another person psychological harm or substantial emotional strain; or requiring or compelling exposure to uncomfortable elements.

2. Any forms of physical activity that are used to harass or are not part of an organized athletic or academic context and not specifically directed toward constructive work.
3. Blindfolding/hooding in public or private outside of an organization/approved athletic or academic context; binding or restricting any person's arms or legs in any fashion that would prohibit them from moving on their own; confining someone to an unsafe compartment (i.e. car trunk).
4. Spraying, painting, pelting, or anointing a person with any substance outside of an organized athletic or academic context.
5. Repeated violations of Class 1 violations, or Class 1 violations, which occur off campus. Sanctions for Class 2 violations include but are not limited to:
 - a. Compensatory service, in the range of 20-30 hours.
 - b. Suspension or expulsion of an individual or group of individuals from the CO; suspension or removal of the CO from the College's approved list.
 - c. Limits placed on CO activities.
 - d. Revocation of CO funds.
 - e. Disciplinary action by the College, which may include disciplinary probation or suspension of an individual or individuals from the College.

C. Class 3 Violations

Violations which threaten physical, mental or emotional, harm and/or are in violation of federal, state and local law; Class 3 violations include but are not limited to:

1. Forcing or causing another person to violate local, state, or federal laws, particularly regarding the use of alcohol and/or drugs.
2. Forced or coerced violations of the College's Honor Code Standards of Academic and Non-Academic Conduct. [Such violations include dishonesty, lying, cheating, stealing, disrespect of property (which includes illegal entry and/or "trashing" of another student's room), assault, or infringement of another person's privacy, including unauthorized listening to another student's voice-mail, using another person's password or access code, use of another person's email account, and unauthorized use of keys].
3. Forcing nudity upon another person; or forcing compromised or coerced sexual activity.

4. Use of human or animal waste, or food not fit for consumption.
5. Any action, which puts another person in danger of peril.
6. Repeated Class 2 violations, or Class 2 violations that occur off campus.

Sanctions for Class 3 violations may include but are not limited to:

1. Disciplinary action by the College, which may include suspension or expulsion of an individual or individuals from the College.
2. Disciplinary action by local and/or state authorities.

III. Reporting and Investigation Procedures. (As set forth in § 8 of the Inter-Club Council Constitution and as approved by the SGA on April 6th 2009)

Virginia State Law {§ 18.2-56} declares: It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof should be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony. Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civil, the person or persons guilty thereof, whether adults or infants.

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

Preventing Discrimination

Statement of Compliance with Title IX

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

Dean of Co-Curricular Life. The current Director of Human Resources is Carolyn Burton, 106 Fletcher Hall, PO Box 1090, Sweet Briar, VA 24595 (phone: 434.381.6510)

Statement of Compliance with Section 504

Sweet Briar College provides notice of intent to comply with the regulations effectuating Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (as amended). The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of disability in all College operations. The Section 504 Coordinator is the Director of Human Resources who works in conjunction with the Dean of the Faculty and Dean of Co-Curricular Life. The current Director of Human Resources is Carolyn Burton, 106 Fletcher Hall, PO Box 1090, Sweet Briar, Virginia 24595 (Phone: 434-381-6510).

Anti-Discrimination and Equal Opportunity Policy

In accordance with federal law, the policies of Sweet Briar College, and the law of the Commonwealth of Virginia, discrimination in educational programs or in employment on the basis of race, religion, nationality, sex*, age, disability, veteran status, or sexual orientation by one member of the Sweet Briar community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis. THIS PROHIBITION AGAINST UNLAWFUL DISCRIMINATION SHALL NOT IN ANY WAY ALTER, AFFECT, OR NEGATE THE AT-WILL STATUS OF ANY EMPLOYEE.

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination should promptly report the incident to the following college officials:

- *Student complaint:* Dean of Co-Curricular Life, PO Box 1058, Sweet Briar, VA 24595 (phone: 434.381.6134)
- *Faculty complaint:* Dean of the Faculty, PO Box 1054, Sweet Briar, VA 24594 (phone: 434.381.6205)
- *Staff complaint:* Director of Human Resources, PO Box 1090, Sweet Briar, VA 24595 (phone: 434.381.6510)

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

** Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's separate policy on that subject.*

Diversity and Civility: A Statement from President Jo Ellen Parker

Diversity and civility are essential to the quality of education at Sweet Briar and they are therefore central values to the College community.

Each of us enters a world limited by very specific circumstances. Education expands those limits. We learn the languages of other nations, explore historical periods we don't live in, study philosophies based on assumptions we never imagined, contemplate arts that baffle us. We learn that life looks different through a microscope and the sky looks different through a telescope. Education, when it's good, shows us a bigger and more diverse world than our own personal experience could ever allow us to know. Human diversity as lived experience is therefore an essential component of a first-rate education.

Civility comes into it because the essence of education is the open sharing of information, perspective, analysis, and interpretation. It is simply impossible for such open discourse to occur in an environment contaminated by personal invective, racism, bullying, harassment, or prejudice.

It is appropriate for contentious or "politically incorrect" thoughts to be expressed. And it is essential for educated people to disagree vigorously with those whose views we believe are mistaken, to stand up proudly for what they care about, and to express their convictions with passion. But it is equally essential to do all that within the bounds of respect for persons and respect for evidence.

Sexual Harassment Policy

Sweet Briar College is committed to providing a learning and work environment free of unlawful harassment. In keeping with this commitment, the College prohibits and will not tolerate unlawful harassment because of sex, race, religion, creed, color, national origin or ancestry, physical or mental disability, medical conditions, marital status, age, sexual orientation or any other basis protected by federal, state, or local law.

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

Definition of Harassment

Harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual's race, religion, gender, national origin, or other protected status, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual's work or academic performance.

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

Consensual Relations

Central to the College's educational mission is the preservation of an atmosphere of trust, freedom of expression, academic freedom, and respect for the dignity of each member of the College community. Actions by faculty, staff, or students that harm these standards of expected conduct undermine the mission of the College.

The College considers any relationship of a sexual nature between a faculty or staff member and a student to be inappropriate. All faculty and staff at Sweet Briar should understand that they would bear the principal burden of responsibility in any action based on harassment that may arise from engaging in such a relationship. Faculty and staff should also bear in mind that initial consent to such relationships does not preclude a charge of sexual harassment in the future.

Accordingly, the College discourages faculty, administrators and staff members from engaging in romantic or sexual relations with individuals over whom they exercise evaluative or supervisory power, including recommending them for fellowships, awards, or employment. Such relationships may place in doubt the supervisor's fairness or professional judgment, or give the appearance of favoritism. The College serves notice that such faculty, administrators, or staff will be held responsible in all actions related to sexual harassment that may result from such relationships.

Stopping Harassment

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any student or employee who is confronted with behavior that s/he feels is harassing is encouraged to tell the person that s/he finds the behavior

offensive or bothersome. Often this is enough to stop the behavior. However, s/he is not required to confront another person directly, if s/he is uncomfortable doing so, or believes that such action may result in retaliation. Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, he/she should contact the Sweet Briar College Department of Campus Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment to one of the appropriate College officials (listed below).

Sexual Violence

Sweet Briar College takes the issue of sexual violence very seriously. Sexual violence is a form of sexual harassment. Victims of sexual violence are strongly encouraged to seek personal and medical support and to make a report to Campus Safety and/or to local law enforcement. The earlier an incident is reported the more likely the collection of evidence can occur. This report does not obligate prosecution, but it does make legal action possible at a later date.

Complaint Process

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any student who is confronted with behavior that she/he feels is harassing is encouraged to tell the person that she finds the behavior offensive or bothersome. Often this is enough to stop the behavior. However, she is not required to confront another person directly, if she is uncomfortable doing so, or believes that such action may result in retaliation.

A student worker who believes that she/he has been subjected to harassment has the right to make use of all the established procedures for employees of the College. This may be done in accordance with the Employee Concerns and Issue Resolution Policy (updated July 2011). You should report instances of sexual or any other harassment directly to the Director of Human Resources.

Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, he/she should contact the Sweet Briar College Department of Campus Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment to one of the appropriate contact persons.

Any member of the Sweet Briar community who feels that he or she has been the subject of sexual harassment should report the incident to the following College officials:

- Student complaint: Dean of Co-Curricular Life
- Faculty complaint: Dean of the Faculty

- Staff complaint: Director of Human Resources

Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with the persons involved in the case which have a need to know the information, which must include the complainant and the accused harasser. For complete policy, please see <http://sbc.edu/human-resources>

Grievances and Complaints

Complaint (Grievance) Procedures¹

In compliance with federal laws, Sweet Briar College will promptly and equitably resolve complaints that violate our **Anti-Discrimination and Equal Opportunity Policy**, including:

- **Discrimination or harassment** against an employee or student because of race, color, religion, national origin, sex², age, disability, or veteran status; or
- **Retaliation** against an employee or student for bringing forth such a complaint, whistle blowing, or engaging in other protected activity

Complaint Process

Any active employee or student who feels that s/he has been the subject of harassment or discrimination should **report the incident by the end of the next business day after the incident to the appropriate College official:**

- Student complaint: Dean of Co-Curricular Life, P.O. Box 1058, Sweet Briar, VA 24595 (phone: 434-381-6134)
- Faculty complaint³: Dean of the Faculty, P.O. Box 1054, Sweet Briar, VA 24595 (phone: 434-381-6205)

¹ Under Virginia law, staff employees of Sweet Briar College are considered employees-at-will; that is, the existence of grievance process does not indicate an intention to create an employment contract.

² Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's separate policy on that subject.

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

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

In an **emergency situation**, such as after normal business hours, or in the event an individual is concerned for his/her safety, s/he should contact the Sweet Briar College Department of Campus Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment or discrimination to one of the appropriate College officials (listed above).

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

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

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

Next Steps

The College will investigate all complaints in a timely fashion, based on the severity of the situation and the availability of the claimant, the accused, the investigator and others critical to the investigation. Within five working days after completing the investigation, the claimant will be notified of the outcome of the investigation. Remedies will vary based on the particulars of the situation and may include disciplinary action (up to and including termination of employment or matriculation). Details regarding the resolution may not be fully disclosed to the claimant to protect the accused. We will periodically follow-up with the complainant to ensure that the actions taken by the College have remedied any problems and that the issues that prompted the complaint have not recurred. If a student wishes to appeal a resolution, s/he should consult the Dean of Co-Curricular Life or the Dean of the Faculty. If an employee wishes to appeal a resolution, s/he should consult the Director of Human Resources.

Obligation to Report

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

Additionally, anyone in a supervisory, advisory or evaluative role (e.g. supervisors, managers, department chairs or faculty members) who experiences, witnesses or receives a written or oral report or complaint of harassment or

related retaliation shall promptly report it to the appropriate College official, as listed above.

Obligation to Respond

The College is required by law to investigate any complaint of harassment and will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of harassment. The College will respond in writing to the person making the complaint within five days of the conclusion of the investigation.

Confidentiality

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

Ombudsperson

Sometimes students may be unsure of how to raise a concern, what College office can help them, or what options they have under College policies. In such cases, students may use the ombuds@sbc.edu email address to seek support from a faculty member who has volunteered to support students who are dealing with issues related to diversity and civility on campus. Ombudspersons do not become involved directly in investigation, resolution, mediation, or any other actions with regard to alleged offenses.

The role of the Ombudsperson is to:

- educate students about the systems that exist,
- help students understand and interpret their options,
- coach students through campus processes,
- advocate for improved policies or procedures, and
- offer personal perspective to students.

Ombudspersons do not accept anonymous allegations or vague, unspecific reports. They respond to anonymous contacts or overly vague reports by explaining that an identified person and a greater level of detail are needed for

meaningful response.

An Ombudsperson may offer students confidentiality, except in cases where there is reason to fear that the safety or well-being of any member of the community is at risk.

An Ombudsperson may take any urgent concern directly to the Dean of the Faculty, the Dean of Co-Curricular Life, or the President at any time for any reason.

Special Accommodations

Special Accommodations for Individuals with Disabilities

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

It is the policy of Sweet Briar College to:

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

Procedures for Requesting an Accommodation

Students with qualified disabilities who would like to request academic accommodations should contact the Office of the Dean of the Faculty at x6205. Information regarding Academic Policies on Disabilities can be found in the Sweet Briar College Catalog. The process for residential accommodations is outlined on page 91 of the Student Handbook.

Employees with qualified disabilities may make requests for reasonable accommodations to the Director of Human Resources at x6510.

Involuntary Administrative Withdrawal Policy

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

- engaging in, or threatening to engage in behavior that risks physical harm to herself or others
- failing to adequately care for herself or otherwise satisfy personal needs that reasonably could result in serious physical harm or death to herself or others, or
- engaging in or threatening to engage in behavior that may cause significant property damage, may impede the lawful activities of others, or may interfere with the educational process and the orderly operation of the College, then the student will be involuntarily administratively withdrawn from the College until such time as the student can satisfy the College that she is no longer a threat to self or others.

If a student is involuntarily withdrawn, she may appeal to the President of the College in writing within 72 hours of the time that the College provides her with notice of involuntary withdrawal. Only one appeal is permitted, provided, however, that the College may extend the opportunity of further appeals if the College, in its sole discretion, determines that credible evidence is discovered that was unknown to the administration of the College at the time of making its decision or at the time of a prior appeal. A student shall be treated as withdrawn for all purposes during the appeal process.

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

Section IV: Academics

Academic Offices

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

Amy Jessen-Marshall, Vice President for Academic Affairs and Dean of the Faculty, Jill Granger, Associate Dean of Academic Affairs, and Kelly Kraft-Meyer, Director of Academic Advising, have offices in Fletcher Hall. The Office of the Dean of the Faculty has responsibility for the following areas: academic advising and counseling; admission with advanced standing; class attendance; requests for special accommodations, withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; and independent study work.

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

The Office of the Registrar, located on the third floor of Prothro Hall, is the source of information and assistance on course offerings, course registration, class schedules, registration changes, classroom assignments, academic records, grades and grade reports, grade point averages, requests for transcripts, declaration of majors, transfer credit, graduation requirements, and summer school class approval.

Academic Policies

Class Attendance

The College maintains that regular class attendance is essential to its educational plan. It is the responsibility of the student to attend all classes and to keep up their work. Faculty may take attendance and class participation into account in grading. Students residing in the residence halls are expected to maintain regular class attendance. Failure to do so can be reported to the Dean of Co-Curricular Life or Director of Academic Advising.

Pass/Credit/No Credit Grading Option:

A student with a cumulative grade point average of at least 2.00 may, with the approval of her advisor and the instructor, choose to take a total of two courses on a "Pass/Credit/No Credit" basis. A student in her first term at Sweet Briar is not eligible for this option. Some courses may not be taken with this option; refer to the College Catalog for details.

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

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

Dropping and Withdrawing from Courses

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

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

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

Eligibility

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

For more information, please refer to the following website:
my.sbc.edu/academics/academic_policies

Academic Honesty

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

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

- A. Examinations and tests: All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. All students are required to sign a printed pledge on examinations and "I PLEDGE" on all papers and tests. Only materials needed for examination may be brought into the examination room. For their own protection, students are advised not to bring notebooks into classrooms where tests and examinations are held.

B. Papers and Plagiarism

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

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

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

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

Academics and Classroom Dress

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

1. Hazing of any kind is expressly forbidden.
2. No fancy dress or initiation costumes may be worn to the Library or to any academic appointment.

Policy on Confidentiality of Educational Records (FERPA)

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

1. **Annual Notice.** The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.
2. **Public Access.** Certain information is considered public, and the College may release such information at its discretion. Unless a student files with the Registrar's Office written notification to withhold disclosure, the College may release announcements of academic honors and awards, dates of attendance, current enrollment status, classification, major/minor field of study, degree earned or anticipated, date of degree conferral, date and place of birth, previous institutions attended, and participation in officially recognized activities and sports. Additional directory information including name, local and home addresses, associated telephone numbers, email addresses, and photographs will be published in the College directory.
3. **Disclosure to Third Parties.** Except as described in paragraph two and this paragraph, the College will not release personally identifiable information

from educational records to third parties without the student's prior written consent. The College may disclose personally identifiable information from educational records:

- a. to College officials, including faculty, with a legitimate interest;
- b. to certain federal, state, and local officials;
- c. to organizations conducting certain educational studies or accrediting functions; to parents who submit documentation that the student is claimed as a dependent for income tax purposes;
- d. in connection with a student's application for, or receipt of, financial aid;
- e. pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
- f. in connection with a health or safety emergency necessary for the protection of the student or others; and
- g. to organizations or individuals as authorized in writing by the student.

4. **Student Access.** A student may review her academic records by requesting this in person at the Office of the Registrar. The College will comply with a student's request to inspect and review other education records under this policy within a reasonable period of time, not to exceed 45 days from receipt of request.

5. **Limitations and Restrictions on Disclosure and Access.** The term "education records" as defined by law and as used herein does not include:

- a. records made and maintained by individual faculty or administrative personnel;
- b. law enforcement records;
- c. records that only contain information after an individual is no longer a student;
- d. employment records;
- e. health and counseling records submitted directly to or maintained solely by the student health and counseling center. A student may request in writing a release of records to another health care provider; or
- f. student access to records that are not education records is strictly within the College's discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student has signed a written waiver) and financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges.

6. **Records of Disclosure.** Except for access or disclosure under paragraphs 3(a), 3(d), 3(h), and 4 above, the College will maintain record of requests for

access to and disclosure of personally identifiable information from education records, for a period of at least one year.

7. **Types and Locations of Education Records.** The College maintains the following types of education records maintained at the locations indicated: academic transcripts - Registrar's Office; academic folders - Dean's Office.
8. **Requests for Amendment of Records.** A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student's rights. Such a request must be directed to the Registrar of the College for academic records. Upon request, a student shall have the opportunity for a hearing to challenge the content of the education records on the grounds of information being inaccurate or misleading or in violation of the student's rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student's challenge. Students have a right to file with the U.S. Department of Education a complaint concerning noncompliance with the Act or regulations.

Library

The Sweet Briar College Library has one of the finest collections in Virginia. In addition, Sweet Briar has access to other library resources locally and globally. Lynchburg Information On-line Network (LION) provides access to over 400,000 items held by Sweet Briar and Randolph College. Additional databases are available through the Internet and provide access to over 200 million items. Please refer to: <http://sbc.libguides.com/content.php?pid=168514> for a list of resources.

Section V: Co-Curricular Life

Office of Co-Curricular Life

The Office of Co-Curricular Life is located on the second floor of Prothro Hall. Cheryl Steele, Vice President for Student Affairs and Dean of Co-Curricular Life and Vivien Lee DeWald, Administrative Assistant, staff this office.

Co-Curricular Life is comprised of the following departments and services: Residence Life, First and Second Year Student Programs, Student Involvement and Programs, Leadership Certificate Program and other leadership programs, Career Services, Campus Student Employment, Chaplain's office, Health and Counseling, SWEBOP/Outdoor Programs, and Judicial Affairs. For more information, please go to: <http://www.sbc.edu/co-curricular> or call 434.381.6134.

Residence Life

Residence Life Staff

Chimene Boone, Director of Residence Life, is charged with residence life initiatives and community development, including program implementation, working with students and their housing assignments and overseeing daily operations. The student staff consists of Resident Advisors and a professional staff of Resident Coordinators (RCs). RCs reside in the halls, are on call evenings and weekends, and have particular expertise and interest in providing personal support, assisting with individual or group problem solving, mediating conflicts and promoting the development of community. The RCs are: Valerie Chambers, Deborah Taylor, Debbie Thomas and Danielle Haines.

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

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

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

Terms and Conditions of College Residency

Residential living is an integral part of the College community. It is an opportunity to grow, learn and share; a time to establish meaningful

relationships, to learn more about oneself through daily interaction with others, and to accept the responsibilities and privileges of group living in a college environment. Residential living on campus is more than a room in a building; it is an education.

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

The policies and guidelines that have been established in the residence areas are designed to help facilitate a harmonious community conducive to academic and personal growth. They are not intended to restrict the individual, but to ensure the rights of all students to pursue their educational objectives in a healthy, safe, living and learning environment.

General Conditions

The policies and guidelines that have been established are designed to promote and maintain a living environment, which enhances students’ opportunities to prosper academically and socially. *Students are asked to read, understand and sign the Terms and Conditions of Residency form (also known as the Housing Agreement) upon receipt of their room keys. In doing so, students acknowledge awareness of College expectations, including responsibility for reading and being knowledgeable about the Student Handbook found online at this link: http://www.sbc.edu/sites/default/files/*/StudentHandbook11-12.pdf. Other possible outcomes, such as fines, judicial action, and other possible actions for non-compliance of regulations are also noted.* Students and their guests are responsible for being familiar with and following all College policies and regulations included in this document, the Student Handbook, and the College Catalog.

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

Residential Policies/Residential Life Review Process

Potential violations of residential policies are to be reported to the Director of Residence Life. Ordinarily, this involves situations such as, but not limited to, peer communication and misunderstanding, non-evacuation of buildings during fire alarms, violations such as pet, noise and/or guest as well as any other general residential policy/guidelines are brought to the attention of the Director

of Residence Life. On a case-by-case basis, these situations will be managed through an administrative process that may include educational conversations and/or sanctions or fines. Repeat offenders will be referred to the Non-Academic Judicial Chair. For further information regarding the judicial process, please refer to Section III of this Handbook.

Residence Status

Sweet Briar values the enhanced educational experience that living on campus provides for students to live and learn together. The College also recognizes that not all students can or desire to live on campus. Students who choose to enroll at Sweet Briar and have a home address within the following areas may live off-campus and still participate fully in the College as non-residential students: Albemarle County, Amherst County, Appomattox County, Bedford City, Bedford County, Buckingham County, Buena Vista City, Campbell County, Charlottesville City, Lexington City, Lynchburg City, Nelson County, and Rockbridge County.

Students with a home address outside of the above-listed areas who wish to enroll at Sweet Briar and be a non-residential student are encouraged to contact the Admissions Office (434.381.6142) or the Office of Co-Curricular Life (434.381.6134) for more information.

Additional information regarding Non-Residential students can be found on page 98.

Married Students

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

Room Assignments

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

generally housed in double spaces with roommates. Students with questions should consult the website at www.ccl.sbc.edu/reslife for specific information.

Special Housing Accommodations Process

Students who have a medical or psychological disability, which may require a particular type of housing, can request a special housing accommodations space. As defined by the Americans with Disabilities Act, a disability is “a physical or mental impairment, which substantially limits one or more major life activities.” The Special Housing Accommodations Process is as follows:

Step 1: Review and complete the Special Housing Accommodations Application, which can be obtained from the Health Center. It needs to be returned by the defined deadline date. A medical release form must be signed with the Health Center.

Step 2: Submit documentation as outlined on the application by the defined deadline date.

Step 3: Meet with the SBC Nurse Practitioner/Director of Health Services, if requesting a space for medical needs, or the SBC Mental Health Counselor for psychological needs.

Step 4: The Special Accommodations Review Committee will meet to discuss all applications.

Step 5: Notification will be made via email about the outcome of the application. If approved, the student will work with the Director of Residence Life regarding room availability. If the application is denied, it can be appealed in writing to the Dean of Co-Curricular Life.

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

Kelly Kraft-Meyer, Director of Academic Advising, is available to applicants as a resource during the special accommodations application process. She can be contacted via email at kraft_meyer@sbc.edu or by calling ext. 6205.

Reassignment/Room Changes

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

Room Vacancies/Room Consolidation

When a vacancy occurs in a room designed for multiple occupancy, the resident(s) has 48 hours to select a new roommate (contingent upon the time in the semester) or the Director of Residence Life will/may assign a new roommate without consulting the current resident. Residents occupying these vacancies can only deny permission to one student during the academic year. Also, residents who live in Green Village must maintain all four occupants for the academic year. If one occupant moves out, the remaining residents are required to fill the vacancy or vacate the apartment.

Change of Status

Any resident who withdraws, takes a leave of absence, or whose course load is reduced to less than 12 credit hours is no longer considered a full-time student. If credit levels drop, the Dean of Co-Curricular Life must approve a written request to remain in residence. In all instances, including the credit request denial, the student must remove their belongings and check out of residence within 24 hours or risk being charged with trespassing. If belongings remain behind, the College reserves the right to dispose of them as deemed appropriate without necessarily contacting the owner.

Quiet Hours/Courtesy Hours

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

Volume control on all electronic equipment should be kept at a reasonable level. Common courtesies and reasonable discretion are expected. During Final Exams, quiet hours are in effect 24 hours per day in all residence areas.

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

Visitation/Guest Policy

While visitation within the residence areas is a privilege and is encouraged, reasonable discretion and good judgment must be used. Care needs to be taken so as not to conflict with the rights and privacy of other students who are entitled to the use of the residence areas in a manner consistent with the design of the facility. For fire regulations, there is a maximum occupancy per room, which is posted on each corridor. In the event that there are complaints about noise and/or other violations, guests may be asked to leave.

A guest is any student who is not assigned to that space or is not a Sweet Briar student. For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life. This pertains to both male and female guests.

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

Limited Option: no male visitation Monday-Thursday; visitation Friday and Saturday, 10 a.m.-1 a.m.; Sunday 10 a.m.-midnight.

Open Option: male visitation permitted at any time with the agreement of the roommate(s). For visits in excess of three consecutive nights, approval must be obtained as stated above.

During its hours of operation, Checkpoint will ask all visitors to record their name and car upon entrance to the campus.

It is the responsibility of each student to abide by, know and support these hours. It is a student's responsibility to accompany her guest(s) at all times when he/she is in the residence hall or entering/leaving the hall. Students must provide their roommate(s) with 24 hours advance notice when having/expecting an overnight guest, and receive the roommate(s) full consent. Should this consent not be offered, the student should utilize other alternatives, i.e. Guest Housing. Guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities. Once defined, these policies will be posted. At no time, shall a Sweet Briar student permit her guest(s) to use her keys.

Guest House

The Guest House is located in lower level of the Health Center and is available to the male guests of current students. Reservations can be made by students through the Elston Inn a week prior. Space is limited; first-come, first-served. Each male guest can stay no longer than 3 consecutive nights in the Guest House. Students can host male guests on campus at a cost of \$10/night with a \$15 deposit that is reimbursed when the guest returns the key and bed linens.

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

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

Vacation Procedure

The residence halls close for **all** vacation periods. Provisions cannot be made for late departures or early arrivals. Residents are advised to make travel arrangements accordingly. In addition, at the end of semesters, students are required to vacate campus within 24 hours of their last exam or by the time the halls officially close, whichever comes first. Detailed expectations regarding your room during breaks will be distributed prior to each closing. Failure to vacate by the indicated time will result in a fine.

Vacation Periods

Thanksgiving Holiday: Residence areas close Saturday, 11/19/11 at 8 a.m. and reopen Sunday, 11/27/11 at 8 a.m. The first meal served will be dinner.

Semester Break: Residence areas close Saturday, 12/17/11 at 8 a.m. (Students must vacate campus within 24 hours following their last exam or by the closing day/time, whichever comes first.)

Spring Semester: Residence areas reopen for residents returning for spring term on Tuesday, 1/17/12 at 8 a.m. The first meal served will be lunch.

Spring Vacation: Residence areas close Saturday, 3/10/12 at 8 a.m. and reopen Sunday, 3/18/12 at 8 a.m. The first meal served will be dinner.

End of Year: Residence areas close Thursday, 5/10/12 at 5:00 p.m. for underclass women. Graduating seniors are permitted to remain in residence through Commencement on Saturday, 5/12/12. The halls close at 5:30 p.m. that day and any student that has not moved out by that time will be fined \$100.00 per hour after 5:30pm. The College will enter the rooms for

housekeeping purposes and will remove and/or discard any personal belongings left behind, as property of the College.

Care of Room

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

Each room is furnished with beds, desks, chairs and bureaus. Each student is required to bring and use a fluid proof mattress pad and a surge protector for any and all electrical equipment. Halogen lamps are prohibited. Students may not have lofts. Cinder blocks, bricks and bed elevators/risers are not permitted; beds may not be raised. Waterbeds are not permitted. Due to storage limitations, beds, wardrobes and bureaus may not be removed from rooms nor may furnishings from common areas (lounges) be removed. Requests for additional furniture or for removal of certain furniture (bookcase, desk and/or chair) will be considered on a limited basis. Also, rooms with “lofted furniture” may not request furniture removal. Desks, chairs, and wardrobes/ dressers in Carson, Dew and the Green Village may not be removed from rooms. Such requests should be submitted to Physical Plant in the form of a work order using the work order web address: <http://www.sbc.edu/helpdesk> (You may want to bookmark this address).

Common Indoor Living Spaces

Common spaces are defined as any mutual living area. On a residential campus, the majority of spaces within the residence halls are viewed as common. Residents of designed triples, quads and apartments need to be mindful of policies/guidelines and Virginia alcohol laws, in particular, when utilizing these areas with friends, roommates, quad mates and/or guests who may not yet be of legal age. Residents should take great care in labeling their belongings. All spaces within the Green Village are not considered common living spaces.

Health, Safety, and Well-Being

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

It is expected that all residents will respect others’ individual needs. Residents are accountable for any disturbing activity that can be heard beyond their own

room and must adjust activities to within that range if asked. Roommates are mutually accountable for adherence to all College policies.

All student residences are smoke free.

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

College Access to Student Rooms

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

Fire Drills

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

Fire Pits/Barbecues

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

Fire Safety

All residents must evacuate their building when a fire alarm sounds.

Fire Emergency Instructions

A. In case of fire:

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

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

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

Fire Safety Tips: Be cautious of potential fire hazards and never risk your personal safety! Students may not have halogen lamps, candles, lanterns, lighter fluid, incense or any other item deemed flammable and/or dangerous in their living spaces. DO NOT hang sheets or tapestries from ceilings or possess live evergreens (i.e. fir or pine trees). NO cooking outside of designated areas. No personal items are to remain in the hallways. Please keep hallways clear at all times. It is your life in jeopardy when someone violates fire safety rules in your hall. DO NOT MISUSE fire equipment. NEVER activate a false alarm or tamper with a smoke detector. ALWAYS vacate the building immediately any time the fire alarm sounds.

Insurance

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

Keys

At check-in, each resident is issued a key to her room and the exterior doors of residence halls. The student is responsible for each key. All keys issued by the College are property of the College and **may not be duplicated nor shared**. If keys are lost, stolen or not returned, the student will incur a replacement cost of \$25 for each key plus \$50 for the cost of the lock change (for a total of \$100). In addition, it is expected that the student report the theft or loss immediately to Campus Safety and the Office of Residence Life.

Residents are required to carry their room and building keys with them at all times as entrances to all residence areas are locked 24 hours a day. Campus phones are installed outside of each residence hall. Guests seeking access to a residence hall to visit a student should call the student on these phones. Students should not permit unescorted guests access to the residence halls. For more information, please go to: www.ccl.sbc.edu/reslife

Any student who is locked out of her assigned room may follow these procedures to gain entry:

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

Outdoor Spaces

Breezeways, outdoor corridors, “Pebble Beach” at Meta Glass hall, balconies, patios and the like should be used with care and common courtesy. Smoking is permitted (with the exception of “Pebble Beach” due to fire and safety regulations. Please be aware that smoke travels and may be a disturbance to those who live near these areas. Alcohol is strictly prohibited from these public spots.

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

Pets

Pets, with the exception of fish or turtles, are prohibited.

Weapons

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

Policy Statement:

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

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

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

Special Provisions:

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

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

Non-Residential Student Information

Non-Residential Students are important members of the community and are encouraged to take advantage of all the resources and opportunities at the College. The Non-Residential Student Lounge is located on the lower level of Dew Hall and is available for studying and relaxing. A kitchen is easily accessible as well. Keys may be obtained from the Office of Co-Curricular Life on the second floor of Prothro Hall. Wayne Stark, Senior Director of Career Services serves as a primary resource and contact assisting with connections to College resources and to other non-residential students. His office is on the second floor of Prothro, ext. 6463.

Meals may be purchased at the College meal rate at the hostess' desk in the Prothro Atrium.

Vehicles should be registered in the Campus Safety office; the cost is \$100 per year. The Elijah, Guion, and Meta Glass parking lots are available for use.

Non-Residential Students may also use the Guest House for overnight stays during the week. For the minimal fee of \$15.00, students can get clean towels,

fresh linens, and a comfortable place to spend the evening. Please visit the front desk of the Elston Inn to pay the fee and pick up the towels and bedding. Please note: the Inn closes at 11 p.m. each evening and re-opens at 7 a.m.

First Year and Sophomore Student Programs

Robyn Sanderson, Assistant Dean for First Year and Sophomore Student Programs, leads a comprehensive program of personal engagement and support to first and second year students' that is co-curricular in philosophy. She works closely with class officers and in collaboration with a number of College staff to create an environment at Sweet Briar that contributes to the quality of students' experiences as first years and sophomores, including their transitions to the following class years. She can be reached on the second floor of Prothro Hall, by calling 434.381.6420 or via email rsanderson@sbc.edu.

Student Leadership Programs

The Sweet Briar Student Leadership Programs encourage new students to become campus leaders, enables returning leaders to enhance their leadership skills, and prepares all students for any leadership position within their individual areas of interest.

The Leadership Program opportunities include:

- Leaders: Emerging and Achieving Program (LEAP)
- Leadership Certificate Program
- Student Leadership Conference
- Omicron Delta Kappa, The National Honor Society for Leadership (ODK)
- Volunteerism/Community Engagement
- Who's Who Among Students in American Universities and Colleges

For more information, please refer to the following websites:

www.ccl.sbc.edu/leadership

LEAP: Leaders – Emerging and Achieving Program

LEAP offers individual leadership development and education through interactive learning and a common reading. The program focuses on theory, exploring values, ethics and integrity while identifying personal style. LEAP meets in the fall and may be offered in the spring depending on interest. LEAP is required to successfully complete the Leadership Certificate. For more information, please contact Tasha Purcell, Director of Outdoor Programs at 434.381-6369, tpurcell@sbc.edu or go to: <http://www.sbc.edu/student-leadership/leaders-emerging-and-achieving-program>.

Leadership Certificate Program

Sweet Briar College's Leadership Certificate Program prepares women to become responsible and influential members of a global community. Through an intense and supportive educational environment, students are empowered to learn to lead with integrity, honor, and commitment. They do so by integrating the knowledge offered to them through the College's strong liberal arts curriculum, diverse experiences both on and off campus, and the development of individual and team building skills. Together, these experiences will provide them a strong foundation on which to build, as they become leaders in their chosen endeavors while students at Sweet Briar, as well as after graduation and throughout their lives.

The Leadership Certificate Program is a program that:

- Combines academic and experiential learning, which encourages an understanding of the theory and foundations of leadership

- Fosters personal development such as communication skills, time management, and ethical decision-making;

- Provides for the acquisition of the organizational skills necessary to work well with others and to motivate groups to work toward a common goal

The Leadership Certificate Program is open to all Sweet Briar students with an interest in exploring and developing their leadership skills. Transfer students may participate if they can demonstrate that they have had similar experiences to those offered in Phase I at another institution. For more information, please contact Joan Lucy, Director in the lower level of Reid Hall, at 434.381.6134, jlucy@sbc.edu, or refer to the following website: <http://www.sbc.edu/student-leadership/leadership-certificate-program>.

Student Leadership Conference

The spring Student Leadership Conference is a one-day conference which mirrors a professional conference, with a keynote speaker and a variety of professional workshops and sessions. Although primarily attended by Sweet Briar students, the conference also attracts other college and university students. For more information, please contact Joan Lucy, Director of the Leadership Certificate Program, via email at jlucy@sbc.edu.

Volunteerism

The Chaplain's office regularly publicizes community volunteer opportunities to students. For more information, please contact Adam White, Chaplain at 434.381.6113 or via email at ajwhite@sbc.edu.

Omicron Delta Kappa, the National Honor Society for Leadership (ODK)

Sweet Briar College became a chartered member of this prestigious society in spring of 2004. This group recognizes and encourages scholarship, leadership and exemplary character shown by students in their junior or senior year. Faculty, staff, alumni and community members can also be inducted as members.

Who's Who Among Students in American Universities and Colleges

This national organization honors students annually who have distinguished themselves in both scholastic and extra-curricular areas of higher education. All members of the campus community nominate Junior and Senior Sweet Briar students. A selection committee receives and reviews the nominations and sends their recommendations to the program for this award. .

For more information regarding ODK and Who's Who, please contact Kelly Kraft-Meyer, Director of Academic Advising, 434.381.6205, kraft_meyer@sbc.edu.

Career Services

Career Services is located on the second floor of Prothro Hall, ext. 6151. Wayne Stark, Senior Director of Career Services; Tandilyn Phillips, Assistant Director; and Samantha Ayers, Coordinator of Campus Student Employment staff the office.

The career planning program offered through Career Services is open to all students and is designed to help women identify and achieve professional goals. Students are encouraged to participate in Career Services' activities, one-on-one counseling, and programs from the start of their college years. A comprehensive four-year plan introduces students to the concept of career planning. First-year students and sophomores engage in self-assessment and career exploration processes. Juniors and seniors focus on gaining experience and planning for life after college through internships, other experiential learning opportunities and participation in a variety of career related events and programming. The full outline of the Career Services Four-Year Plan can be viewed at:

<http://www.sbc.edu/career-services/four-year-plan>.

Career Management Series and Programs

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

CHALLENGE Career Fair, VFIC c2c Career Fair, graduate school and professional fairs, and a diversity career fair. The schedule for these programs and events can be viewed at: <http://www.sbc.edu/career-services/calendar-events>.

Internship Program

An important part of the four-year plan is the Internship program. By working one-on-one with a career counselor, second and third year students can obtain internships to complement and augment their specific majors and career goals. Affiliation with e.Recruiting, which contains thousands of local, national, and international opportunities arranged by geographic location and specific career fields, give students a myriad of opportunities. To learn more about the Career Services internship program and opportunities go to:

<http://www.sbc.edu/career-services/internships>.

Campus Student Employment Office

Along with internships, working on campus can be a great way for students to gain professional competencies and solid work experience. The Campus Student Employment Office (CSE), a part of the Career Services Center, offers students the opportunity to work in a variety of offices and departments on campus. CSE not only assists students in finding on-campus jobs that relate to their interests and areas of study, but also provides development and training opportunities for student employees and supervisors through workshops and individual appointments. Campus job descriptions, relevant employment forms, the Campus Student Employment handbook, and the payroll schedule can all be found at: <http://www.sbc.edu/career-services/campus-student-employment>.

Alumnae Network

Career Services works closely with alumnae in a number of capacities to provide students with an amazing network of connectivity. Alumnae are often invited to campus to participate in numerous career events, specifically the Field/Major specific career events, which focus on a particular career field or industry. Alumnae are able to provide invaluable expertise and advice to current students in a panel format with ample amount of one-on-one networking time as well. Career Services also is involved with facilitating networking components of events with the Alumnae Advisory Council when they are on campus. Finally, Career Services attempts to work closely with students and alumnae to coordinate connections in order to provide networking opportunities for internships and full-time employment. Alumnae are encouraged to contact Career Services directly if they are interested in hiring a Sweet Briar student (www.ccl.sbc.edu/csc/foralumnae.html?csc) and Sweet Briar students are taught how to appropriately network with alumnae in their desired geographic location or career field. To learn more go to:

<http://www.sbc.edu/career-services/alumnae-network>.

Additional Services

The Career Library and Career Services website house information on a broad spectrum of career areas, graduate school programs, internships, job search sites, current full-time and part-time and student employment information. Seniors and graduates may open a permanent credential file as well that can be utilized to send pertinent information to graduate schools or employers. For more information, please go to: www.ccl.sbc.edu/csc/index.html.

College Chaplain

The Chaplain's Office is located on the lower level of Reid Hall, ext. 6113. The office is led by Adam White, College Chaplain who resides on campus and supported by Kristie Munn, Assistant to the Chaplain, and student interns (Sweet Spirits) who serve as peer counselors and mentors for students.

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

Health and Counseling Center

The Mary F. Harley Student Health Center is supportive and integral to the academic mission of the College. Excellence in learning is optimized by wellness and a healthy lifestyle. Staff members include: Dr. Rosie T. Lewis, DNP, ANP-BC, Director of Health Services; Dr. James Rodman, Campus Physician; Ruby Bryant, Registered Nurse; and Deborah Mays, Office Manager. The staff is dedicated to assisting students in making healthy lifestyle choices and accepting responsibility for their own health and well-being. For more information, please go to: <http://www.sbc.edu/health-counseling/home>. For appointments to see the Nurse Practitioner, Registered Nurse or Physician, please contact Deborah Mays, Office Manager, ext. 6140.

Betty Blevins, Mental Health Counselor, is available to assist and support all students with a wide range of topics, e.g. missing home, anxiety, stress management, depression, and other mental health topics. Appointments can be made by contacting Deborah Mays, Office Manager, at ext. 6140.

Student Involvement and Programs

The Student Involvement and Programs office is located on the second floor of Prothro Hall, ext. 6134. Stephanie Abell, Director of Student Involvement and Programs as well as Student Activities Representatives (StARs) staff the office.

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

Clubs and Organizations (CO's)

Sweet Briar College has over 60 student-led clubs and organizations. These groups support the overall mission of the College and are involved in numerous activities, which promote growth, development, support and/ or awareness. Involvement on campus can be important in making life-long friends and acquiring skills that complement and enhance theoretical perspectives gained in the classroom. It also contributes to an enjoyable and engaging College experience.

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

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

Campus Events Organization

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

Late Night Programming

The Office of Student Involvement and Programs co-sponsors many late night programs throughout the year. Clubs, organizations and/or campus offices can apply and may be selected to host an event. It is preferred that events take place on a Saturday night, but all must be alcohol-free, with any theme of their choosing. For more information, please visit the Office of Student Involvement and Programs in Prothro 221, or email the director, Stephanie Abell, at sabell@sbcedu

The Student Business Office

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

Student Facilities

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

The Boathouse

The Sweet Briar Boathouse is situated on one of the College's two campus lakes. The Boathouse is the site for many private student programs or parties and is available to all students for use. Students need to contact Vivien DeWald (vdewald@sbce.edu) in Co-Curricular Life to reserve the Boathouse.

Fitness and Athletic Center (FAC)

The Fitness and Athletic Center is a popular and important resource for all students which offers a field house, indoor track, fitness equipment, spinning room, racquetball and squash courts, recreation and game lounges, indoor pool and more. For more information please see pages 114-115 and at: <http://vixenathletics.com/facilities/index>.

Reid Pit: Student Activities Center/Media Center

Reid Pit, located on the lower level of Reid Hall, has access from the Student Commons Courtyard. Located in this center is a 62-inch television as well as complete array of audio-visual equipment. Reid Pit is also a great place to play foosball, air hockey, pool, or to enjoy a board game. Also located in Reid Pit is the Media Center: the offices of the Briar Patch (yearbook), the Sweet Briar Voice (newspaper), Red Clay (literary journal), and WNRS (radio station).

The Den

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

The EB Room

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

SWEBOP/Outdoor Programs

The Outdoor Programs office is located on the lower level of Meta Glass Hall. Tasha Purcell, Director of Outdoor Programs leads the programs and is supported by SWEBOP student Instructors. The office has many resources, including rental gear for personal adventures on and off campus. Students may participate in beginner and intermediate level trips in outdoor adventures such as climbing, hiking, kayaking, caving, skiing, and more. They may also obtain certification for the use of lake canoes and the Outing Cabin through SWEBOP.

Learning on the Land

Since 1997, the Learning on the Land program has introduced new students to the diverse, 3,200-acre Sweet Briar College campus landscape. During the orientation program, new students have the chance to participate in one of the many educational programs led by faculty, staff, and upper class students. Students may create flutes from bamboo, learn about the history of the College, engage in sustainability education, explore Sweet Briar's horticultural treasures, experience team-building activities, and build connections with their classmates.

SWEBOP Instructors

SWEBOP Student Instructors lead peers, faculty, staff, and their guests on outdoor adventure trips. Students selected for this position are a part of a special team of leaders who gain both leadership and outdoor adventure skills taught through an extensive training program and experiential education on trips.

For more information, please contact Tasha Purcell, Director of Outdoor Programs, x6369 or the website: <http://www.sbc.edu/outdoor-programs>.

Section VI: College Services

Alumnae Association

The Boxwood Alumnae House is the home of the Sweet Briar College Alumnae Association. The purpose of the Alumnae Association is to foster and promote active alumnae interest in Sweet Briar College. The Association links students with alumnae early in their college careers at Sweet Briar so that they will have the advantages of alumnae networking and internship opportunities, as well as a better understanding of their role as alumnae and life-long friends of the College community.

Students are an important part of the Alumnae Association. Many alumnae programs celebrate the life of the College as students continue to shape it. Student input and participation are an integral part of Alumnae Association programming. The Student Relations Committee (SRC), a student committee of the Alumnae Association Board, was created to directly enhance communication and interaction between our vital alumnae and student body. The committee helps in planning and providing feedback to the Alumnae Association for future programming and also promotes interaction between students and alumnae through outreach during the academic year.

Several programs on campus are dedicated to the goals of the Alumnae Association and are coordinated—with the assistance of faculty, staff, and SRC—by the Alumnae Office. Activities include Homecoming Weekend, celebrating the current Sweet Briar education and lifestyle on campus, as well as the accomplishments of alumnae with expertise in their field(s) of study; assisting the admissions office with the Admissions Volunteer Program, which helps to connect prospective students with alumnae in their club areas; and Sweet Briar Days, which promote Sweet Briar all over the nation with gatherings including prospective students and parents, current students and parents, alumnae, and friends of the College.

Students can familiarize themselves with the efforts of the Alumnae Association in general, its publications, its programs, and ways you can get involved as a student visit: www.sbc.edu/alumnae.

Athletics and Physical Education

At Sweet Briar, athletics and physical education are an important part of the education of the total student. Department faculty and staff are committed to enhancing the physical, mental and emotional well-being of all students as an integral part of their educational experience. The instructional program offers a

wide range of activities, allowing each student to develop skills and knowledge that will contribute to a healthy lifestyle.

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

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

Athletic Physical Examination Policy

All entering students are required to have had a recent physical examination, with a copy of the report on file in the athletic training room. After the initial exam, any student participating on a varsity team is required to have annual “follow-up” exams and a medical history update, which will be kept on file in the athletic training room. This exam must be on file before any coach is permitted to allow a student athlete to practice or play with the team. Please see the College Catalog for other policies pertaining to the Athletic department.

Book Shop

The Book Shop is located in the Prothro Student Commons area and provides a readily accessible source for textbooks, gifts, Sweet Briar insignia merchandise, trade books, and supplies. Daisy’s Café serves a variety of coffee, fruit drinks, Boar’s Head brand deli sandwiches, and freshly baked items. For more information, please refer to: <http://www.sbc.edu/bookshop>.

Campus Safety

Sweet Briar College has 24-hour protection provided 365 days a year by the Department of Campus Safety. Located in the lower level of Fletcher Hall, dispatchers for the department maintain radio and telephone contact with police and safety officers and also monitor emergency alarms.

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

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

Communications

SBC*Telecom Services

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

Telephone and CATV service is provided in each residence hall room. It is necessary to obtain an authorization code in order to place long distance calls at a discounted rate. Once an SBC*Telecom Account Contract has been signed, the authorization code can be used in any residence hall room as well as any Public Phone on campus. SBC*Telecom Accounts are subject to the following conditions:

1. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.
2. The cost for long distance calls will be comparable to or less than the basic AT&T direct-dial rate.
3. Payments for services are due upon receipt of bill. Delinquent accounts are subject to the College policies as stated in the SBC*Telecom Account Contract.
4. Fraudulent use of a Telecom Account will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of \$15 per call. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student's records, or charges may be brought through the College Judicial System as described in this Handbook or through an outside collection agency.
5. Students are prohibited from accepting collect calls in residence hall rooms, any public phone, or billing calls to any residence hall room or number at Sweet Briar College. Any room accepting a collect call will be billed \$10 plus the cost of the call. Any call billed to a resident hall room number will be billed \$10 plus the cost of the call. The Telecommunications Department assumes no responsibility for determining which student actually accepted the call or billed the call to the hall room number.

Campus Communication

Sweet Briar College has three primary mechanisms of official communication with students. Students are responsible for the information sent through these channels:

1. Email
 - a. Official communication from the College is sent via a number of email announcement lists; each student enrolled in the College is

enrolled in these lists. These exist for each of the major administrative offices of the College. Each student is provided with a Sweet Briar email account. Students are responsible for the information sent through the official email channels.

- b. Responsibility includes receiving messages from faculty, campus employers, student government and clubs in which a student is active.
- c. Other announcement lists exist for communication of events on campus—Babcock Season, Honors Program, Athletics, etc.

2. Telephone

- a. Each student is provided with a telephone in her residence and that telephone has voice mail. Students must activate their voice mail and are responsible for messages received on the phone. Information on activating voice mail is available in the SBC telephone directory.
- b. Official communication sent via telephone includes notices of campus emergencies, communications from faculty and staff, and notice of weather events.

3. Postal Mail

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

In summary, as a Sweet Briar student, you have responsibility for the information sent to you from the College from the official communication channels. The College takes every reasonable measure to ensure that communications are concise and efficiently managed.

Computer Services

The Computer Services Help Desk is located on the lower level of the Dorothy Sales Education Building, and can be reached from anywhere on campus by dialing HELP (ext. 4357), from off campus (381-6282), or online at www.helpdesk.sbc.edu. The Help Desk can assist students in connecting to the Sweet Briar network, configuring email and web browsers, and troubleshooting problems. Warranty repair service is available for Apple and Dell computers. Other repairs are available on a reimbursable basis.

ARAMARK Dining Services

Prothro Dining Facilities

The campus' main dining facility is a vibrant community space utilized by both the College and members of the local community. To assist ARAMARK in maintaining a consistent and quality dining service program, cooperation and support of the following policies is requested.

Use of Dining Hall

The Dining Hall service area is open for meals at the following times: Breakfast, 7-9:30 a.m., Continental Breakfast, 9:30 a.m.-11:00 a.m., Lunch, 11:30 a.m.-1:30 p.m., Lite Lunch, 1:30 p.m.-2:00 p.m., Dinner 5-7:30 p.m. Monday through Thursday, Friday Dinner 5-7 p.m., Saturday Breakfast 8:30-11 a.m., Lunch 11:30 a.m.-1:30 p.m., Sunday Brunch 9:30 a.m.-1:30 p.m. and Dinner 5-7 p.m. The Dining Hall is not available between meals, or after hours when the College is closed, unless a request for a special event has been approved through the Director of Dining Services, ext. 6145.

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

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

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

Bag Lunches Bag lunches are provided for field trips, student teaching and athletic activities off campus. Bag lunches are not provided for non-College related activities. They must be requested by the faculty or staff member in charge, at least 48 hours prior to the event.

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

Houston Bistro Located in the Fitness and Athletics Center, the Houston Bistro offers a relaxed cafe atmosphere for the Sweet Briar community and a pub atmosphere during the evening hours offering light fare, alcoholic/non-alcoholic beverages and other options.

Extended Dining Option All students currently on the board plan can dine at The Houston Bistro three meals a week. Simply show your ID and you will be allowed to purchase up to \$6.25 of food. Packaged items, large pizza and alcoholic beverages are excluded from this plan.

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

ARAMARK Catering Services Catering services are available to all students, faculty and staff. Catering provides staff, food and beverages for many College events that take place in non food service facilities. Catering, at ext. 6340, can assist in the planning, cost estimates and coordination of services. The College does not allow “off-campus” food companies or caterers to provide service on campus.

Emergency Response Procedures

The College has defined emergency response procedures which are available in the Campus Safety office and outlined on the College website at: <http://www.sbc.edu/campus-safety/emergency-management-plan>. There are also procedures for notifying the campus community regarding a significant emergency or immediate threat to the community. This occurs through campus email, via College phones and through the e2Campus Emergency Communication System.

e2Campus Emergency Communication System

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

This no cost service is provided by SBC to students. It is each student's responsibility to maintain up-to-date information in this system. New students are initially enrolled during Orientation. Participants are responsible for messaging charges by their service provider. Student information is not shared with or sold to a third party. Participants can enter up to two phone numbers and two email addresses. Those who wish to do so are encouraged to list a family member or friend's phone number or email address.

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

Missing Persons Policy

The College has a policy and procedures for missing student notification. Students are given the option to identify and provide contact information for a person to be notified in the event a student is officially reported as missing.

Fitness and Athletic Center

The Fitness and Athletic Center (FAC), located next to Williams Gymnasium, is the newest addition to the Sweet Briar College campus. The FAC offers a range of spaces available for academic, athletic and co-curricular pursuits. In addition to the Prothro pool, Gabriel Free-Weight and Winston Cardio Rooms, locker room facilities, Williams Court and Fencing/Aerobic Rooms in the Williams wing, the FAC is also home to Vixen Athletics Hall of Fame, Houston Bistro, Robertson Recreation Lounge and game room, Wood Multi-Purpose Classroom,

1948 Theater, Upchurch Field House, Spinning Room and Racquetball and Squash courts.

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

An elevated 3-lane running/walking track and 3 indoor courts are available in Upchurch Field House. The versatile field house can accommodate a variety of recreational and athletic events. Courts are lined for basketball, field hockey, lacrosse, soccer, tennis and volleyball. Divider curtains make it possible to configure the space specific to each event.

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

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

Facility reservations can be made online through the SBC on-line calendaring system. Facility schedules and other important information are posted on line at www.vixentathletics.com. For more information regarding facility reservations, room capabilities and event requirements; contact Jean Hazelwood, Director of Athletic Facilities, at jhazelwood@sbc.edu or ext. 6545.

Mail Services

Post Office

The U.S. Post Office is located on the first floor lobby of Meta Glass Hall. All students, including non-residential students, are required to rent a post office box which is payable at the beginning of the College term or may be paid in advance. Hours are 8:30 a.m.-4:15 p.m. weekdays. Mail is delivered on Saturdays, but there are no regular window hours.

Intra-Campus Mail System

Located on the first floor lobby of the Meta Glass Hall, the mailing system is for the use of all members of the Sweet Briar community (students, faculty, staff). A collection box will be located in the lobby of the Post Office, where students may leave mail to be delivered to faculty and staff offices by the campus mail delivery service.

Physical Plant

Physical Plant is responsible for assisting with the maintenance of all campus buildings and grounds, renovations, restorations and construction projects, as well as responding to questions and concerns regarding conditions of daily living and learning environments. Every attempt is made to address emergency situations as soon as the Physical Plant staff is notified. To report an emergency, dial x6110 Monday – Friday between the hours of 7:30 a.m. and 4 p.m. After hours, contact Campus Safety at ext. 6144 or ext. 6111. For assistance with non-emergency needs, a work order should be submitted by using the following address: **helpdesk.sbc.edu**. Barring any unforeseen circumstance, routine work orders will be completed within five working days.

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Academic Advising:	6206
Academic Resource Center (ARC):	6278
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Houston Bistro:	6292
Campus Safety:	6144
Co-Curricular Life:	6134
Residence Life:	6420
First Year and Sophomore Programs:	6134
Leadership Programs:	6134
Career Services:	6151
Campus Student Employment:	6580
Health Services:.....	6140
Counseling:	6140
Chaplain.....	6113
Student Involvement and Programs:	6134
SWEBOP/Outdoor Programs:	6369
Student Government Office:	6991
Campus Events Organization (CEO):	6729
Student Business Office:	6991
Interclub Council (ICC):	6134
Volunteerism:	6113
Computer Help Line:	4357
Dining Hall Menu:	6368
Emergency:	6111
Fitness and Athletic Center:	6465
International Education:	6362
Physical Plant:	6110
Post Office:	6176
Telecom:	6102

2011-2012 College Calendar

Fall Semester 2011

August 20	New students arrive
August 24	Registration, Opening Convocation
August 25	Classes begin
September 23	Founders' Day
September 29-30.....	Reading Days
October 14-16	Homecoming and Families Weekend
November 2.....	Registration for Spring Term
November 18.....	Thanksgiving vacation begins at 5:30 p.m. (Residence Halls close November 19 at 8 a.m.)
November 28.....	Classes resume
December 9	Classes End
December 10	Reading Day
December 11-16.....	Examinations
December 16	Winter Break begins at 5:30 p.m. (Residence Halls close December 17 at 8 a.m.)

Spring Semester 2012

January 18	Spring Term begins
March 9.....	Spring vacation begins at 5:30 p.m. (Residence Halls close March 10 at 8 a.m.)
March 19.....	Classes resume
April 4	Registration begins for Fall Term
May 1.....	Classes end
May 2-3	Reading Days
May 4-9	Examinations
May 11.....	Class of 2012 Awards Ceremony, Baccalaureate Service
May 12.....	Commencement
May 17-19	Reunion

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Key to Sweet Briar Lingo

AAR	Alumnae Admissions Representative
ARC	Academic Resource Center
CCL	Co-Curricular Life
CEO	Campus Events Organization
CSE	Campus Student Employment Office
CO	Club or Organization
FAC	Fitness and Athletics Center
FERPA.....	Federal Education and Rights to Privacy Act
ICC	Inter Club Council
LCP	Leadership Certificate Program
LEAP	Leaders – Emerging and Achieving Program
LION	Lynchburg Information On-Line Network
ODK	Omicron Delta Kappa
RA	Resident Advisor
RC	Resident Coordinator
SBC	Sweet Briar College
SBO	Student Business Office
SGA.....	Student Government Association
SRC	Student Relations Committee (Alumnae office)
StARs	Student Activities Representatives
SWEBOP	Sweet Briar Outdoor Program
SWEET PEAS	Peer Health Educators
SWEET SPIRITS	Peer Leaders in the Chaplain’s office

“She who has earned the rose may bear it.”

Sweet Briar College
Sweet Briar, Virginia 24595