



Sweet Briar College Student Handbook

2023-2024

The College reserves the right to modify this document as needed.

Contact the Office of Student Life with questions or concerns.

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I. General Information

A. Mission Statement

Sweet Briar College challenges and inspires women, forging ethical leaders with the skill, compassion, and vision to create a more just and sustainable world.

B. College Leadership

President of the College (Interim)

Mary Pope Hutson '83

Fletcher Hall, 3rd Floor

Phone: 434-381-6210

Dean of Student Life

Kerry Greenstein

Prothro Hall, 2nd Floor

Phone: 434-381-6134

Vice President of Academic Affairs and

Dean of the College

Teresa Garrett

Fletcher Hall, 1st Floor

Phone: 434-381-6205

Director of Human Resources

Kathy Bradley

Prothro Hall, 2nd Floor

Phone: 434-381-6478

Vice President for Finance, Operations

and Auxiliary Enterprises

Luther Griffith

Fletcher Hall, 2nd Floor

Phone: 434-381-6325

Director of Athletics

Jason Vittone

Fitness and Athletics Center, 1st Floor

Phone: 434-381-6730

Senior Vice President for Alumnae Relations
and Development

Mary Pope Hutson '83

Alumnae House, 1st Floor

Phone: 434-381-6131

Director of Digital Marketing

John Dudley

Communications Building, 1st floor

Phone: 434-381-6330

Grants Officer

Kathleen Placidi

Fletcher Hall, 1st floor

Phone: 434-381-6596

C. Important Contacts

If dialing from off campus or from a mobile phone, dial 434-381- and then the extension.

Emergency number is 6111

Academic Resource Center (ARC)	6306
Academic Dean's Office	6205
Campus Safety	6144
Student Life	6134
Career Services	6465
Student Government Association	6991
Computer Help Line	4357
Fitness and Athletics Center	6952
Physical Plant	6110
Post Office	6176
Telecom	6102
General Information	6100

D. The Sweet Briar Honor Pledge

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

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

II. Academic Offices and Services

A. Office of the Dean

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

B. Office of the Registrar

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

C. Academic Resource Center (ARC)

The mission of the Academic Resource Center (ARC) is to support continued academic growth and effective learning among all Sweet Briar students. The ARC offers peer tutoring in writing, reading, specific disciplines, study skills and time and stress management and more. The ARC works closely with academic programs to meet the needs of faculty and their students through tutoring, workshops, and presentations. The center can also assist those with accommodations whether temporary or permanent.

D. Academic Policies

A full listing and explanation of academic policies can be found in the College Catalog. Below are summaries of some of the most widely utilized policies.

1. Class Attendance

The College maintains that regular class attendance is essential to its educational plan. It is the responsibility of the student to attend all classes and to keep up their work. Students are expected to attend ALL classes. If a student misses a class, it is their responsibility to make up the work missed and to obtain any new assignments. Failure to regularly attend classes may be reported to the Dean of the College and the Dean of Student Life. To support this goal, the Office of the Dean, in coordination with the faculty, have approved the official Absence Policy which can be found in Section VI. C.

2. Pass/Credit/No Credit Grading Option

A student with an institutional grade point average of at least 2.00 may, with the approval of their advisor and the instructor, choose to take a total of two courses on a "Pass/Credit/No Credit" basis during their time at Sweet Briar. A student in their 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.”

3. Dropping and Withdrawing from Courses

A drop takes the course completely off a student’s transcript. There are two Drop deadlines per term, one for courses that span the entire 15 weeks and one for the twelve-week term. Please consult the academic calendar available on mySBC.

A withdrawal is indicated by a “W” on the transcript and requires the signatures of both the instructor and the advisor. The “W” grade does not factor in a student’s GPA.

Drop and Withdraw deadlines for each semester are published by the Registrar’s Office and are available on mySBC. These deadlines will be strictly enforced. Students with questions should contact the Dean’s Office or the Registrar.

4. Academic Eligibility

Any student who fails to achieve a cumulative institutional credit ratio of 2.00 at the end of any term will be reported by the dean to the Eligibility Committee of the Faculty, which may place the student on academic warning, academic probation, academic suspension, or declare them ineligible to at Sweet Briar. Normally, a student with a GPA below 1.80 shall be placed on academic probation.

The status of a student who has been placed on academic warning or academic probation for three consecutive semesters shall be reviewed by the Eligibility Committee, who may suspend the student or declare them ineligible to continue.

Students not making satisfactory progress toward the degree or who experience extreme academic difficulty in a given term may be placed on academic warning or academic probation even if their cumulative GPA is greater than 2.00.

No student on warning or probation for Satisfactory Academic Progress may hold any extracurricular office or compete on club or varsity teams.

5. College and Medical Withdrawals

A student who wishes to withdraw from the college during the academic year for any reason including medical issues must first meet with the Dean of the College and complete a withdrawal checklist. They must also clear all financial obligations before their academic transcripts will be released.

6. 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.

1. Examinations and tests: All tests and examinations are given under the Honor System. 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.
2. Papers and Plagiarism
 - a. 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 their 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.
 - Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.
 - 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.
 - The exact source must be indicated. A quoted passage may range from a single word to a phrase, sentence, paragraph, or series of paragraphs.
 - 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.
 - 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.
 - An example of the dishonest use of material follows, 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 their original creation.
- It is imperative that any student who remains unclear about the proper procedure for borrowing and accrediting material seek the advice of a professor, library staff member, or the Office of the Dean.
- 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.

7. Academics and Classroom Dress

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

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

8. Policy on Confidentiality of Educational Records (FERPA)

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

Annual Notice

The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.

Public Access

Certain information is considered public, and the College may release such information at its discretion. A student may request that designated directory information be kept confidential by filing written notification with the Registrar's Office. Once restricted, this information cannot be released without the written consent of the student. The College has designated the following information as directory information:

1. Name
2. Addresses (permanent, campus, local, email)
3. Associated telephone numbers

4. Date and place of birth
5. Dates of attendance
6. Previous institution(s) attended
7. Major and minor field(s) of study
8. Full or part-time enrollment status
9. Class
10. Participation in officially recognized activities and sports
11. Academic honors and awards
12. Degree sought
13. Expected date of completion of degree requirements and graduation
14. Degree(s) conferred (including dates)
15. Photograph and video images

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

Disclosure to Third Parties

In general, the College does not share student information with third parties. Except as described below, 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:

1. To College officials, including faculty, with a legitimate interest;
2. To certain federal, state, and local officials;
3. To organizations conducting certain educational studies or accrediting functions;
4. To parents who submit documentation that the student is claimed as a dependent for income tax purposes;
5. In connection with a student's application for, or receipt of, financial aid;
6. Pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
7. In connection with a health or safety emergency necessary for the protection of the student or others;
8. To organizations or individuals as authorized in writing by the student; and

9. To other persons or entities as authorized by legislation

Student Access

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

Limitations and Restrictions on Disclosure and Access

The term "educational records" as defined by law and as used herein does not include:

1. records made and maintained by individual faculty or administrative personnel;
2. law enforcement records;
3. records that only contain information after an individual is no longer a student;
4. employment records;
5. treatment records submitted directly to or maintained solely by the Student Health Clinic; and
6. Wellness Center records, except a student may request in writing that treatment records be reviewed by a physician or appropriate professional.

Student access to records that are not education records is strictly within the College's discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student has signed a written waiver) and parental financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges.

Records of Disclosure

Except for access or disclosure described above, the College will maintain record of requests for access to and disclosure of personally identifiable information from education records, for a period of at least one year.

Types and Locations of Education Records

The College maintains the following types of education records maintained at the locations indicated:

1. academic transcript—Registrar's Office
2. academic folders—Dean's Office
3. behavioral records—Office of Student Life

Requests for Amendment of Records

A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student's rights. Such a request must be directed to the Dean of the College.

Appropriate offices will be notified if changes are made. Upon request, a student shall have the

opportunity for a hearing to challenge the content of the education records on the grounds of information being inaccurate or misleading or in violation of the student's rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student's challenge. Students have a right to file with the U.S. Department of Education a complaint concerning noncompliance with the Act or regulations.

III. Student Services

A. Office of Student Life

Behind every Sweet Briar student is a team who believes in them. Our staff is united in a common cause: to be the mentors you've always wanted, and to empower you to grow to be a bold, independent thinker.

The Office of Student Life helps build our intentionally intimate campus. Here, good times and meaningful connections are always close by, and people genuinely look out for one another. For more information, please go to: sbc.edu/student-life.

The Office of Student Life

Location: 2nd floor Prothro Hall

Phone: 434-381-6134

Student Life Staff

Kerry Greenstein

Dean of Student Life

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Residence Life Manager

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Multicultural Student Services Manager

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Chaplain

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Email: lmoser@sbc.edu

Gloria Smith

Senior Executive Assistant to the Dean of Student Life

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Email: gsmith@sbc.edu

B. Student Engagement

Sweet Briar College has over 30 student-led clubs and organizations. These groups support the overall mission of the College and are involved in numerous activities which promote growth, development, support and awareness. Involvement on campus can be important in making lifelong friends and acquiring skills that complement and enhance theoretical perspectives gained in the classroom. It also contributes to an enjoyable and engaging College experience. To learn more, visit the Student Life website.

C. Residence Life

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

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

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

The atmosphere within your residence area significantly influences your success and personal satisfaction in college. Each resident contributes to making residence hall living a positive experience. A feeling of

“community” can only be achieved through mutual consideration, cooperation, and responsible behavior. Community living places a great deal of responsibility on the individual for self-discipline and an awareness of the rights and needs of others.

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

General Conditions

The policies and guidelines that have been established are designed to promote and maintain a living environment, which enhances students’ opportunities to prosper academically and socially. Students are asked to read, understand and sign the Terms and Conditions of Residency form (also known as the Housing Agreement) upon receipt of their room keys. In doing so, students acknowledge awareness of College expectations, including responsibility for reading and being knowledgeable about the Student Handbook found on the College website under Student Life. Other possible outcomes, such as fines, judicial action, and other possible actions for non-compliance of regulations are also noted. Regulations are subject to revision during the academic year. The most current version is available in the online version of the Student Handbook.

Students and their guests are responsible for familiarity with and adhering to all College policies and regulations included in this document, the Student Handbook and the College Catalog. For a variety of reasons, the College has the right to revoke residency of a student whose health, emotional or physical, is determined to pose a risk. In addition, the College may seek disciplinary action for violations of rules and regulations or for the nonpayment of bills. The College will seek financial restitution for damage to or loss of property.

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 and/or state and federal laws. While this provides the College and College officials broad access to student living spaces, official law enforcement agencies must have proper search warrants to enter any student’s residential space in any non-emergency situation. However, College officials may not use their access to act on behalf of a law enforcement agency.

Residence Requirements

Sweet Briar values the enhanced educational experience that living on campus provides for students to live and learn together. All full-time undergraduate students under age 23 are required to live on campus. If students meet one of the following criteria, they may apply to the Residence Life Manager for an exception. The College reserves the right to request documentation verifying the reason for the requested exception:

1. Living with a parent, guardian, spouse or domestic partner with a home address within a 40-mile radius of Sweet Briar College (134 Chapel Road, Sweet Briar, VA 24595).
2. Over the age of 23 prior to the first day of the semester.
3. Primary custodian for a child under the age of 18.
4. Serving as the Head of Household, or the primary provider/bill payer, who was living on their own or with others prior to enrollment at Sweet Briar College.
5. Transfer student currently living off campus alone or with others and has an active lease from their previous enrollment.

Students who have other special circumstances that they believe warrant approval to live off campus are encouraged to email their requests to the Residence Life Manager. The Residence Life Manager will share all requests to live off campus with the Residence Requirement Exception Committee who will review all documents and make recommendations to the Dean of Student Life and Vice President for Finance, Operations and Auxiliary Enterprises for approval.

Room Selection and Assignment

Duration

Room assignments are made for the entire academic year. Residency must be for one academic year, unless the student is completing the requirements for graduation at the end of the fall semester, entering the College for the first time at the beginning of the spring semester, spending a semester on off-campus study, or if a housing vacancy has occurred that would permit occupancy for a shorter period of time.

Selection Process

Returning students select rooms in the spring semester during the room selection process. New students are assigned a shared residence space during the summer, generally based on roommate compatibility. The Office of Student Life reserves the right to change room assignments and/or consolidate spaces whenever necessary, without prior notification.

Reassignment/Room Changes

Students may not change rooms or exchange keys without permission from the Office of Student Life. Roommates who experience difficulties should talk with each other and try to resolve concerns without a third party. If a compromise cannot be reached, students may opt for mediation with a trained staff member, ordinarily a Resident Advisor (RA). Room changes will not typically be processed within the first three weeks of school in order to provide adequate opportunity for students to adjust to their shared living space and mediate any initial conflict. Students who wish to move from their current space should speak with their RA to initiate the process. In situations where a roommate conflict(s) becomes irreconcilable, any or all occupants of the room may be required by the College to move.

Room Vacancies/Room Consolidation

If a vacancy occurs in a room designed for double, triple, or quad occupancy, the resident(s) has 48 hours to select a new roommate (contingent upon the time in the semester). Residents of quad rooms are

expected to maintain a minimum of 4 residents and triple rooms are expected to maintain a minimum of 3 residents. Residents occupying rooms/apartments with vacancies can only deny permission to one student during the academic year.

Students who live in Green Village are expected to maintain all four occupants for the academic year. If one or more roommates choose to move out, it is the responsibility of the remaining residents to secure new roommates within two weeks (or ten business days) of the move out date of the resident(s).

Failure to maintain full occupancy may result in a loss of the privilege of living in the triple or quad. The Residence Life Manager reserves the right to assign students to room(s) without consulting the current resident, as needed, based on occupancy and the needs of the College.

Change of Status

Any resident who withdraws, takes a leave of absence, or whose course load is reduced to less than 12 credit hours is no longer considered a full-time student. If credit levels drop, the Dean of Student Life in consultation with the Dean of the College must approve a written request to remain in residence. In all instances, the student must remove their belongings and check out of residence within 24 hours or risk being charged with an improper checkout and/or trespassing. If personal belongings remain behind, the College reserves the right to dispose of them. Requests for additional time to remove belongings from the residence hall will be considered on a case by case basis.

Reasonable Residential Accommodations

Sweet Briar College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal law. Students who have a physical or mental disability, which may require a particular type of housing, can request a special housing accommodation. As defined by the Americans with Disabilities Act, a disability is “a physical or mental impairment, which substantially limits one or more major life activities.” Please see additional information in Section III, College Policies.

Students who wish to make a request for special accommodation should review and complete the Reasonable Residential Accommodations Request form and include any necessary supporting medical documentation. For more information, contact accessibility services (accessibility@sbcc.edu). Notification will be made via email about the outcome of the application. If approved, the student will work with the Residence Life Manager to determine the best course of action. Please note that approval of an application does not necessarily guarantee the type of accommodation requested. Students must submit a new application and updated medical documentation whenever a change is made to their disability status or requested accommodation.

If a student’s disability status ends, they are no longer eligible for special accommodations under this policy.

Keys

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

interior room key a fee of \$135 will incur; if both exterior and interior keys are lost a fee of \$170 will incur. Once the lock has been changed no refund can be made, even if a student later finds the original key.

It is expected that a student will report the theft or loss of a key immediately to Campus Safety and the Office of Student Life. Propping doors, leaving room doors unlocked, and climbing through windows are not acceptable practices, as other students' safety is placed at risk. Residents are required to carry their room and building keys with them at all times as entrances to all residence areas are locked 24 hours a day. Guests seeking access to a residence hall to visit a student should contact the student. Students must not permit unescorted guests access to the residence halls. Any student who is locked out of their assigned room should follow these procedures to gain entry (in this order):

1. Locate the roommate and have them unlock the door.
2. Contact the Department of Campus Safety and request an officer to provide access to the room.
3. Between the hours of 7:00 p.m. and 7:00 a.m. the RA on duty can also assist with providing access to the room.

Every student must present proof they are a resident of the room to which they request access. No student will be given access to a room that is not their assigned space.

Vacation Procedure

The residence halls close for the winter break. If a student is in need of housing over the winter break, they must be approved to do so by the Residence Life Manager before planning to remain on campus. Students are allowed to remain on campus during the spring and fall breaks. During all breaks students are expected to follow all College policies and procedures as well as all federal, state and local laws.

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. Graduating seniors are permitted to remain in residence through Commencement. Detailed expectations are available online and reminders will be distributed prior to each closing. Failure to vacate by the indicated time will result in a fine.

We recognize that there are some students who cannot leave campus during the breaks. Contact the Residence Life Manager for information regarding options that are available on a first-come, first-served basis.

Summer Housing

Sweet Briar College offers limited summer housing for students. All students needing to remain on campus must submit a request and be approved before planning to remain. Any student on campus over the summer must be engaged in some sort of activity, program, job, or academic coursework. Summer rates, housing, and meal plan details will be shared with students during the spring semester. Residents are expected to follow all College policies and procedures as well as all federal, state and local laws.

Residential Health, Safety, and Well-Being

For the protection of the entire community, the College maintains health and safety regulations. The well-being of a resident student cannot be ensured solely by any set of regulations, as it also requires each

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

All student residences are smoke-free.

No person shall create, either intentionally or recklessly, a condition that endangers or threatens the safety or well-being of other persons or damages property. Specific regulations can be found in Section IV. b- Residential Policies.

Guest Definition

A guest is any student who is not assigned to that space, or who is not a Sweet Briar student. Students are responsible for the behavior and actions of their guests. Overnight guests are restricted to three consecutive nights and may not stay in the residence halls overnight for 5 consecutive nights after. Visits in excess of three consecutive nights must be approved by the Office of Student Life. This pertains to guests of any gender identity. Overnight visits should occur in accordance with the guest policy on a reasonable basis. In the event that visits are deemed excessive or disruptive, the Residence Life Manager, in consultation with the Dean of Student Life, shall review and approve guest privileges on a case-by-case basis.

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

- Male visitation is permitted at any time with the explicit agreement of the roommate(s), and in accordance with hall community agreements.
- For visits in excess of three consecutive nights, approval must be obtained as stated above.
- During its hours of operation, Campus Safety Officers at the front gate will record visitors' information upon entrance to the campus.
- It is the responsibility of each student to abide by, know and support the visitation hours. It is a student's responsibility to accompany their guest(s) at all times. To maintain security in the residence areas, students are never permitted to share their keys to the residence hall or assigned room with a guest.
- Students must seek approval from their roommate at least 24 hours prior to the potential arrival of an overnight guest. Should consent not be granted, the student's guest should utilize other alternatives, i.e. Elston Inn. Guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities.

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. It is strongly recommended that students verify the level of coverage offered by their parents' home or renters insurance policy and consider purchasing a separate renter's insurance to cover any potential needs while the student is living on campus.

Room Decorations

Students may decorate their individual residence hall rooms, provided that decorations adhere to the following guidelines. Students are permitted to hang posters, photos, artwork, tapestries and decorative lights in their residence hall rooms.

- Student decorations are permitted to cover a maximum of 50% of each wall in any room. If any wall is decorated or covered more than 50%, the student(s) will be asked to remove the necessary amount of decorations to comply with this fire safety regulation.
- Any adhesive used to hang/secure items must be removable without damaging College property.
- Students are not permitted to paint, install carpeting (area rugs are permitted), hang wallpaper, or apply contact paper or decals in their rooms, apartments or common areas.
- Students are not permitted to alter any College furniture in any way or hang items from ceilings, pipes, fire-safety equipment (sprinklers or smoke detectors), or overhead lighting.

Door and Hallway Decorations

Students may decorate their residence hall room doors, provided that decorations adhere to the following guidelines.

- Students can decorate up to 50% of their individual residence hall room doors. If any door is decorated or covered more than 50%, the student(s) will be asked to remove the necessary amount of decorations to comply with this fire safety regulation.
- Students may only use painter's tape on their doors to hang items.
- 3M adhesive devices, transparent tape, mounting tape, duct tape, masking tape, and packing tape are not permitted.
- Students are prohibited from decorating their doors with decorative lights and materials that violate any college policies and procedures or any advertising which promotes illegal activities or illegal content. Decorations may not use explicit language, including slurs or denigration of any individual or group, or make reference to the use, sale, or consumption of alcohol, tobacco, or marijuana, be sexually explicit/suggestive, or promote illegal activities or illegal content.
- The room number must remain visible at all times.

Windows

A student may decorate the window(s) in their room provided they adhere to the guidelines listed below.

- Decorations may only be placed on the inside of the window and must be removable.
- No flags, curtains, banners, or similar decorations can be hung between the blinds/shade and the window.
- Windows should remain at least 50% transparent for emergency situations.

If any room, door, hallway, or window decoration violates the room decoration policy, a Resident Assistant will inform the student(s) that the decoration must be removed immediately. Failure to comply with the directions for removal may result in disciplinary action through the Judicial process. Sweet Briar College reserves the right to cover and/or remove items that violate the room decoration policy in any way. Students are responsible for removing all decorations upon move out.

Health and Safety Inspections

Health and Safety Inspections typically occur once a semester in all residence hall rooms to ensure that rooms are safe and free of unapproved items. Resident Assistants will make their students aware of Health and Safety Inspections at least 24 hours in advance via floor meetings, email, and/or posting notice of inspection in their hallways.

D. 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. Non-residential students are encouraged to use Reid Pit and may obtain a building key from the Office of Student Life on the second floor of Prothro Hall.

Meals may be purchased at the College meal rate at the front desk in the Prothro Atrium or at a discounted rate via a meal pass. Non-residential students may also purchase the non-residential student meal plan through the Business Office.

Vehicles should be registered in the Campus Safety office. More information is provided in section F below for Campus Safety.

E. Athletics

Athletics Director: Jason Vittone

Location: Fitness and Athletic Center

Phone: 434-381-6730

Students can participate in intercollegiate sports including field hockey, soccer, cross-country, track and field, golf, tennis, softball, swimming and lacrosse through Sweet Briar College's Division III membership in the National Collegiate Athletic Association. The college is a member of the Old Dominion Athletic Conference (ODAC). For more detailed information about athletics at Sweet Briar, including the Sweet Briar Outdoor Program, visit vixenathletics.com.

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. For a listing of course offerings, please visit the College Catalog.

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

Intercollegiate Club Sports and Recreational Club Sports

Sports are categorized as NCAA/ODAC varsity, intercollegiate club or recreational club. Varsity sports and intercollegiate clubs operate under the direction of the Department of Athletics. Intercollegiate clubs compete against outside groups and do not normally participate in ODAC conference play. Recreational club sports are student-run organizations and typically do not compete against outside competition. Recreational clubs are coordinated between the Office of Student Life and the Athletic Department. Should a student be interested in starting or participating in a club sport, please contact Jason Vittone, Director of Athletics, jvittone@sbc.edu.

Athletic Physical Examination Policy

Each student-athlete participating on a varsity athletic team must complete a physical examination, as well as NCAA required documentation, including a medical history report. Before a coach is permitted to allow a student-athlete to participate in a practice or game, all the required documents must be on file in the athletic training room. Questions related to medical compliance should be directed to Dr. Devon Serrano, Director of Sports Medicine, dserrano@sbc.edu.

Sweet Briar Outdoor Program

This department oversees activities and is supported by Outdoor Program Student Instructors. The office has many resources, including rental gear for personal adventures on and off campus. Students may participate in beginner and intermediate level trips in outdoor adventures such as climbing, hiking, kayaking, caving, skiing, camping and more. Students may also obtain certification for the use of lake canoes, the Outing Cabin and campus fire pits through the Outdoor Program. Outdoor Program Student Instructors lead peers, faculty, staff, and their guests on outdoor adventure trips. Students selected for this position are part of a special team of leaders who gain both leadership and outdoor adventure skills taught through an extensive training program and instruction that includes practical and field experience. Upon completion of training Outdoor Program Instructors acquire knowledge of their leadership style, group dynamics, and are competent leading and teaching safely in the field. For more information regarding the Outdoor Program visit <https://sbc.edu/outdoor-program/>.

Sweet Briar Equestrian Program

The Sweet Briar Equestrian Program is a comprehensive offering for all levels of riders. It includes competitive, instructional, recreational, and certificate options. Please visit <https://sbc.edu/riding/welcome/> for an overview of our programs. The program offers instruction and certificate options in Equine Studies, a concentration in Management, and a concentration in Teaching and Schooling. In addition, the curriculum offers a range of instructional classes from beginner to advanced. If a student is interested in being placed in an equestrian instructional class, they should attend the Placement Rides as part of orientation. For more information on the academic offerings for the equestrian program, please visit <https://www.sbc.edu/riding/courses-programs/>.

Sweet Briar College also offers two options for intercollegiate riding, NCEA and IHSA riding teams. If a student is interested in competing on one of these teams, please contact the Director of Riding, Merrilee Wroten at mwroten@sbc.edu. Students competing on these teams need to complete similar clearance and compliance forms as required by all student-athletes. For more information on these teams please visit <https://vixenathletics.com/>.

F. Campus Safety

Director: Brian Marker

Location: Wailes Conference Center, 1st Floor

Phone: 434-381-6244 (non-emergency), 434-381-6111 (emergency)

The Sweet Briar College Department of Campus Safety, located in the Wailes Conference Center, provides safety and security services for the campus community. The Department is staffed 24 hours a day, 365 days a year, with Campus Safety Officers who are trained/certified through the Virginia Department of Criminal Justice Services. Working in conjunction with the other campus departments, our campus safety officers endeavor to enforce college rules, regulations and laws of Virginia in an impartial manner while embracing respect for cultural diversity and individual uniqueness. The Department is community oriented and desires to assist students with any need, problem or concern. Campus safety officers are trained to respond to health, safety and security concerns and provide support and appropriate referrals to victims of crime, and for those in need of first aid. Campus facilities are patrolled by foot and motor patrol. Our campus safety officers respond to both emergency and routine calls for service. Campus safety officers maintain a close-working relationship with residence advisors in each residence hall in an effort to stay informed of pertinent information on security related issues. Students are encouraged to communicate and interact with campus safety officers and 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 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:

<https://www.sbc.edu/campus-safety/vehicles-registration-and-parking/>.

Fire Drills

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

Fire Safety

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

Fire Emergency Instructions

In case of fire:

1. Sound the fire alarm.
2. Call Campus Safety 434-381-6111.
3. Remain calm and act quickly.
4. Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
5. Close your room door and windows.
6. Walk in an orderly manner to the nearest exit. NEVER USE AN ELEVATOR.
7. Move to the designated meeting space for each building.
8. Remain outside until the building is deemed safe to return. If you think there is a fire in the hallway, feel the door before you open it:
 - If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot.
 - Put your hand across the opening to test the heat of the air.
 - 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.
 - If smoke does enter the room open the window for ventilation; break it, if sealed.
 - Do not jump. Make your presence known. Wait for rescue.

Fire Safety Tips

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

Parking

The Department of Campus Safety is responsible for distributing parking passes to students. Students who have a car on campus should register their vehicle at <https://sweetbriarcollege.omnigo.one/CESIReportExec/opr/OPRMain.aspx?IsAuth=1&groupid=103&groupname=DEPARTMENT+OF+CAMPUS+SAFETY>. The parking permit must be clearly displayed at all times.

Missing Persons Policy

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

Bystander Amnesty Policy

Students who call the Department of Campus Safety will not be penalized or subject to judicial referral if they do so believing that another student's safety is at risk. For more information on the Amnesty Policy, please see Amnesty in Section IV. H. 8.

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: <https://www.sbc.edu/campus-safety/what-to-do-in-an-emergency/>. 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 LiveSafe app.

LiveSafe

Sweet Briar College offers LiveSafe, a mass notification system, to quickly notify individuals in case of emergency, including events such as weather and safety concerns. LiveSafe has the capacity to alert students, faculty, residents, and staff with notifications directly to their cell phones.

Sweet Briar ID 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 upon request. Fees may be applied to your student account.

G. Campus Student Employment

Working on campus is an effective way for students to gain professional work experience and transferable skills and competencies. Campus employment offers students the opportunity to work in various departments on campus. Students participating in the Federal Work-Study Program are eligible to work on campus and will, like any new hire, be required to follow the hiring process in obtaining a job through Campus Student Employment. Sweet Briar not only provides students with on-campus employment opportunities that relate to their interests and areas of study, but also provides them with support along the way. Sweet Briar's Career Services Center provides students with workshops and individualized meetings to create a resume and cover letter, along with interview preparation. Current student job openings, the student employment handbook, and the payroll schedule may be found on Sweet Briar's website under the Human Resources page at <https://www.sbc.edu/human-resources/employment-opportunities/>.

H. Career Services

Director: Barbara Watts

Location: Prothro Hall, 2nd Floor

Phone: 434-381-6465

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

Career Management Series and Programs

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

Alumnae Network

Career Services works closely with alumnae in a number of capacities to provide students with a strong and effective network of connectivity. Alumnae are often invited to campus to participate in career events, including career panels, which focus on a particular career field or industry. Career Services also is involved with facilitating networking components of various events and programs with the Alumnae Office. Finally, Career Services attempts to work closely with students and alumnae to coordinate connections in order to provide networking opportunities for internships and full-time employment. We highly encourage all students to develop their LinkedIn profile while they are a student at Sweet Briar

and to connect with alumnae and other professionals they meet while they are a student. We support the development of this through our LinkedIn Boot Camp programs and by offering professional headshots.

Internship Program

An important part of the four-year plan is the Internship program. By working one-on-one with the Career Services Center, which also coordinates internships in conjunction with faculty sponsors, second and third year students can obtain internships for academic credit to complement and augment their specific majors and career goals. The Career Services Center will work with students as they search for local, national and international internship opportunities. Students can utilize the Sweet Briar College Grant for Engaged Learning (<https://www.sbc.edu/grants-for-engaged-learning/>) to support them in this pursuit.

Additional Services

The career library on the 2nd floor of Prothro has resources students can check out including study guides for graduate school tests like the LSAT, GRE, and MCAT. The Career Services website is a gateway to a broad spectrum of career resources like PathwayU and the What Can I Do with This Major? which can assist students with career exploration. The Career Services Canvas course houses information and resources for preparing and applying to graduate school, finding an internship or job searching, creating a résumé or cover letter, interview preparation, and other career related needs. The Career Services Center has also developed a Google site with job and internship opportunities for students. For more information, please go to: [sbcedu/career-services](https://www.sbc.edu/career-services).

I. Communications

SBCTelecom Services

SBCTelecom provides the operational support for the College's telecommunications systems and CATV. This includes installation and maintenance support for the data communications network. CATV service is provided in each residence hall room.

Campus Communication

Sweet Briar College has two primary mechanisms of official communication with students. As a Sweet Briar student, you have responsibility for the information sent to you from the College from the official communication channels. The College takes every reasonable measure to ensure that communications are concise and efficiently managed.

Students are responsible for the information sent through these channels:

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. Postal Mail

a. Each student is provided with a U.S. Postal mail address and expected to utilize 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.

If you have any questions, please contact the Post Office/Mailing Services at 434-381-6176. Note: Faculty may also communicate information to students through Canvas, our online course management system.

J. Dining Services

Dining

Meriwether Godsey manages Sweet Briar's food service. They hope to create a vibrant community, offering a wide variety of meals prepared with fresh and local ingredients, including from our own greenhouse, when available. You can visit their website at sweetbriardining.com.

Dining Locations

Prothro Dining Hall is the main dining facility on campus. It is open regularly seven days a week whenever classes are in session for student meals. Prothro offers a wide variety of options to meet all student dining needs.

Daisy's Café, located in Prothro Hall, offers specialty coffees, smoothies, sandwiches and a variety of other snacks and personal needs.

Houston's Bistro, located in the FAC, offers burgers, salads, and other snacks.

The normal hours of operation for each location are available on the dining website.

Removal of Equipment and Supplies

The china, glassware, silverware and dishes are 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 Student Life 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 Meriwether Godsey.

Sweet Cash

Sweet Cash is a feature of your meal plan that supplement meal swipes and add flexibility to your campus dining experience at all Sweet Briar Dining locations. Use your Sweet Cash like a debit card. Make your purchase at any Sweet Briar Dining location (including Daisy's Café) and have the retail value deducted from your Sweet Cash. Add funds to your meal plan by visiting the Business Office (Prothro Hall, 3rd Floor) or www.sweetbriarcad.com.

Sweet Briar Catering Services

Catering services are available to all students, faculty and staff. Catering provides staff, food and beverages for many College events that take place in non-food service facilities. The Director of Dining can be reached at dining@sbc.edu to assist in the planning, cost estimates and coordination of services. The College does not allow "off-campus" food companies or caterers to provide service on campus in certain campus locations.

K. Health and Wellness Services

To support the physical, mental, and emotional wellness of students, Sweet Briar College partners with a series of local organizations which provide services on and off campus. For more information, visit <https://www.sbc.edu/student-life/wellness-recreation/>.

1. Off-Campus Medical Care

The Office of Student Life provides non-emergency transportation to medical facilities for students who are ill. To arrange a ride, please call the office at 434-381-6134.

Campus Safety can provide support for emergency needs. If you or a friend need to be transported to the emergency room, please contact campus safety immediately for their assistance at 434-381-6111. Do not drive yourself or a friend in an emergency.

Local medical providers include:

Blue Ridge Medical Center
210 S Main St Suite #100, Amherst, VA
434-263-4000

Centra Medical Group
115 Ambriar Plaza, Amherst, VA
434-946-9565

Physician's Treatment Center
816 S Main St, Amherst, VA
434-946-5532

Centra Lynchburg General Hospital
1901 Tate Springs Rd, Lynchburg, VA
434-200-3000

Walk-In Immediate Care
118 Oakwood Drive, Madison Heights, VA
434-473-7700

Centra Urgent Care
16890 Forest Road, Forest, VA
434-200-7210

The facilities listed above are available off-campus, with varied hours. Students should check the hours, or call prior to going to any of these medical providers.

2. On-Campus Medical Care - HealthWorks

To better provide for the medical needs of students, the College has partnered with HealthWorks, another local medical provider. As part of the partnership, HealthWorks provides an on-site nurse 40 hours a week in the Health Clinic on the lower level of Mills Chapel. The nurse can assist students with health screenings; treatment and testing for illness, aches, and pains; caring for minor injuries and skin conditions; and monitoring a variety of pre-existing health conditions.

In addition to the nurse, a medical doctor is available for a limited number of hours a week. The MD provides a level of care beyond that which can be provided by the nurse, including the ability to prescribe medications, such as antibiotics, as needed.

3. On-Campus Behavioral Health Care - Horizon Behavioral Health

On Campus, in-person mental health counseling is provided by Horizon Behavioral Health. Horizon Behavioral Health counseling services are located on campus in the clinic on the lower level of Mills Chapel. You may reach them by phone at 434-946-2316. If you are experiencing a mental health crisis after normal business hours and on the weekends, you may call the on-call emergency answering service at 434-522-8191 and they will contact you with an emergency services clinician for support.

Counselors are on campus and available for appointments five days a week. Students may schedule appointments by calling 434-946-2316. Students who are already seeing a therapist may ask to speak to that person directly. First-time callers will speak with an administrative assistant who will obtain demographic, financial and scheduling information. If you have any additional questions, you may ask to speak with Christina Ferrell.

The cost for the services may be covered by your health insurance — please check your policy. If you have concerns about access please speak with your Counselor and/or Student Life for assistance.

Walk-In Hours

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Prepared by Office of Student Life | Last modified: August 2023

Although most appointments are scheduled in advance, we recognize that students may sometimes have a need for immediate support. Horizon Behavioral Health offers one walk-in hour each day for students to address their crisis, one time situations, and/or explore what resources are needed for future follow up. The walk-in hours are available at sbc.edu/health-and-wellness/onsite-student-health-clinic/.

4. Virtual/Teletherapy for Behavioral and Psychiatric Care- TimelyCare

In addition to the in-person care offered through Horizon, students can take advantage of services through TimelyCare, an online platform that provides students 24/7/365 mental health support through a diverse network of culturally competent providers. TimelyCare offers students both scheduled counseling appointments and their TalkNow service for crisis management. TimelyCare also provides psychiatry appointments to assist with medicine management and a variety of other support and resources such as self-guided meditation, yoga, a peer support network, and more. Students should download the TimelyCare app and contact Student Life, studentlife@sbc.edu, with any questions.

L. Library

Location: Mary Helen Cochran Library

Phone: 434-381-6139

The Sweet Briar College Library, holds a large collection of print and online books, journals, videos, images, and other media to support your learning and research. Wireless network access is available throughout the library.

Sweet Briar students and faculty also have access to additional library resources locally and globally through interlibrary loan, and the Lynchburg Information On-line Network (LION) partnership with Randolph College.

Librarians and staff assist faculty and students with finding and using information. Librarians contribute to many academic courses, offering in-class access to expert assistance. Research help is available 24 hours a day through the chat link on the library website: sbc.edu/library.

Visit the library website to connect to resources and services that will support your academic research.

M. Mail Services

Post Office

The Post Office is located on the first floor lobby of Meta Glass Hall. All students, including non-residential students, are required to rent a post office box which is payable at the beginning of the College term or may be paid in advance. Window hours are 8:30 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.

N. Physical Plant

Physical Plant is responsible for assisting with the maintenance of all campus buildings and grounds, renovations, restorations and construction projects, as well as responding to questions and concerns regarding conditions of daily living and learning environments. Every attempt is made to address emergency situations as soon as the Physical Plant staff is notified. To report an emergency that occurs Monday through Friday, please dial 434-381-6110 between the hours of 7:30 a.m. and 3:30 p.m. After hours, contact Campus Safety at 434-381-6144 or 434-381-6111.

For assistance with non-emergency needs, a work order should be submitted through my.sbc.edu. Barring any unforeseen circumstance, routine work orders will be completed within five working days. Students are encouraged to communicate with your resident advisor and resident coordinator regarding residence hall needs and concerns.

O. Technology Services

The Technology Services Help Desk is located on the lower level of the Dorothy Sales Building, and can be reached from anywhere on campus by dialing HELP (Ext. 4357) or from off campus at 434-381-6282. The Help Desk can assist students in connecting to the Sweet Briar network, configuring email and web browsers, personal devices such as smartphones and tablets and troubleshooting problems. Warranty repair service is available for Apple and Dell computers. Other repairs are available on a reimbursable basis. The Help Desk provides links on the website: sbc.edu/technology-services/ that allows you to purchase software and any Dell or Apple computer at educational discount pricing. Current students, faculty and staff can receive a free subscription of Office 365 through Microsoft. The free subscription is valid for the duration of your time at Sweet Briar.

Computer Labs on Campus

Technology Services currently maintains computer labs in three locations:

1. Benedict Lab is located in the lower level of Benedict Hall and is open 24 hours a day, seven days a week, during the academic year. It has 20 iMacs and is staffed by student assistants at various times throughout the day and evening.
2. The Piano Lab is located in Babcock 120 and is open from 6 a.m. to midnight during the academic year. The lab has nine iMacs, each connected to Yamaha digital pianos.
3. Smith Lab is located in Mary Helen Cochran Library and is open during normal library hours. It has 20 iMacs and is a component of the Jean Ruggles Smith Student and Faculty Technology Center. It was created and is supported by the Jean Ruggles Smith Endowed Fund for Technology.

Lab Access Policy

Access to computer lab facilities at Sweet Briar College is intended for members of the Sweet Briar community. First priority in access is for instructional use. Students shall have access to these resources whenever they are not used for instruction. When the lab is reserved for instruction, SBC students may use the lab if space is available and the instructor gives permission. Use of computer lab facilities is limited to Sweet Briar students, faculty and staff. It is not intended for use by others.

Printers are available in Benedict Lab, Cochran Library Main Level, and Guion 2nd floor. Printing is not free but managed under a print quota system (Paper Cut) that allows each student a base number of prints with overage charged at a cost per sheet based upon whether the print is black and white or color. Visit printing.blog.sbc.edu/ for more information.

To reserve equipment for a college event and/or class presentation/project, please submit a help desk ticket.

P. Spiritual Life and Places of Worship

The Chaplain, part of the Office of Student Life, is a resource for spiritual wellness and an advocate for religious inclusion and diversity. Overseeing worship and faith-based services on campus and building connections with spiritual life off-campus, the Chaplain provides for the religious needs of same-faithed students as well as the needs of students of differing faiths or who do not subscribe to a faith in an effort to welcome spiritual exploration and encourage spiritual integrity as a hallmark of overall wellness. The Chaplain is responsible for hosting regular, accessible weekly services for spiritual growth, facilitating quarterly volunteer opportunities for building community off-campus, running an annual spiritual and religious life resource fair, supporting and training a volunteer student chaplain program on campus, equipping faith-based student groups (clubs, organizations and communities) with resources and leadership experience to promote visibility, responding as needed to crises and supporting needs in the campus community, and advocating for the religious needs of all students, faculty and staff members.

Below is a list of local faith-based organizations. If you have questions or need assistance in communicating with one of these, or another faith-based organization, you can contact the Chaplain at Imoser@sbc.edu.

First Baptist

Address: 193 Mt Airy Rd, Amherst, VA 24521

Phone: (434) 946-5434

Ascension Episcopal Church

Address: 253 S Main St, Amherst, VA 24521

Phone: (434) 946-5498

Amherst Presbyterian Church

Address: 163 2nd St, Amherst, VA 24521

Phone: (434) 946-5296

Epiphany Anglican Church

Address: 104 Sunset Ct, Amherst, VA 24521

Phone: (434) 946-2524

Mt Olive Baptist Church

Address: 160 W Court St, Amherst, VA 24521

Phone: (434) 946-5895

St Paul's Episcopal Mission

Address: 2009 Kenmore Rd, Amherst, VA

24521

Phone: (434) 946-2531

Amherst Baptist Church

Address: 226 Lexington Turnpike, Amherst, VA

24521

Phone: (434) 946-7823

St Francis of Assisi Catholic Church

Address: 332 S Main St, Amherst, VA 24521

Phone: (434) 946-2053

Emmanuel United Methodist Church

Address: 401 N Main St, Amherst, VA 24521

Phone: (434) 946-7624

Ebenezer Baptist Church Amherst VA

Address: 882 Ebenezer Rd, Amherst, VA 24521

Phone: (434) 929-2822

Coolwell Presbyterian Church

607 N Coolwell Rd, Amherst, VA 24521

Phone: (434) 946-2557

Blue Ridge Baptist Church

Address: 205 Blue Ridge Ln, Amherst, VA

24521

Phone: (434) 946-2557

Monroe United Methodist Church

Address: 3311 S Amherst Hwy, Monroe, VA

24574

Phone: (434) 929-8600

New Life Church
Address: 3092 S Amherst Hwy, Monroe, VA
24574
Phone: (434) 929-7729

Oasis Church
Address: 165 Melody Ln, Madison Heights, VA
24572
Phone: (434) 929-1035

Bethel Baptist Church
Address: 1880 N Amherst Hwy, Amherst, VA
24521
Phone: (434) 946-2400

New Beginning Tabernacle
Address: 1886 S Coolwell Rd, Madison Heights,
VA 24572
Phone: (434) 929-1343

St Peters Baptist Church
Address: 537 Patrick Henry Hwy, Amherst, VA
24521
Phone: (434) 946-7026

Mt Sinai Baptist Church
Address: 222 Mt Sinai Rd, Madison Heights,
VA 24572
Phone: (434) 929-5925

Elon Presbyterian Church
Address: 2290 Cedar Gate Rd, Madison Heights,
VA 24572
Phone: (434) 384-1883

Temple Baptist Church
Address: 4465 S Amherst Hwy, Madison
Heights, VA 24572
Phone: (434) 846-0024

Kingdom Hall-Jehovah's Witness
Address: 2231 S Amherst Hwy, Amherst, VA
24521
Phone: (434) 946-2767

First Baptist Church of Monroe
Address: 139 Francis Avenue, Monroe, VA
24574
Phone: 434-929-3764

Masjid Ayesha
Address: 2308 12th St., Lynchburg, VA 24501

Ben Spivey RUF Lynchburg RUF
Phone: 910-916-4831

Agudath Sholom Synagogue
Address: 2055 Langhorne Rd, Lynchburg, VA
24501
Phone: (434) 846-0739
Email: agudaths@gmail.com

Greater Lynchburg Islamic Association
Address: 1101 Airport Road, Lynchburg, VA
24502
Phone: (434)841-6829

IV. Student Rights and Responsibilities, Judicial, and the Code of Conduct

A. The Honor Principle

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

B. Honor Principle Adherence

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

C. Student Self-governance

Sweet Briar students consciously choose to uphold the high standards of the Honor Principle. Students have a significant role in the Judicial system, as both reporters and in supporting the administration in upholding and enforcing the Honor Principle. The Judicial System is not a legal process, and does not include many of the rights provided by the court system. No attorneys are allowed to be present at or participate in the judicial process at any point.

If a student believes they have broken either the Standards of Academic or Non-Academic Conduct, they should report themselves to the Dean of Student Life and the Judicial Committee. If a student has direct knowledge that another student has broken the Standards, they should report the violation within 72 hours. They should also ask the student who they believe to have committed the violation to report themselves. The Honor System can only work when Sweet Briar students strive to incorporate it into personal behavior and expect no less from others.

D. 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, they are encouraged to resolve conflicts of individual rights and responsibilities themselves. The College will become involved, however, when a student cannot resolve a conflict; 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 their conduct off campus as well as on, they are a representative of the Sweet Briar community. They are charged with the responsibility to ensure that at all times their conduct reflects creditably upon the good names and ideals of the College.

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

1. Rights and Responsibilities

Students, including student clubs and organizations, have the following rights throughout the Judicial process:

- a) *The right to a hearing, based on evidence presented.*
- b) *The right to remain silent; silence is not construed as evidence of responsibility.*
- c) *In a hearing, the right to question, through the chair of the Judicial Committee, any individual providing testimony to the Judicial Committee.*
- d) *The right to know the nature of the evidence against them and the names of witnesses scheduled to appear.*
- e) *The right to receive a written statement of the charges.*
- f) *The right to receive a fair and impartial hearing.*
- g) *The right to present evidence and witnesses on their own behalf.*
- h) *The right to an advocate or advisor of their choice.*
- i) *The right to be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student, student organization, or student group fails to attend the hearing, it will be held in their absence.*
- j) *The right to receive a decision based solely on the evidence presented.*
- k) *The right to receive a written notice of the decision and sanctions.*
- l) *The right to appeal decisions resulting from a formal hearing.*

Students, including student clubs and organizations are expected, along with upholding the Honor Pledge and Honor Principle, to:

- a) *Exercise integrity in all matters.*
- b) *Be fair and courteous with others, treat them fairly and with respect, showing sensitivity to cultural, ethnic, and religious diversity and personal dignity.*
- c) *Accept personal responsibility for appropriate behavior as defined by the Sweet Briar College Student Handbook.*
- d) *Know the violations under this Handbook and potential sanctions for violating them.*
- e) *Understand, know, and follow additional written or verbal requirements given by faculty members which relate to academic or behavioral conduct and which are inherent to the classroom or College functions.*
- f) *Remember they are representatives of Sweet Briar College and they must always conduct themselves in a manner that brings credit upon themselves and the College.*

E. Residential Policies

Any successful community is based upon a set of standards for acceptable behavior. As a residential community, Sweet Briar College has established the following residential policies, related specifically to the standards of conduct expected in the residence halls. Additional information about items that are permitted and prohibited in Sweet Briar residence halls can be found on the Residence Life webpage and in the Housing Agreement.

Potential violations of Residential Policies will be reviewed by the Dean of Student Life and Residence Life Manager. The Dean of Student Life and Residence Life Manager will determine if the potential violation shall be addressed by the Residence Life staff, or referred to the Judicial Committee. Potential violations of Residential Policies will be resolved in accordance with the process outlined below for Disciplinary Procedures for Non-Academic Cases (Section H).

1. Care of Room
 - a) *Any damage to or loss of furniture, fixtures, equipment and effects, provided to them by the college.*
 - b) *Painting residential spaces, included assigned rooms and common areas, is strictly prohibited.*
 - c) *Suspending or hanging any item from the ceiling, sprinklers, or window blinds.*
 - d) *Affixing any item to a wall, ceiling or floor in a manner that may create damage to the surface.*
2. Furniture
 - a) *Removing or tampering with furniture from a designated residential area*
 - b) *Removing or tampering with furniture from common areas including kitchens, lounges, parlors and outdoor areas.*
3. Pets
 - a) *Pets, with the exception of fish or aquatic turtles in small containers, or those with special accommodations permission are prohibited in all residential housing.*
 - b) *Any roommate or friend who knowingly allows a pet (or pets) in their room is in violation of the pet policy.*
 - c) *Any violation of the Service and Emotional Support Animal policy. (the full policy can be seen in section VI. L)*
4. Health and Safety
 - a) *All campus buildings, particularly residence halls are smoke free. Smoking inside a College-owned building is a violation of the health and safety policy.*
 - b) *Blocking of a hall/building egress.*
 - c) *Storing personal items outside of the student's assigned space.*
 - d) *Possession of any flammable items, firearms, fireworks, knives, nunchucks, cap guns, explosives, chemicals or other dangerous weapons or substances.*
 - e) *Creating (intentionally or unintentionally) a condition that endangers or threatens the safety or well-being of other persons or damages property.*
5. Noise
 - a) *Making noise, or causing a disturbance that can be heard beyond a students' own room outside of the agreed upon quiet hours for that building and hall.*
 - b) *Making noise, or causing a disturbance that can be heard beyond a students' own room during Reading Days and Final exams.*
6. Visitation and Guests
 - a) *Violating the maximum occupancy for an assigned residential space.*

- b) *Providing a key or ID card to someone else for the purposes of access to a Sweet Briar building.*
- c) *Propping or holding a door open to allow a non-resident access to a Sweet Briar Building.*
- d) *Hosting a guest in excess of three consecutive nights.*
- e) *Hosting a guest without the permission of a roommate or in violation of an established roommate agreement.*
- f) *Students will be held accountable for any violations committed by their guest(s).*

7. Trash

- a) *Discarding or temporarily placing trash of any kind on the grounds of a residential facility.*
- b) *Disposing of bags of personal trash in a public or common area trash receptacle.*

F. Academic Violations

1. Intentional or accidental plagiarism in a formal academic exercise, including but not limited to:
 - a) *Direct or literal copying of a source without proper attribution;*
 - b) *Paraphrasing or constructing a “mosaic” of a source without proper attribution;*
 - c) *Use of an author’s “apt phrase” without proper attribution;*
 - d) *Resubmission of one’s own work in another academic exercise without the knowledge of both instructors;*
 - e) *Submission of another’s work in whole or part with intent to deceive.*
2. Giving or receiving unacknowledged or unauthorized aid in a formal academic exercise; or intentionally violating the terms or rules of an academic exercise.
3. Intentional falsification of data or sources in a formal academic exercise.
4. Deceiving or lying to a College faculty or staff member concerning the compliance with the terms, conditions or requirements of an academic exercise; or to gain release from an academic requirement, rule or exercise.
5. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an Academic issue before the Judicial Committee.
6. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Principle. “Constructive action” constitutes reporting the potential violation within 72 hours to a member or chair of the Judicial Committee.

7. Failure to perform or comply with terms of Academic sanctions.
8. Blatant disregard of the fundamental rights of a Faculty member; including, but not limited to:
 - a) *Verbal or physical assault;*
 - b) *Persistent extreme tardiness;*
 - c) *Any other action that results in an egregious disruption to the learning environment for other members of the class.*
9. The intentional, or unintentional, abuse of technology in an academic setting; including, but not limited to:
 - a) *Unauthorized use of a smart-phone, personal digital assistant, media player, or other similar device;*
 - b) *Use of a computer to engage in activities not directly related to classroom discussion or instruction;*
 - c) *Any unwarranted use of other handheld devices not previously mentioned.*
 - d) *Unauthorized use of an artificial intelligence tool including ChatGPT, social media tools, WriteSonic, Replika, etc. or use of these tools in a way that is inconsistent with the rules outlined by an instructor in their syllabus.*

G. Non-Academic Violations

1. Alcohol Possession and Use
 - a) *Possession, use, and/or consumption of alcoholic beverages by a student under the age of 21.*
 - b) *Possession of alcohol containers by a student under the age of 21.*
 - c) *The sale, distribution, or furnishing of alcoholic beverages, or otherwise facilitating the consumption of alcohol for/by a student or guest under the age of 21.*
 - d) *Providing alcoholic beverages to a student or guest who is intoxicated.*
 - e) *Any activity or conduct involving the use of alcohol that is in violation of law.*
2. Assault- The intentional assault or attempted assault of another member of the College community.
3. Deception- Any attempt to deceive a College official including:
 - a) *The tampering with or alteration of any College records, forms or documents.*
 - b) *Providing false evidence relevant to a Judicial investigation or proceeding.*
 - c) *Possession of any identification that is fake, altered or that which belongs to another person.*
4. Disruptive Behavior- The intentional disruption or obstruction of legitimate College operations, discourse, or activities.
5. Failure to Comply- Failing to perform or comply with any of the following:
 - a) *The terms of a sanction or Judicial agreement;*
 - b) *The lawful request of a properly identified College official;*
 - c) *The request for a conference, meeting, or appointment with a College official or faculty member when properly notified;*
 - d) *The requests of a law enforcement or campus safety official*
 - e) *The established College policies or guidelines.*
6. Failure to Report- Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Principle. “Constructive action” constitutes reporting the potential violation within 72 hours to the Dean of Student Life or the Judicial Committee
7. False Information- Giving false information to or defying a legitimate request of a College official.
8. False Representation- Deceiving or lying to a College official; or a member of the Judicial Committee, including in the investigation or adjudication of an issue before the Judicial Committee.

9. Harassment- Speech or other expression (words, pictures, symbols), including through social media, that interfere, limit or deny another student's ability to participate or benefit from an educational program or service. This includes, but is not limited to:
 - a) *Attempted or actual harassment, intimidation or attempt to influence the testimony of any witness to a judicial investigation or proceeding;*
 - b) *Content that is directed towards an individual or individuals based on their race, color, sex, religion, creed, age, sexual orientation, gender, gender identity, disability, veteran status or national origin;*
 - c) *Threatening violence or provoke a violent response;*
 - d) *Following, placing under surveillance, or contacting (by any means) another student without their permission for the purpose of harassing or intimidating that individual;*
 - e) *Causing emotional distress by placing another student in reasonable fear for the safety of themselves or others.*
10. Illegal Drug Use
 - a) *The possession, consumption, or use of an illegal substance or synthetic cannabinoid.*
 - b) *The manufacture, cultivation, distribution, purchase or taking delivery of any illegal substance or synthetic cannabinoid.*
 - c) *Misuse or improper possession of a prescription medication.*
 - d) *The possession and/or use of any drug paraphernalia*
 - e) *Any activity or conduct involving the use of drugs that is in violation of law.*
11. Off Campus Conduct- Violating the Honor Principle while representing Sweet Briar.
12. Repeated Violations- The repeated and/or serious violation of Student Life procedures.
13. Theft, Vandalism, and Unauthorized Use- The intentional unsanctioned use, abuse, taking, destruction, sabotage, misappropriation, or vandalism of the private property of other members of the SBC community, or College property such as, but not limited to:
 - a) *College funds or accounts;*
 - b) *IDs, keys, computer systems;*
 - c) *Dining hall implements;*
 - d) *The appropriation for exclusive personal use of community property.*
14. Violation of Confidentiality- The intentional invasion of the privacy of another student, which constitutes the disclosure of confidential information including, but not limited to:

- a) *Another student's official College admissions, academic, computer, or disciplinary files or records; or accessing or disclosing private information such as bank records or election results;*
 - b) *Discussing the confidential, specific, identifying facts from a Judicial investigation or case outside of the formal process or legitimate Judicial Committee business;*
 - c) *A student under investigation who confronted the individuals who initiated a report or acted as a witness before the onset of the judicial process or after an investigation, hearing, or trial were completed.*
15. Violation of Law- The violation of Federal, State or local law, (including check fraud, and the sale of controlled substances). Membership in the Sweet Briar community does not mean privileged or immune status from local, State, or Federal laws. In situations involving the serious violation of state or federal law, the College reserves the rights to proceed against the student in question independently of whatever actions are taken by governmental authorities.
16. Violation of the following officially published College Policies:
- a) *Substance abuse, including, but not limited to, misuse of alcohol, illegal drugs, or smoking*
 - b) *Terms and Conditions of Residency*
 - c) *Hazing and Standards of Group Behavior*
 - d) *Anti-Discrimination*
 - e) *Fundraising*
 - f) *Campus Posting Policy/Signage*
 - g) *Weapons*
 - h) *Service Animal and Emotional Support Animal*
 - i) *Title IX*

H. Disciplinary Procedures for Non-Academic Cases

1. Reporting Potential Violations- All suspected and potential violations should be reported to the Office of Student Life by any person who has knowledge of a violation. Violations should be reported through the [reporting form](#). Reports may be submitted by any Sweet Briar College community member.

All reports are received by the dean of student life, dean of the college, assistant dean of student success, director of campus safety, residence life manager, and athletic director. Once received, all reports are reviewed by the dean of student life and/or assistant dean of student success to determine if the alleged behavior is reliable and in violation of a residential, academic or non-academic standard. Where necessary the dean of student life or designee, in collaboration with other staff on campus (residence life manager, campus safety, judicial representatives) will investigate the alleged violation to make a determination of the extent that residential, academic, or non-academic standards have been violated. If the result of the review and/or investigation is to formally charge the accused of a violation, the procedures outlined below will be followed. If the review and/or investigation determines that no charges will be pursued, the campus community member who submitted the report will be notified and the case closed. If the campus community member who submitted the initial report would like to have this decision reconsidered, they may appeal, in writing, to the dean of the college to request that the status of the case be re-evaluated.

- a) *Reports will be reviewed as soon as possible to avoid delays in the process. Ideally, a determination will be made within one (1) week of the report being submitted. In certain circumstances (when in the course of a semester the report is submitted, number of current reports, cases requiring extensive investigation, etc.) the review process may take longer.*
- b) *Reports associated with Title IX as outlined in section V. follow the guidelines and procedures set forth in that policy and are the only violations exempt from the procedures described here.*

2. Notice of Charges

Once a determination of a potential violation is made, the accused student will be notified via their Sweet Briar College email address of:

- a) *The charge(s) against them;*
- b) *Potential sanctions;*
- c) *Appointment times and options for an informal meeting/resolution.*

The Judicial Chief Justice will be copied on all notices in order to offer support, discuss rights and responsibilities, and schedule appointments (where necessary).

Where appropriate, the campus community member who submitted the report will be notified, through their Sweet Briar College email address, that the report has been received and of possible outcomes. They will also be informed of their rights and responsibilities in the Judicial process.

3. Informal Meeting/Resolution

- a) *In many cases of student misconduct, a formal hearing with the Judicial Committee may not be necessary. This is often true when the student admits responsibility and/or when the violation is of a less serious nature. This informal meeting/resolution process is the preferred approach to resolving issues of student misconduct if possible and appropriate.*
- b) *The student attends an informal meeting/resolution with the dean of student life or designee (residence life manager, member of the Judicial Committee) to discuss the student's rights, the incident, the student's involvement in it, and the student's options in attempting to resolve the matter. A student may request an advisor be present for the informal meeting/resolution meeting.*
- c) *An accused student may resolve their case through one of the following three options:*
 - (1) A student may accept responsibility for the violation and the recommended sanctions and sign a written waiver of such right to a formal hearing. Students who accept responsibility in an informal meeting/resolution waive their right to an appeal.
 - (2) A student may request to have a formal hearing with the Judicial Committee (see section 5 below).
 - (3) A student may agree to participate in a reconciliation diversion process (see section 4 below). When deemed appropriate by the informal meeting officer, a student may voluntarily select the diversion process rather than accepting a formal violation of the code of conduct or continuing in the formal judicial process. To be considered for this option the accused student must be honest and forthcoming, willing and able to accept responsibility for the harm done, and willing to take responsibility for repairing the harm. An accused student may not be eligible for the reconciliation diversion process for repeated violations of a similar nature.
- d) *If the accused student does not attend their scheduled informal meeting, or does not communicate with the informal meeting officer, the case may be heard, and a decision made, in their absence. The informal meeting officer will make multiple attempts to meet with the accused student prior to proceeding with a hearing in absentia.*
- e) *At the conclusion of the informal meeting/resolution process, the dean of student life or designee will provide an outcome in writing to the student, providing details of the formal hearing process, or a summary of the findings and sanctions agreed upon in the meeting.*

4. Reconciliation Diversion Process

- a) *The goal of the Reconciliation Diversion Process is to have the students involved resolve the issue in a way that preserves and builds our community. Students will be asked to come to an agreement about how to reconcile between themselves and any actions that best serve the College community. By the end of the process, students will understand any harm caused through the incident and how to restore community and respect among the parties involved.*
- b) *Having already met with the accused student and determining their suitability for this process, the informal meeting officer will meet with the individual(s) who submitted the report to confirm their willingness and suitability to continue the process.*
- c) *The informal meeting officer will then schedule a combined meeting with a reconciliation facilitator, the accused student(s), the individuals harmed by the incident, and any advisors.*
 - (1) *All parties involved in the situation may request to have an advisor of their choice present for the meeting. Advisors must be someone from within the Sweet Briar community.*
 - (2) *If there is more than one student accused of an incident, and multiple parties are deemed appropriate for reconciliation, then the meeting should be scheduled simultaneously to limit the number of times the harmed individual(s) must share the harm committed against them.*
- d) *During the meeting, the reconciliation facilitator will ask specific questions of all participants, who are invited to participate equally to the conversation.*
- e) *The reconciliation process will result in a shared agreement between the parties. The agreement should include a description of the harm that has been caused, steps to be taken to repair the harm and rebuild trust, and what is acceptable to be shared with the larger community regarding the incident. The terms of the agreement will be shared with the dean of student life to summarize in an official letter to the accused student, and recorded in their case file in Maxient.*
- f) *Upon completing the agreement letter to the accused student, the dean of student life will notify the individual who submitted the report of case resolution.*
- g) *If at any point in the process, the informal meeting officer or reconciliation facilitator determine that a party is no longer willing or appropriate for reconciliation, the case will be referred back to the regular judicial process, including for a possible formal hearing.*

5. Formal Hearing

- a) *The dean of student life or designee will notify the student in writing of the specific charges, date, and location of the formal hearing and a copy of the procedures to be followed during the hearing. The student shall receive notification at least forty-eight (48) hours in advance of the hearing, unless an interim action has been initiated.*

- b) *An advisor may assist students at the hearing. The advisor must be from the College community. An advisor shall be limited to advising the student during the hearing. The advisor may not appear in lieu of the student or speak on their behalf.*
- c) *The hearing will be closed in order to preserve the confidential nature of the disciplinary process and to protect the privacy of the student charged with the violation and any witnesses who may be called to testify.*
- d) *The hearing will be recorded and remain on file for use in any appeals.*
- e) *Formal hearings will include the informal meeting/resolution officer, the Chief Justice who will serve as the presiding officer, at least two (2) Justices or judicial committee representatives, and at least two (2) faculty and staff representatives. Ideally, the judicial committee will consist of at least five (5) people, but no more than seven (7).*
- f) *The following order will be followed by the Chief Justice for all judicial committee hearings:*
 - (1) Call to order
 - (2) Review of rights and confidentiality
 - (3) Informal meeting/resolution officer presentation of facts and witnesses to support the charges. Upon the completion of statements from the officer and any witnesses, the following questioning will occur:
 - (a) Questions from the accused student
 - (b) Question from judicial committee members
 - (4) Accused student presents evidence, makes statement on their behalf, and can call their own witnesses. Witnesses should be individuals with direct knowledge of the incident. Character witnesses may submit a written statement prior to the hearing, but will not be included as part of the formal hearing process (see 6eii below). Upon the completion of statements from the accused and any witnesses, the following questioning will occur.
 - (a) Questions from the informal meeting/resolution officer
 - (b) Questions from the judicial committee members
 - (5) Closing remarks will be made in the following order:
 - (a) Any final questions or comments from the judicial committee members
 - (b) The informal meeting/resolution officer
 - (c) The accused student
 - (d) Presiding officer
 - (i) *Presiding officer concluding remarks will officially close the hearing and begin the deliberation phase of the process.*
 - (6) Deliberations

- (a) Only the Judicial Committee, presiding officer and administrative and faculty representatives will be present for deliberations.
 - (b) Deliberations will not be recorded, however, the presiding officer will provide for the student's file a brief statement explaining the rationale for the decision. This rationale will describe the tone and content of the deliberations.
 - (c) The standard of determination is "preponderance of the evidence," or that the evidence demonstrates it is more likely than not that a violation of the Honor Code/Student Code of Conduct has occurred.
 - (i) *This standard of determination is less than the familiar "beyond a reasonable doubt" required for criminal convictions and used in legal proceedings.*
 - (ii) *Factors the Judicial Committee should consider are intent, motive, opportunity, deception, and malice.*
 - (d) A finding that the student is responsible requires a majority vote of the Judicial Committee.
 - (i) *In cases where the Judicial Committee vote is a tie, the tie will be broken by the presiding officer.*
 - (e) If the student is determined to be responsible, the Judicial Committee will then determine, by majority vote, the appropriate sanctions for any violations deemed responsible.
 - (i) *Previous conduct violations will only be considered at this point in the process.*
 - (ii) *Written character statements provided on behalf of the accused may also be considered at this point in the process.*
- (7) Findings
- (a) The presiding officer will invite the accused student back to the hearing and deliver the findings of the Judicial Committee, including responsibility, sanctions, and appeal process.
- (8) Written Notification

- (a) Following the hearing, the informal meeting/resolution officer, in coordination with the dean of student life, will send formal written notification of the findings to the student. Where appropriate, the written notification will include instructions regarding the appeals process.

6. Appeals

- a) *Any student found responsible through the formal hearing process may appeal their decision.*
 - (1) In cases of academic misconduct, appeals will go to the dean of the college.
 - (2) In cases of non-academic misconduct, appeals will go to the dean of student life.
 - (a) If the dean of student life was involved in the formal hearing, the appeal will go to the dean of the college.
- b) *An appeal can be made only on the following grounds:*
 - (1) New evidence
 - (2) An error in the process of the hearing, including a conflict of interest or bias by the Judicial Committee.
- c) *Appeals must be submitted, in writing, to the informal meeting/resolution officer within 72 hours of the written notification.*
 - (1) The informal meeting/resolution officer will forward the appeal, along with all case materials, including the formal hearing recording, to the appropriate dean.
- d) *The appropriate dean will make a determination on the appeal, calling the student, Judicial Committee members or the presiding officer for meetings as necessary. Upon making a decision, the dean will communicate that decision to the student, in writing, within 72 hours.*
- e) *In most cases, the decision of the appropriate dean will be considered final. Only in cases of suspension, dismissal, or expulsion can a student appeal further as indicated below:*
 - (1) Dean of the College
 - (2) College President

7. Interim Measures

- a) *The following interim sanctions and processes are available to the College administration in emergency or extraordinary situations. In certain circumstances, the dean of the college, or dean of student life may impose interim sanctions pending further assessment and/or a formal hearing with the Judicial Committee. Appropriate circumstances in which an interim suspension may be imposed are as follows:*
 - (1) To ensure the safety or well-being of members of the College community,
 - (2) To preserve College property,

- (3) To ensure the student's own physical or emotional safety or well-being, or
 - (4) If the student poses a threat of disruption or interference with the normal operations of the College.
- b) *During an 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 students might otherwise be eligible. A determination of the appropriateness and the extent of the interim suspension shall be made in the sole discretion of the dean of the college or the dean of student life. Whenever interim sanctions are imposed, a hearing by the Judicial Committee shall be convened at the earliest reasonable possible time after the imposition. In the sole discretion of the dean of the college or the dean of student life, the interim sanctions may remain in effect until a final decision has been reached, including completion of the appropriate appeal process.*

8. Sanctions

- a) *Students found responsible for violations of the Honor Code/Student Code of Conduct are subject to sanctions, which may include, but are not limited to:*
- (1) Official Warning- a written statement advising the student that a violation of the Honor Code has been committed and that further misconduct may result in more severe disciplinary action.
 - (2) Loss of Privileges- denial of specified privileges for a designated period of time. Loss of privileges may include involvement in clubs and organizations, participation in College traditions, and the ability to live in and use campus residence facilities.
 - (3) Fines- established and published fines may be imposed which the student will need to pay within a designated period of time.
 - (4) Restitution- monetary compensation to another person, or to the College, for loss, damage or injury to a person.
 - (5) Compensatory Service- assignment to an appropriate work requirement related to the offense. A minimum number of hours would be required within a specified period of time.
 - (6) Referral- a referral to support services.
 - (7) Educational Programs- completion of an educational program or online module based on a topic appropriate to the violation. A reflection paper, apology letter, and other forms of education may be imposed that provide an opportunity for the student to learn from, rectify, and prevent future occurrences of the violation.

- (8) 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, including suspension.
- (9) Honor Probation- A students' honor privileges are revoked for a designated period of time. During this time, the student will not be allowed to take any un-proctored exams.
- (10) Disciplinary Suspension- 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, through the dean of student life, given all sanctions and conditions for return have been met.
- (11) 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.
- (12) Expulsion from the College- the student is permanently removed from the College.

b) *Except in extreme cases, the College will follow a progressive discipline model (warning, probation, suspension). Students with repeated offenses of the same (or similar) violations will face more significant sanctions.*

9. Amnesty

a) *Sweet Briar College is committed to the overall well-being of our students. In the interest of making sure students receive any assistance, support, or medical care a student may need, information provided to the administration for the following reasons will not be used against individuals in College disciplinary proceedings.*

- (1) Offering Assistance to Others- if a student is offering assistance to another student in the interest of their well-being, both students are eligible for amnesty from Judicial violations.
- (2) Reporting Serious Violations- if a student has engaged in behavior that is a minor violation of the Honor Code, but reports related serious violations by others, they would be eligible for amnesty from Judicial violations.
- (3) Victims- students who would be considered a victim of a violation should not be hesitant to report out of fear they may be accused of a violation themselves, and is therefore eligible for amnesty from Judicial violations.

- (4) Asking for Help- students struggling with potential alcohol and/or drug abuse or addiction problems should be able to ask for assistance in addressing the issue without fear of being accused of violating the Honor Code, and is therefore eligible for amnesty from Judicial violations.
- b) *The amnesty policy is not designed to allow students to repeatedly violate the Honor Code/Student Code of Conduct. If repeated violations occur, the College reserves the right to take the appropriate action against a student.*
- c) *The decision to grant amnesty, in accordance with the reasons stated above is at the sole discretion of the Dean of Student Life.*
- d) *Students who receive amnesty from Judicial violations as a result of this policy may still be required to meet with College officials and provided resources on drug and alcohol counseling and/or educational programs.*

10. Reporting

- a) *All Judicial cases will be created and stored in the Maxient database. Upon case completion, Maxient records will be updated with findings and outcomes.*
- b) *After the completion of each 12-week term, the dean of student life will compile a report of all submitted cases and case resolutions/outcomes. This report will be generalized to ensure privacy and confidentiality, but will be shared with the entire campus community.*

I. Disciplinary Procedures for Academic Cases

1. Reporting- All suspected and potential violations should be reported to the Office of Student Life by any person who has knowledge of a violation. Violations should be reported through the [reporting form](#). Reports may be submitted by any Sweet Briar College community member. Once received, all reports are reviewed by the Dean of Student Life to determine if the alleged behavior is reliable and in violation of a residential, academic or non-academic standard.
2. Notice of Charges- Once a determination of a potential violation is made by the Dean of Student Life, the Faculty Advisors to the Judicial Committee (Faculty Judicial Representatives) will be notified of the alleged violation and will then schedule the hearing/informal resolution
3. Hearing/Informal Resolution
 - a) *In some cases of student misconduct, a formal trial with the Judicial Committee may not be necessary. This is often true when the student admits responsibility and/or when the violation is of a less serious nature. This hearing/informal resolution process is the preferred approach to resolving issues of student academic misconduct if possible and appropriate.*
 - b) *The student attends a hearing/informal resolution with one of the Faculty Judicial representatives and the faculty member involved to discuss the student's rights, the incident, the student's involvement in it, and the student's options in attempting to resolve the matter. A student may request an advisor be present for the informal meeting/resolution meeting. When possible, the Chief Justice or their designee should also be in attendance.*
 - c) *At the conclusion of the hearing/informal resolution any of the following may be decided: the student accepts responsibility for the violation and the recommended sanctions, the faculty member and faculty judicial representative determine that no violation took place, or the Faculty determines that there was a violation but the student denies the allegation.*
 - d) *Should the Faculty determine the student is in violation and the student does not accept responsibility for the violation, the matter will be advanced to a formal trial with the Judicial Committee.*
4. Formal Trial
 - a) *The dean of student life or chief justice will notify the student in writing of the date, and location of the formal trial. The dean of student life or chief justice will also be responsible for providing the student with information regarding the procedures to be followed during the trial. The student shall receive notification at least forty-eight (48) hours in advance of the trial, unless an interim action has been initiated.*

- b) *An advisor may assist students at the trial. The advisor must be from the College community. An advisor shall be limited to advising the student during the trial. The advisor may not appear in lieu of the student or speak on their behalf.*
- c) *The trial will be closed in order to preserve the confidential nature of the disciplinary process and to protect the privacy of the student charged with the violation and any witnesses who may be called to testify.*
- d) *The trial will be recorded and remain on file for use in any appeals.*
- e) *Trials will include the chief justice who will serve as the presiding officer, at least two (2) judicial committee representatives, the faculty judicial representative not involved in the hearing/informal resolution, and an additional faculty member selected from a pool of faculty trained on the judicial proceedings.*
- f) *The following order will be followed by the judicial chairwoman for all trials:*
 - (1) Call to order
 - (2) Review of rights and confidentiality
 - (3) Informal meeting/resolution officer presentation of facts and witnesses to support the charges. Upon the completion of statements from the officer and any witnesses, the following questioning will occur:
 - (a) Questions from the accused student
 - (b) Question from judicial committee members
 - (4) Accused student presents evidence, makes statement on their behalf, and can call their own witnesses. Witnesses should be individuals with direct knowledge of the incident. Character witnesses may submit a written statement prior to the hearing, but will not be included as part of the formal hearing process (see 6eii below). Upon the completion of statements from the accused and any witnesses, the following questioning will occur.
 - (a) Questions from the informal meeting/resolution officer and faculty member
 - (b) Questions from the judicial committee members
 - (5) Closing remarks will be made in the following order:
 - (a) Any final questions or comments from the judicial committee members
 - (b) The informal meeting/resolution officer
 - (c) The accused student
 - (d) Presiding officer
 - (i) *Presiding officer concluding remarks will officially close the hearing and begin the deliberation phase of the process.*

- (6) Deliberations
- (a) Only the Judicial Committee and presiding officer will be present for deliberations.
 - (b) Deliberations will not be recorded, however, the presiding officer will provide for the student's file a brief statement explaining the rationale for the decision. This rationale will describe the tone and content of the deliberations.
 - (c) The standard of determination is "preponderance of the evidence," or that the evidence demonstrates it is more likely than not that a violation of the Honor Code/Student Code of Conduct has occurred.
 - (i) *This standard of determination is less than the familiar "beyond a reasonable doubt" required for criminal convictions and used in legal proceedings.*
 - (ii) *Factors the Judicial Committee should consider are intent, motive, opportunity, deception, and malice.*
 - (d) A finding that the student is responsible requires a majority vote of the Judicial Committee.
 - (i) *In cases where the Judicial Committee vote is a tie, the tie will be broken by the presiding officer.*
 - (e) If the student is determined to be responsible, the Judicial Committee will then determine, by majority vote, the appropriate sanctions for any violations deemed responsible.
 - (i) *Previous conduct violations will only be considered at this point in the process.*
 - (ii) *Written character statements provided on behalf of the accused may also be considered at this point in the process.*

(iii) *Academic penalties specifically related to the course should be left to the discretion of the faculty member for the course. Other academic consequences may be determined by the committee.*

(7) Findings

(a) The presiding officer will invite the accused student back to the hearing and deliver the findings of the Judicial Committee, including responsibility, sanctions, and appeal process.

(8) Written Notification

Following the hearing, the informal meeting/resolution officer, in coordination with the dean of student life, will send formal written notification of the findings to the student. Where appropriate, the written notification will include instructions regarding the appeals process.

V. Title IX and Sexual Misconduct

Introduction

Sweet Briar College is committed to providing a safe and secure environment free of discrimination for our students, faculty and staff. The College takes seriously allegations of sexual misconduct, including sexual violence, sexual harassment, sexual assault, stalking, domestic violence, and dating violence. Sweet Briar College is required by the Higher Education Amendments of 1972, 20 U.S.C. S 1681 et seq (Title IX), to prohibit discrimination on the basis of sex in its education programs. Sexual misconduct constitutes sexual discrimination under certain circumstances and is prohibited by Title IX.

Reporting Sexual Misconduct

The College encourages students impacted by sexual misconduct to talk promptly to someone about what happened, so that students who have been assaulted can get the support they need, and the College can respond appropriately. Different employees on campus have different abilities to maintain a student's confidentiality. Sweet Briar College defines all employees as responsible employees/mandatory reporters. All employees are required to report all the details of an incident (including the identities of both the Reporting Party and the Respondent) to the Title IX coordinator. A report to these employees (Responsible Employees/Mandatory Reporters) constitutes a report to the College – and generally obligates the College to investigate the incident and take appropriate steps to address the situation. The exceptions to mandatory reporting include members of the clergy, medical professionals, and licensed counselors. This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they be sexually assaulted.

Reporting to a Confidential Resource

Professional, licensed counselors, pastoral counselors/members of the clergy, and licensed health care professionals who provide mental- health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an alleged incident to the Title IX coordinator without a student's permission.

Reporting to Campus Safety

A member of the Sweet Briar College Campus Safety Department is always on patrol on campus, and is available to provide assistance to our students. A report of Sexual Misconduct may be made at any time, day or night, by contacting the Campus Safety officer on duty at (434) 381-6111. Campus Safety officers are considered Responsible Employees who will report the incident to a Title IX Coordinator.

Reporting to a Responsible Employee

All Responsible Employees must report all experienced or observed alleged incidents of Sexual Misconduct to a Title IX Coordinator, who is required to investigate and take reasonable action. As noted above, the College has defined all employees as Responsible Employees/Mandatory Reporters:

Before a Reporting Party reveals any information to a Responsible Employee, the employee should ensure that the Reporting Party understands the employee's reporting obligations – and, if the Reporting Party wants to maintain confidentiality, direct the Reporting Party to confidential resources. If the Reporting Party wants to tell the Responsible Employee what happened but also maintain confidentiality,

the employee should tell the Reporting Party that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Coordinator of the Reporting Party's request for confidentiality. Responsible Employees will not pressure a Reporting Party to request confidentiality, but will honor and support the Reporting Party's wishes, including for the College to fully investigate an incident. Still, Responsible Employees will not pressure a Reporting Party to make a full report if the Reporting Party is not ready to do so. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report. A Responsible Employee should not share information with law enforcement without the Reporting Party's consent or unless the Reporting Party has also reported the incident to law enforcement.

A report of Sexual Misconduct may be made at any time, day or night, by contacting the following resources:

- Campus Safety: (434) 381-6111
- Online reporting available at <http://sbc.edu/compliance/title-ix/>. This online report routes directly to the Title IX Coordinator and Deputy Coordinator.

Other Campus Reporting

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the College of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' Title IX rights at these events.

Reporting to Local Law Enforcement

As noted earlier, Sexual Misconduct may constitute both a violation of college policy and criminal activity. The College encourages students to report alleged Sexual Misconduct promptly to Campus Safety as well as the Town of Amherst Police Department. The Campus Safety Department can assist in contacting the Town police. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and therefore, decline to prosecute. The filing of a report of Sexual Misconduct under this policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while police criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take Interim Measures to protect the Reporting Party and the College community. Town of Amherst Police may be contacted by calling (434) 946-9600 or 9-1-1.

Reporting to Off-Campus Resources

Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the Reporting Party requests the disclosure and signs a consent or waiver form. The following is contact information for these off-campus resources:

- Sexual Assault Response Program (Lynchburg)- (434) 947-7422 or (888) 947-7273
- Lynchburg General Hospital- 1901 Tate Springs Road, Lynchburg (434) 947-3000
- Crime Victim Assistance Info-Line (888) 887-3418

Reporting to Office for Civil Rights

A student also has the option of contacting the Office for Civil Rights regarding sex discrimination issues at: Washington D.C. (Metro), Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475, Telephone: (202) 453-6020, FAX: (202) 453-6021; TDD: 800-877-8339, e-mail: OCR.DC@ed.gov.

****Please refer to the following document for the comprehensive policy and procedures regarding Title IX reporting, formal complaints, investigations, hearing process, adjudication, and appeals.**

<https://www.sbc.edu/live/files/506-sbc-title-ix-policypdf-sbc-title-ix-policypdf>

VI. Other Policies

A. Missing Student Policy

The purpose of this policy is to establish protocols for Sweet Briar College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in on-campus student housing facilities. For purposes of this policy, a student may be considered to be a "missing person" if the student's absence is contrary to his or her usual pattern of behavior, and there is reason to believe that unusual circumstance may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in life-threatening situation or has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

Students who reside in on-campus housing who are non-emancipated and under 18 years of age are advised that a custodial parent or guardian must be notified within 24 hours after the student is determined missing in addition to notifying any additional contact person designated by the student.

Procedures for Designation of Emergency Contact Information

Students will be given the opportunity during their onboarding process to indicate emergency contacts. Those contacts can be updated at any time with the Office of Student Life. The individual or individuals listed as emergency contact will be contacted by the College no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth in this policy. A designation will remain in effect until changed or revoked by the student. Contact information provided by students will be registered confidentially, will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of missing person investigation.

Official Notification Procedures for Missing Persons

Any member of the College community who has information that a residential student may be a missing person must notify a member of the Department of Campus Safety (ext. 6111) as soon as possible.

The Department of Campus Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, with whom the student might meet, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.)

The Office of Student Life will be notified and will aid in the search for the student by checking Maxient for recent reports, communicating with faculty to determine last days of attendance, and monitoring social media accounts for recent communications. The Office of Student Life will assist Campus Safety in any other ways determined necessary by the Director of Campus Safety and the Dean of Student Life, including accessing a student's residence for a welfare check.

No later than 24 hours after determining a student is missing, the Department of Campus Safety will contact local law enforcement regarding the missing student, unless the local law enforcement agency was the entity that made the determination that the student was missing.

If the Department of Campus Safety receives a report of a missing student, and upon investigation determines that a student has been missing for more than 24 hours, within the next 24 hours the Department of Campus Safety and/or Office of Student Life will:

1. Notify the individual identified by the student to be contacted in the circumstances;
2. If the student is under 18 years of age, notify a parent or guardian;
3. In cases where the student is over 18 years of age and had not identified a person to be contacted, the appropriate law enforcement agency with jurisdiction will be notified.

In the event (1) or (2) do not apply to a student determined to be a missing person, the appropriate law enforcement agency with jurisdiction will be notified. In all cases, the College reserves the right to contact the designated missing persons contact and/or emergency contacts as appropriate.

If a student is located through any of the attempts by Campus Safety or the Office of Student Life, a determination will be made on their health and well-being. If necessary, a referral to Counseling, Health Services or other appropriate offices and resources will be made at that time. The Office of Student Life and Campus Safety will also encourage the student to make contact with the individual who initiated the Missing Student Protocols.

B. Student Written Complaints

Sweet Briar College has specific processes for students to seek resolutions to issues they have experienced about any aspect of their academic or student life. Students are required to complete these processes (listed below) and/or to address the issue with the student, faculty, staff member, or senior administrator involved in order to seek resolution prior to filing a formal written student complaint.

Specific Policies and Procedures:

1. Violation of the Student Honor Code or Academic and Non-Academic Standards of Conduct

The academic and non-academic judicial processes are in place to uphold the College's honor code and judicial system. For more information about the judicial system and its procedures, refer to Section IV of the Student Handbook located on the Student Life website (<http://sbc.edu/student-life/>).

2. Violation of College Policies

The College has established policies concerning student code of conduct, alcohol, drugs, smoking, hazing and standards of behavior, anti-discrimination, harassment, sexual violence (Title IX), and computing. For more information about the procedures governing college policies, please refer to the appropriate sections of the Student Handbook.

3. Title IX

Detailed information about specific policies and procedures for Title IX can be found at <https://sbc.edu/compliance/title-ix/> and in section V of the Student Handbook.

4. Anti-Discrimination Policy

Members of the Sweet Briar community may not discriminate against any other person. Actions and words, whether written or spoken, that embarrass, target, or threaten others because of their race, national origin, gender identity, gender expression, sexual orientation, religion, occupation, physical or intellectual ability level, socioeconomic status, or ethnic group hurt all of us. Detailed information about reporting discrimination can be found at <https://www.sbc.edu/compliance/anti-discrimination-policy/>.

5. Specific processes for complaints regarding the College's computing policies, refer to the College's academic computing webpage (<https://www.sbc.edu/live/files/1202-computing-policiespdf>).

Appeals Policies

- For appeals procedures for the policies listed above, please refer to those specific policies.
- For the College's Grade Appeal Policy, please refer to the Academic Policies and Procedures section of the [Academic Catalog](#).
- To appeal a parking ticket, please refer to the [Campus Safety webpage](#).
- To appeal a special housing accommodation request, please refer to the [Accommodations webpage](#).
- For Campus Safety's [Silent Witness Form](#), please refer to the [Campus Safety webpage](#).

Formal Written Complaints

Should a resolution using the above process not be possible, a student has a right to submit a formal student written complaint and to have their complaints received, appropriately heard in a timely manner in accordance with college policies and procedures, and resolved fairly and expeditiously without fear of coercion, harassment, intimidation, or reprisal from the College or its employees.

All formal written student complaints must be filed using the Written Student Complaint Form. To access the site, students, faculty, or staff must login to <https://my.sbc.edu/> using their email username and SBC Services (for my.sbc) password. Paper copies are also available in the office of the administrator of the complaint procedure located in Human Resources in Prothro. The administrator of the complaint procedure will be available to meet to assist in filing complaints.

All formal written student complaints will begin with this process. Once a completed complaint form has been submitted, an acknowledgement of receipt will be sent. Once the administrator has investigated the matter, each complaint will receive a written response within 10 business days. The response will either provide a resolution or else identify the need for additional time to research the issue. Confidential files of the investigation and record of each case will be housed in the office of the administrator of the complaint procedure.

In the event that a formal complaint is filed against the College alleging discriminatory treatment by the College or other violation of law or regulation by the College, then the complaint will be referred to the Director of Human Resources, for further handling and response. A response will be provided in the time required under the relevant law or regulation, but if there is not such timeframe, then in 10 business days. The response will either provide a resolution or else identify the need for additional time to research the issue. The records of such a complaint will be housed in the office of the administrator of the complaint procedure.

The office of the administrator of the complaint procedure is located in Prothro. The email address is studentcomplaints@sbcc.edu. The office of the administrator of the complaint procedure serves as the permanent repository for all complaints generated by the written student complaint process.

C. Class Attendance

1. Students are expected to attend all classes as scheduled.
2. The College supports the absence policy that each faculty member has outlined in their syllabus. These policies vary and students are responsible for knowing the policy for each class.
3. Student-athletes and riders must work out an attendance contract with each of their instructors each semester. At that moment, you should also discuss the impact of additional absences (e.g. due to illness or injury, family emergency) in the context of missed classes for athletic or riding events.
4. Other students who will be away from campus to represent the College are expected to inform faculty well in advance of all anticipated absences and make arrangements for course requirements. This is also a good time to discuss the impact of additional absences (e.g. due to illness or injury, family emergency) in the context of missed classes for these events.
5. Faculty are usually quite willing to work with students who have been ill or encounter other extenuating circumstances; however, four or more absences are generally deemed excessive and per their attendance policy, grades may be affected. Any student that has excessive absences is expected to work with the Dean's Office to determine a successful academic path.

The Dean's Office does not approve nor excuse students missing class due to illness or to attend or participate in an SBC event or tradition, including athletic events. The Dean's Office will, however, confirm known absences and receipt of appropriate documentation so that students don't need to share private information with multiple individuals across campus. The Dean's Office notifies faculty and select staff/administration (if appropriate) of a documented absence when they:

1. Receive documentation from the Health Center, urgent care, emergency room, or physician stating that a student needs to be out of class; or
2. Are informed of a family emergency that requires a student to be away from campus for several days. When there is a death in the family, students are also asked to provide a copy of the program or obituary for their file.

Such a Dean's Office notice to faculty does not mean that such absences are excused.

Travel arrangements to and from campus at the beginning and end of the semester should be made in accordance with the academic calendar, including the dates for final exams.

If you have any questions or concerns, please contact the Dean's Office by phone (434-381-6205) or email (dean@sbcc.edu), or stop by (1st floor of Fletcher Hall) Monday through Friday from 8:30 a.m. to 5 p.m.

D. Alcohol, Illegal Drugs and Smoking

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101226) require applicants for federally funded grants and contracts or student loans to implement a “program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Sweet Briar College fully intends to be in compliance with this law.

This sets forth the College policy regarding student drug and alcohol use and the unlawful possession of controlled substances.

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:

1. The decision to drink is an individual one that should be made responsibly and in accordance with College, local, state and federal regulations.
2. 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.
3. No individual should be coerced or encouraged against their wishes to use alcohol. Non-alcoholic beverages must be available at all events where alcohol is being served or offered.
4. The College is committed to providing ongoing education and assistance to students regarding the use and abuse of alcohol.

5. 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:

1. 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.
2. That alcohol cannot be served to any person whom is known or believed to be intoxicated.
3. 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.
4. 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.
5. That those who serve alcohol at your event must be 21 years of age or older.
6. 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.
7. Publicity for an event may not include the availability of alcoholic beverages.
8. When alcohol is present, the host (event sponsor(s) and/or resident(s) of a room) must be 21 years of age or older and not be consuming alcohol before or during the event.

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

General Regulations and Guidelines

1. 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.
2. 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.

3. Alcohol may not be used as a prize for any contest, nor are games allowed which emphasize drinking alcohol, i.e. drinking contests.
4. The possession or use of beer kegs is not permitted. This includes cardboard kegs and beer balls.
5. 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.).
6. 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
- At College events where alcohol is served or made available
- Open events/College-controlled public spaces are defined as events that are open to Sweet Briar students, their guests and students from other colleges, in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are the Prothro dining rooms, café, outdoor dells, the Vixen Den, the Boathouse, and other areas as approved by the dean of student life, the vice president for finance and administration, or designee.

Regulations Governing Open Events/College-Controlled Public Spaces

1. Any approved student organization (e.g. CEO, a class, club, etc.) or the Office of Student Life or other College office may sponsor open events in College controlled public spaces.
2. A space reservation for open events must be obtained from the appropriate office within fourteen (14) working days prior to the scheduled event.
3. 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 Vixen Den or the Boathouse, the dean of student life, the vice president for finance and treasurer or vice president for administration and legal counsel or designee, will make decisions regarding distribution and consumption of alcohol on an event-by-event basis.
4. Residence hall public areas can be utilized by Sweet Briar students 24 hours a day/7 days a week for impromptu gatherings without alcohol. At all times students must respect the rights of other students and the residents of a particular area.

Alcohol Poisoning

Over the past several years, institutes of higher education have engaged more and more in conversations regarding alcohol poisoning among college students. Alcohol poisoning is “a serious—and sometimes deadly—consequence of drinking large amounts of alcohol in a short period of time. Drinking too much too quickly can affect your breathing, heart rate, body temperature and gag reflex and potentially lead to a coma and death. A person with alcohol poisoning needs immediate medical attention. If you suspect someone has alcohol poisoning, call for emergency medical help right away (<https://www.mayoclinic.org/diseases-conditions/alcohol-poisoning/symptoms-causes/syc-20354386>).

Because alcohol poisoning is a potentially fatal condition and because campus staff are not qualified to determine whether or not a student has ingested enough alcohol to meet the minimum level of blood alcohol content that would indicate alcohol poisoning, any student exhibiting signs that a reasonable person would determine as being potentially life threatening and/or meeting the threshold for alcohol poisoning (<https://www.abc.virginia.gov/library/education/pdfs/college-guide.pdf?la=en>) will be transported by the college’s local emergency services to Lynchburg General Hospital for treatment. All expenses associated with transportation and emergency room care will be absorbed by the student. The student must also identify and pay for transportation back to campus.

Under Virginia Law (1998), Congress gave colleges and universities the ability to disclose alcohol or controlled substance violations to parents. The college may exercise the right to contact the parents of a student under 21 if drug or alcohol laws have been violated (Virginia’s Guide for Parents of First-Year College Students).

Illegal Drugs

Students are expected and required to be in appropriate mental and physical condition for pursuing a course of study at Sweet Briar. As such, students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.

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. 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.

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 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.

Health care and counseling services are available to students. If the situation warrants, a referral can be made for long-term care at an in or outpatient facility.

Students who are placed under observation, hospitalized and/or need medical assistance due to substance use/abuse will be referred for an assessment.

Students convicted of any criminal or administrative drug or alcohol offense shall report it to the Dean of Student Life within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.

Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College or risk removal from the College.

The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced. The most recent biennial report can be requested by contacting studentlife@sbc.edu.

Federal, state and local law enforcement officials, including the Department of Safety and the Office of Student Life, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.

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. Students found responsible for drug violations are subject to receiving a full range of sanctions through the Judicial Process as outlined in the Student Handbook.

Policy Update/Notification July 2021

On July 1, 2021, Virginia law regarding the legality and use of marijuana changed.

However, the federal Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and its employees on its property and as part of any of its activities.

The College will continue to adhere to the federal law prohibitions for students, employees and visitors. For this purpose, College property includes all residences on college-owned land (whether the individual owns or rents the house on the land) and the Elston Inn and Conference Center. For clarity: The use, growing or possession of marijuana anywhere on campus is prohibited.

Smoking

In Virginia, the minimum age to buy tobacco and vaping products is 21. “Secondary smoke” has been determined to be harmful to health. Smoking, including, but not limited to, any tobacco products and electronic cigarettes, is NOT permitted in any College facility and is prohibited within 50 feet of any academic, administrative or residential building.

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

Although not a violation of the Smoking or Drug policy, please be aware that students who present a strong odor of marijuana, particularly within a residence hall, especially after multiple reports, may be subject to Judicial review for Disruptive Behavior.

E. Anti-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 exceptions exist under subpart C86.15 (a). The Title IX Coordinator is currently Kathy Bradley, Director of Human Resources. She is available via phone and email at (434) 381-6478 or kbradley@sbc.edu.

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.

Anti-Discrimination and Equal Opportunity Policy

Sweet Briar College, while exempted from Subpart C of the Title IX regulation with respect to its admission and recruitment activities, does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, sexual orientation, or veteran status in the operation of its educational programs and with respect to employment. All members of the community should be free from being subjected to discriminatory behavior.

It is a violation of this policy for any member of the Sweet Briar community to discriminate against any other member of the Sweet Briar community. Retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

Any person who feels that he or she has been the subject of any form of discrimination, harassment, sexual violence or bullying by any member of our community—including faculty, staff or another student—may report that in one of the following ways:

- Any member of the community may contact the Title IX Coordinator, Kathy Bradley, at kbradley@sbc.edu or 434-381-6730.
- Faculty and staff may also contact the Office of Human Resources at hr@sbc.edu or 434-381-6140.
- Students can email studentcomplaints@sbc.edu, which is administered by the Office of Human Resources.
- Students may also submit a complaint using the online complaint form. To access the form, students must login to <https://my.sbc.edu/> using their email user name and my.sbc password and click on the “Student” tab. The Office of Human Resources administers the complaint procedure and will be available to meet to assist students in filing complaints.

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

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

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

Reasonable Accommodations for Individuals with Disabilities

In compliance with various state and federal laws providing for nondiscrimination against individuals with qualified disabilities, including the Americans with Disabilities Act (and its amendments) and Section 504 of the Rehabilitation Act of 1973, Sweet Briar College is committed to providing reasonable accommodation for such individuals who can successfully pursue the College's academic program or successfully fulfill the essential requirements for his/her job. Sweet Briar recognizes its responsibility to provide individuals with disabilities with equivalent access while maintaining the standards that are essential to the academic program.

Reasonable accommodations are assessed and made on an individual basis. Any request for accommodation will be evaluated to determine whether such accommodation will create an undue hardship. It is the policy of Sweet Briar College to:

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

Procedures for Requesting an Accommodation

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

F. Responding to Media Requests

What to do if a news reporter contacts you:

First and foremost, remember that you are in the leadership position and in control. There is no need to feel like you have to answer a reporter's inquiry or questions. In fact, the preferred course of action is to say or write: "Thank you for your interest. I will pass on your request to Sweet Briar's Office of Communications, and their staff will be in touch with you."

If the nature of the reporter's question is not focused on Sweet Briar and you wish to respond, here are a few guidelines and tips:

- Always remember that as a Sweet Briar student (and then an alumna), you represent the College wherever you go and in your choice of words and actions. This same principle will apply for your future employers, too.
- It's a best practice to pause and think through what you'd like to say to a reporter and examine the impact it could have on various areas such as your academic, personal and professional life. Reporters always have an angle, but remember that you are in control and can make the point that you want to make.
- Be kind, courteous, well-spoken, succinct, respectful and non-judgemental. Use your knowledge of facts and your intuition on what feels right and wrong to share. Less is more. Do not feel pressured to answer a question, especially if you are unsure of the answer.
- Think about who will see or read your statements or watch your interview. Remember that it will be published on the Internet. Be calm, confident and true to yourself.

If you have any questions or would like to learn more about media relations, contact the Office of Communications.

G. Fundraising

For All Fundraising

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

6. Crowdfunding accounts and any similar initiatives are prohibited. Refer to next section for more information.

Non-compliance with these guidelines may result in the College's refusal to host or support organizational or individual fundraising in our campus community. The College reserves the right to impose additional restrictions and/or requirements with respect to specific fundraising activities as appropriate.

Fundraising to Benefit Sweet Briar College

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

Fundraising to Benefit an Established Non-Profit (charity, school, foundation, etc.)

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

1. Student-led appeals that involve solicitation in student residences should be approved through the Office Student Life.
2. Solicitations should be made in person among colleagues and/or classmates who know each other.
3. Be selective about who you approach; focus on people who have shown interest in what you are offering, those who have purchased from you before and those from whom you have purchased items or services yourself.
4. Make in-person appeals during work breaks or lunch/meal hours.

5. If you are a supervisor, people who work on your team may feel a pressure to support your efforts; this is also true for faculty-student relationships. Those in positions of supervision or authority should be extremely sensitive to this possibility.
6. A brochure and order form left in community space (office kitchen/galley, break room, lounge, etc.) is acceptable.

Fundraising for the Benefit of an Individual (student, community member, etc.) or a Business

1. Neither individuals (regardless of affiliations with the College) nor private, commercial organizations may sell or promote the sale of products or services on College owned, operated, or controlled property except
 - a. Individuals or organizations with whom/which the College has entered into a written contract to lease space or facilities.
 - b. Individuals or organizations authorized in writing by the College to engage in the sales of goods or services for the benefit of a recognized Sweet Briar group or organization.
2. The College does not allow fundraising for an individual's crowdfunding accounts or benefit (for example, selling raffle tickets or asking for loose change to benefit a specific person, selling one's goods or services without a return donation to a College organization, etc.).
3. Vendors or individuals not sponsored by a campus organization or department wishing to sell on-campus for their own benefit or profit must be approved by the Vice President for Finance and Treasurer or his/her designee. Prevailing facility rental rates will apply for any space desired.
4. As part of an established SBC effort (e.g. Bum Chum Bazaar, products from the Sweet Briar Community Garden), outside organizations or outside individuals wishing to sell or solicit on campus must secure written permission through their sponsoring SBC organization. The Office of Student Life has a form and a process in place that should be used for when external groups or vendors are brought on campus to sell their goods or services.
5. The College reserves the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including, without limitation, requirements that such parties furnish evidence of insurance coverage acceptable to the College and/or agree to indemnify the College and College personnel against liabilities arising from their acts or omissions. For further information, consult with the Vice President for Alumnae Relations and Development prior to initiating any effort.

H. Hazing and Standards of Group Behavior

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

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

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

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

It also interferes with the academic mission of the College and the intellectual life of a community of scholars. The College has a moral and ethical obligation to punish hazing when it occurs. There is also a legal obligation as well. Virginia state law {§18.2-56} declares:

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

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

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

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

Individual and Group Responsibility

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

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.

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 Judicial process. 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.

Groups

1. The Non-Academic Judicial Committee will adjudicate violations of the hazing policy by an identifiable or recognized group. Sanctions will generally fall into one of three classes as described below in Section II, with the Judicial Committee to make the decision as to which class or sanction within a class will be administered as pertains to groups. The College reserves the right to adjudicate through the administrative review process.

2. All college-approved clubs and organizations (COs) will annually review the College Policy on Hazing & Standards of Group Behavior with the Inter-Club Council and the Judicial Committee; both the advisor and the designated head of the organization are required to return an acknowledgment to the Office of Student Life that they have read the Hazing Policy and discussed it with members of the group or organization. Each College-approved club and organization will include in its by-laws a statement about adherence to the College Policy on Hazing & Standards of Group Behavior and must keep an updated copy of the CO constitution and by-laws. These rules and violations will be drawn up and made part of the group's by-laws in consultation with Inter-Club Council.

Presidential Review

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

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.

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 or signs that are obscene or that negatively impacts on the academic mission of the College. Activities held on Sunday-Thursday night must end by Midnight and activities on Friday and Saturday night by 2 a.m.
2. Explicit or implicit or coercion of a person to use their 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:

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

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, written, or cyber 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. Intentionally stranding or leaving another person in a place as to cause physical or psychological harm, or substantial emotional strain.
5. Spraying, painting, pelting, or anointing a person with any substance outside of an organized athletic or academic context.
6. 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:

1. Compensatory service, in the range of 20-30 hours.

2. 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.
3. Limits placed on CO activities.
4. Revocation of CO funds, or club fine or restitution.
5. Disciplinary action by the College, which may include disciplinary probation or suspension of an individual or individuals from the College.

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 & Non-Academic Conduct. [Such violations include, but are not limited to: dishonesty; lying; cheating; stealing; disrespect of property (which includes illegal entry and/or "trashing" of another student's room); assault or infringement of another person's privacy, including unauthorized listening to another student's voicemail, 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. Abduction or kidnapping another person.
6. Any action, which puts another person in danger of peril.
7. 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.

Reporting and Investigation Procedures

An alleged violation of the Policy on Hazing & Standards of Group Behavior may be reported by any student to the Office of Student Life (Dean of Student Life or Director of Student Engagement), the judicial committee, or the Inter Club Council (ICC).

Virginia State Law {§ 18.2-56} declares:

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless

the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

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

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

I. Involuntary Administrative Withdrawal

Student Conduct

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 College or the Dean of Student Life reasonably determines that a student is:

1. Engaging in, or threatening to engage in, behavior that risks physical harm to others, and/or
2. Through their conduct there is an observation of actions and/or statements that indicate safety and/or code of conduct issues; in this case, an individual assessment may be required that will be made in consultation between College staff with an external professional who is qualified to interpret the evidence, and/or
3. Failing to adequately care for herself or otherwise satisfy personal needs that reasonably could result in serious physical harm or death to others, or engaging in or threatening to engage in behavior that may cause significant property damage, may impede the lawful activities of others, or may interfere with the educational process and the orderly operation of the College, then the student will be involuntarily administratively withdrawn until such a time that the student can satisfy the College that they are no longer a threat.

Any of the above circumstances will support a required involuntary withdrawal when based on an individualized assessment of the current available information, in consultation with qualified professionals as appropriate. Then the student will be involuntarily administratively withdrawn until such a time that the student can satisfy the College that they are no longer a threat to themselves.

This policy and associated procedures do not take the place of sanctions associated with a student's behavior that is in violation of College policies, standards, or regulations. This policy is to be invoked in circumstances in which, in the discretion of the Dean of Student Life and/or Dean of College, the conduct board process cannot be used or is not appropriate, or the student is unable or unwilling to request a voluntary withdrawal and the Deans or designee deems a withdrawal necessary to protect the health and safety of the campus community or the integrity of the learning environment and campus programs and activities.

Consideration of Information

Upon learning of a student's behavior that may support a required administrative withdrawal, the Deans or designee will notify the student that a required administrative withdrawal is under consideration and will afford the student an opportunity to discuss the behavior and circumstances. The Deans or designee will discuss with the student the implications of a required administrative withdrawal and the relevant procedures, and will provide the student with a copy of this policy. Whenever possible and appropriate, the Deans or designee will encourage the student to take a voluntary withdrawal from the College. The Deans or designee may involve a parent, guardian, or spouse in this process, either with the student's consent or, when the Deans deem it appropriate and in the student's best interest to do so, in accordance with the College's policy on the privacy of student education records.

The Deans or designee, as appropriate and feasible, also may confer with College officials, or others as appropriate to the circumstances, regarding the need for a required administrative withdrawal under this policy.

The Deans or designee may require an evaluation of the student's behavior and any relevant physical/mental conditions by an appropriate health professional if the Deans or designee believes that an evaluation will facilitate an informed decision.

Imminent Threat

In cases involving an imminent threat to health or safety, the Deans or designee has the discretion to take immediate action to remove the student from campus pending receipt and review of all relevant information.

Opportunity to Provide Information

Prior to the final decision by the Deans or designee, and as appropriate, the student will be provided the opportunity to fully and completely discuss her/his situation, provide to the Deans or designee all information she/he deems relevant, and review and comment on all documents, information, and statements considered by the Deans or designee regarding the proposed decision, unless the Deans or designee reasonably believes that the student's review of certain documents, information, and statements would be detrimental to the student's condition or treatment. The student may submit an independent professional physical/mental health review for consideration by the Deans or designee.

Decision on Withdrawal

Following these consultations and the review of all relevant information available, the Deans or designee will make a decision regarding a required administrative withdrawal. At any time prior to the Dean's or designee's decisions, the student may choose to take a voluntary withdrawal.

- Administrative Withdrawal Required

If the Deans or designee determines that a required administrative withdrawal is warranted, following an individualized assessment of the current available information and consultation with qualified professionals, as appropriate, the Deans or designee will give the student written notice of the determination, including the beginning date of the withdrawal and the steps that the student must take to request readmission. The Deans or designee's decision to require an administrative withdrawal may be appealed as provided in this policy. The student must leave campus within the time frame established by the Deans or designee in the withdrawal notice. During the duration of the withdrawal, the student may visit campus only with prior written authorization from the Deans or designee. The Deans or designee may notify a parent, guardian, or spouse of the withdrawal, either with the student's consent or, when she/he deems it appropriate and in the student's best interest to do so, in accordance with the College's policy on the privacy of student education records.

- Administrative Withdrawal Not Required

If an administrative withdrawal is not required, the Dean or designee will notify the student of the decision, and may impose specific conditions and/or requirements for the student to remain enrolled and present at the College, after an individualized assessment of the student's situation. One of the

requirements may be a behavioral contract. Non-compliance with such conditions/requirements will result in reconsideration or a required administrative withdrawal from the College.

The Deans or designee may notify a parent, guardian, or spouse of the specific conditions and requirements for the student's continued enrollment, either with the student's consent or, when he/she deems it appropriate and in the student's best interest to do so, in accordance with the College's policy or privacy of student education records.

Appeal

If a student is involuntarily withdrawn, they may appeal to the President of the College in writing within 72 hours of the time that the College provides them with notice of the involuntary withdrawal. Only one appeal is permitted. However, the College may extend the opportunity for further appeal 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 purpose 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.

Nondiscriminatory Application of Policy

The College will apply all College policies and associated procedures in a nondiscriminatory manner, in consultation with qualified professionals, as appropriate. Each determination is based on an individualized assessment of a student's situation, including observations of student conduct, actions, and statements and their impact on others and the campus community, not on mere perceptions or speculations, and what is in the best interests of the student, the campus community, and the College.

J. Campus Posting Policy/Signage

The following policy has been created to help establish appropriate guidelines and protocols regarding the posting of flyers and other forms of advertisement for campus events and programs. All students, and student organizations, should follow these guidelines when posting materials around campus.

Chalking:

Chalking is permitted on campus grounds. Any chalking must be placed on horizontal surfaces that can be hit by the rain (i.e. sidewalks, but not building walls) and should not be placed on stone, cobblestone, or marble surfaces, even if they are horizontal. Chalking must be done with sidewalk chalk, other forms of chalking such as chalk pens or chalk paint are prohibited. All chalking is expected to be respectful and in line with all College policies regarding appropriate behavior. Any individuals or student groups found violating these guidelines will be subject to disciplinary action through the code of conduct and/or ICC.

Flyers:

Any flyer posted on the Sweet Briar campus by a student, or student organization, MUST first be approved through the Office of Student Life. Students should bring their flyer to the Office of Student Life prior to making copies (the Office of Student Life will only stamp 1 flyer per design). Upon approval, the Office of Student Life will stamp the flyer with an approved through date, indicating how long the flyer may be posted. Once approved, the following guidelines should be followed:

- Flyers promoting a specific campus event or program will be approved for no longer than a two-week period.
- Flyers should include the sponsoring organization's name, event, date, time, and location.
- General flyers promoting campus departments, services, or other College initiatives may be approved for no longer than one month.
- Flyers should be posted on solid walls and approved bulletin board. They should not be affixed to windows, glass surfaces, doorways, or in stairwells.
- The Office of Student Life reserves the right not to approve any flyer that promotes alcohol or drug use, has explicit language, or is disrespectful of another individual, club or organization, or is generally negative in nature.
- The student, or student group responsible for the flyer is expected to remove all flyers at the end of their approval period.
- The Office of Student Life reserves the right to remove any flyer that does not have a valid approval date clearly marked on the flyer.
- The Office of Student Life reserves the right to move or remove any flyer posted in a space that is prohibited.
- Students and student groups found violating the flyer posting guidelines will be subject to disciplinary action through the code of conduct and/or ICC.

Student Life recommends that students make approximately 40 flyers, which should be enough for all RA's to post on their floors and the major gathering locations throughout campus.

K. Weapons

Sweet Briar College seeks to maintain a safe environment for its students, employees, and visitors by minimizing the risk of violence by use of a weapon and destructive device on College property and within College facilities.

Except as expressly provided herein, the possession, storage, or use of any weapon on College property or within any College facility by any person, except a law enforcement officer or a Sweet Briar College Campus Safety Officer is 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.

“Weapon” means:

1. any gun, bow, or crossbow, or other weapon designed or intended to propel a missile or projectile of any kind, including any pistol, revolver, rifle, musket, or long gun, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material;
2. any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack;
3. any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuka, nunchuck, nunchaku, shuriken, or fighting chain;
4. any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or
5. any weapon of like kind, to include but not limited to, Tasers.
6. any object that is considered a weapon by a reasonable person.
7. any object, including those typically not considered a weapon by a reasonable person, but which is used as a weapon or used to threaten or intimidate another individual.

Exception

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.

L. Service Animal and Emotional Support Animal

ADA Compliance

In accordance with the requirement of 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 (ADA), Sweet Briar College will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Sweet Briar College does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Department of Education, the U.S. Department of Justice and the U.S. Equal Employment Opportunity Commission.

No otherwise qualified individual with a disability in the United States, as defined in Sec. 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

ADA/ADAA

Sweet Briar College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal law. This policy governs the use of service animals and emotional support animals on campus by persons with disabilities. Service animals may accompany persons with disabilities on campus in accordance with this policy.

A disability under the Americans with Disabilities Act (ADA) is a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment. Employees, prospective employees, or visitors that have a disability that is covered under the Americans with Disability Act and require reasonable accommodations can contact the College’s 504 Officer in the Office of Human Resources. To request reasonable accommodation, employees should complete the Request for Reasonable Accommodation Form and submit it to the Office of Human Resources.

SERVICE ANIMALS

Service animals are working animals and are restricted to dogs (or miniature horses in some situations) that are specifically trained to engage in work or a task directly related to support their handler’s disability. Examples of such a task may include, but are not limited to guiding an individual who is blind, alerting an individual who is deaf, pulling a wheelchair, or alerting an individual with diabetes if they need to take insulin. Any other animal, whether wild or domestic, trained or untrained, is not a service animal.

Dogs that serve solely to provide a crime deterrent effect, or to provide emotional support, comfort, or companionship are **not** service animals under the law. Access of service animals on

campus is controlled by the Americans with Disabilities Act (ADA) and laws of the State of Virginia.

Service animals have the same rights of access anywhere on campus, in accordance with their handler's rights to access, with limited exceptions based on health or safety issues, such as certain laboratories, animal research facilities, certain medical facilities and food preparation areas. Service animals are considered an extension of their handler and should be with that person and leashed or harnessed at all times, unless there is a disability related reason why a leash, harness or tether is not possible. If the handler will be absent from campus, the service animal must accompany them. Proxies are not permitted for service animals.

Service animals are not required by law to wear a vest or harness designating them as a working animal, although many handlers wish to do so to signal to others that their animal is working and is not to be considered a pet. There is no state or federal registry of service animals, or agencies that provide approval.

The College, and its employees are not permitted to request or require documentation of the handler's disability status or of the service animal's training. If it is not readily apparent that an animal is a service animal, College personnel may ask only the following questions: "Is the animal required because of a disability?" and "What work or task is the animal trained to perform?" Failure to answer these two questions can result in exclusion of the animal. The handler cannot be required to produce a special identification card or training documentation for the service animal, or be asked for the service animal to demonstrate its ability to perform the designated work or task.

The handler is responsible for the care, supervision, and behavior of the service animal. A service animal can be removed from campus if it is out of control and the handler does not take effective steps to regain control of the animal. Service animals can also be removed from campus if it poses a threat to the health or safety of others, interferes with the College's programs and activities, or would fundamentally alter the nature of the program and service. The Assistant Dean of Student Success and the Academic Resource Center Manager will determine if it is appropriate for a service animal to be removed from campus.

SERVICE DOG IN TRAINING

Students who wish to bring Service Animals in Training to SBC facilities must adhere to the following regulations:

- Trainers who are training service dogs for a legitimate organization/agency and who wish to bring those dogs into Sweet Briar College facilities must seek approval from the Director of Student Success & Accessibility Services before entering facilities.
- Generally only adult dogs are recognized as being "in training" to provide disability-specific assistance, and only after they have completed an earlier period of socialization (obedience training, being house broken, acclimation to public places and every day activities as pets).

- Dogs/puppies in obedience training and socialization of puppies who later may become a service dog in training are not considered Service Dogs in Training. Generally, Service Dogs in Training are 18-24 months of age when they begin Service Dog Training. Sweet Briar College will not consider dogs younger than 10 months of age as Service Dogs in Training.

A Service Dog in Training may be any breed or size. The Service Dog in Training must be accompanied by a person who is an experienced trainer of service dogs from a legitimate service animal training agency/organization. Documentation for the Trainer and the Service Dog in Training will be required from the Service Dog organization/agency as part of this process. The Service Dog in Training must wear a harness, backpack or vest, which must:

1. be clearly and visibly identify the accredited service dog agency/organization;
2. specify the dog is a Service Dog in Training;
3. be worn at all times.

Emotional Support Animal Policy

Under the Fair Housing Act (FHA) a person with a disability may keep an emotional support animal in the individual's dwelling (residence hall) when there is an established need for the therapeutic nature of the animal that is connected to the individual's disability. The following policy only addresses the presence of emotional support animals (ESAs) in the residence hall.

Emotional Support Animals in Sweet Briar College Residence Halls

An ESA provides emotional support to a person with a mental health disability who has a disability-related need for such support. The ESA is indicated as necessary for an individual with a disability by an appropriate and relevant healthcare professional. An ESA does not need to be trained to provide a service or a task and does not accompany a person with a disability at all times. ESAs are permitted **only** in the individual's **assigned** residence hall room and outdoor spaces.

An ESA may be a reasonable accommodation for a student with a mental health disability but only within the student's dwelling. Students may qualify for this accommodation if:

- 1) The student has a documented mental health disability
- 2) The animal is necessary to afford the student with a disability an equal opportunity to use and enjoy their dwelling; and
- 3) There is an identifiable and documented nexus between the mental health disability and the assistance that the animal provides, determined by a reliable health care professional (please see the ESA Provider Verification form.)

Sweet Briar College is concerned about the growing number of questionable website services that offer to create “ESA letters” for a set price, based on nothing more than answers to an online survey, a limited phone consultation, or other electronic means. Such letters will rarely provide the information necessary to support your request for accommodation, and are not viewed by the institution as a reliable source of information.

If the Provider Verification form or other documentation does not have sufficient information for Accessibility Services to determine whether an accommodation is necessary, Accessibility Services will inform the student in writing of the verification’s insufficiency and may request additional information, including speaking directly with the professional supplying the third-party verification, within 7 business days of receiving the Verification, unless under exceptional circumstances.

The College will consider only those ESAs permitted by local and state laws and conform to standards within this policy.

Generally, only one ESA can be approved for a student in order to fulfill the intent of the FHA requirements in providing support to the student with an emotional disability.

Generally, only one animal can be approved for residents in a given housing unit.

A student may be approved for an ESA but not for a specific animal, if the specific animal is deemed inappropriate for College housing.

Housing qualifications for ESAs are as follows:

- No animal over 25lbs may be approved for a Single dorm room
- No animal over 45lbs may be approved for a Double dorm room
- No animal over 65lbs may be approved for a Suite dorm room or Green Village apartment

Animal weight must be verified by veterinary record. The College is not responsible for additional costs that may come with the need for a larger dorm space.

The College has determined that the residence hall setting, in most cases, is not an appropriate environment in which to raise a puppy or kitten. Therefore, dogs and cats must be at least one year and six months of age, be spayed or neutered, have received current and updated vaccination reports (Dogs: Rabies, Bordetella, DHPP), (Cats: Rabies, FVRCP), have updated heartworm and flea and tick prevention, register and receive tags from Amherst County (dogs only), and have a completed suitability letter that speaks to the animal’s temperament (dogs and cats) before they can live in-residence in College housing. All vaccinations, heartworm prevention, and flea and tick prevention must be kept up-to-date. The student must have owned the animal for at least six months before the animal can be brought to campus.

*Please note that the dog tag cost is \$5 and must be paid to Amherst County. In order to receive the dog tag, you must present updated vaccination records for the dog. The dog tag must be worn at all times. The address is: 100 Goodwin St. Amherst, VA 24521.

Students who wish to explore bringing an ESA to live in Sweet Briar College housing should contact Accessibility Services to learn about the kind of information that must be submitted to the College to request approval. After this, all information will be reviewed by Accessibility Services staff.

Emotional Support Animal designation must be determined prior to bringing any animal to campus. Therefore, the College requests that the student provide the request before the given deadline for each semester. There will be a set deadline for each semester. If a student misses the deadline, their application will not be considered until the following semester.

The ESA form requires a photo of the animal, an updated vaccination report (as appropriate for the animal), proof of heartworm and flea and tick prevention, proof of all necessary supplies, and a suitability letter. Vaccinations, heartworm prevention, and flea and tick prevention must be kept up to date the entire time the animal is in residence in College housing. Sweet Briar College cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request was received.

The Academic Resource Center Manager will be the sole reviewer of documentation, communicate with the appropriate professionals who can provide relevant information, and make determinations. The determination of whether or not an ESA will be permitted in on-campus housing will be made on a case-by-case basis.

Once the ESA application has been approved, the Academic Resource Center Manager will notify the student and let them know the next steps to getting the particular animal approved. For all animals, this includes submitting a full body picture of the animal and photo proof of all necessary supplies. For dogs and cats, this also includes proof of weight, proof of how long the student has owned the animal, proof of flea/tick and heartworm prevention, proof of required vaccinations, and a completed suitability letter. The Academic Resource Center Manager and the ESA Committee will review this material. If an ESA application is denied and the student would like to appeal that decision, appeals should be sent to the Assistant Dean of Student Success.

No animal may be kept in College housing at any time prior to the student receiving approval as a reasonable accommodation pursuant to this Policy. Any animal found in housing without authorization will be ordered removed at the student's expense, will be subject to housing fines, and the student will be considered in violation of the Student Code of Conduct. Housing fines are as follows: \$150 fee for non-approved animal, \$50/day for each subsequent day the animal remains on campus without approval from the Academic Resource Center Manager. Bringing the animal before approval will result in the animal never being approved as an ESA and the possibility of the student never getting approved for a different ESA.

Once an ESA has been approved, the Academic Resource Center Manager will notify the student. A Housing staff member will then contact the student for additional details and, along with the student's other residential life preferences or needs, determine a housing option for the student. Students should note that housing options may be taken into consideration as the College balances appropriate accommodations for students with disabilities with students who

have allergies and/or animal fears. Consequently, advance notice of the need for an animal is essential to the College providing a smooth transition for all students.

Requirements for Emotional Support Animals

The care and supervision of the ESA is solely the responsibility of the student owner. The student must be in full control of the ESA at all times. ESAs may not pose a direct threat to the health and safety of persons in the residence hall, cause physical damage to property, or fundamentally alter the nature of the College operations. The ESA must be maintained (kept clean, free from fleas or ticks, etc.) and may not create safety hazards for other people. Local and state ordinances and laws regarding animals apply, including requirements for immunizations, licensing, noise, restraint, and dangerous animals.

An animal's behavior, noise, odor and waste must not exceed reasonable standards for a well-behaved animal. This is why the suitability letter attesting to an animal's temperament is needed. These factors should not create unreasonable disruptions for other residents. If the noise (e.g. whining, barking or meowing) is excessive as judged by Residence Life staff, it is grounds to remove the ESA from the residence hall. ESAs may also be excluded from the residence hall if the animal behaves in an unacceptable way and the student does not control the ESA. Uncontrolled barking, aggression, jumping on other people, imposing undue financial and/or administrative burden, would cause substantial damage to the property of others (including Sweet Briar College property), or running away from the handler are some examples of unacceptable behavior for an ESA.

The student is responsible for immediately cleaning up and properly disposing of the ESA's waste and is responsible for having the equipment to do so. People who are physically unable to accomplish this task are responsible for arranging for it to be done and any costs that it incurs. Residential facilities (e.g. sinks, toilets, showers) **may not be used** to clean the animal or any animal supplies/cages/litter boxes.

The student's living accommodations may also be inspected for fleas, ticks, or other pests, as necessary. If fleas, ticks, or other pests are detected through inspection, the student will be required to remove the animal and the residence will be treated using approved fumigation methods by a College-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in residence halls. The College shall have the right to bill the student's account for unmet obligations under this provision. The student will also be subject to additional room checks performed by Residence Life staff to ensure the safety and wellbeing of the animal.

ESAs are limited to the residential space (room) of the student except when exiting or entering the student's residential building for the animal's natural relief in designated areas. The student is responsible for ensuring that the ESA is contained as appropriate, when the student is not present while attending classes or other activities. Taking the ESA into bathrooms, laundry facilities, indoor recreational rooms, lounges, hallways, study rooms, or other areas of the residence hall is not acceptable. The ESA cannot be taken into classrooms or other buildings on

campus or allowed to roam freely on campus grounds. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.

If a student takes a leave of absence, they must reapply for an ESA before returning to campus.

If a student would like to switch the animal designated as their ESA, they must reach out to the Academic Resource Center Manager to reapply with that animal. This request must be completed before the deadline set forth for the semester for ESA applications. The student must get the new animal approved as their ESA before bringing the animal to campus.

The student, not the College, is responsible for the actions of the ESA including, but not limited to, any bodily injury or property damage. Students with ESAs are likely to be charged if additional cleaning or damage occurs as a result of having the animal on campus. In addition, the College retains the right to remove the ESA, at the owner's expense, should the animal become a direct threat to the health and safety of others or violate these requirements in any way. If the student is told to remove the animal from campus and has not done so within 24 hours of notification, the college reserves the right to remove the animal and have it taken to the nearest humane society location. The student will be reported to the Dean of Student Life for violation of the Student Code of Conduct.

An approved ESA **may not be left overnight** in the residence hall when the student is not present, to be cared for by any individual other than the owner. If the student is to be absent from their residence hall overnight or longer, the animal must accompany the student for arrangements off campus. If this is not possible, the student will be required to find a student proxy to be responsible for the ESA while the owner is away. This needs to be worked out with the student proxy and owner. Proxies are only allowed for a maximum of two consecutive nights. Proxies are not allowed for any college breaks or for three week travel courses. Email the Academic Resource Center Manager and the Residence Life Manager with the approved student proxy arrangement 24 hours before student departure. **The student is responsible for ensuring that the ESA is contained (caged or crated) as appropriate, when the owner is not present during the day while attending classes or other activities.** The College reserves the right to inspect the enclosure to be used in containing the animal. If the animal is going to be absent from campus for an extended period of time, the student must inform the Academic Resource Center Manager.

Sweet Briar College personnel shall not be required to provide care or food for any ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

The student must provide an emergency contact person (not another student) who will be willing to take the ESA in the event that something happens to the student and they cannot care for the animal. Sweet Briar College personnel, either of whom live on campus, are not appropriate choices for an emergency contact and will not be allowed.

If a student is found to be in violation of any of the above:

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- First violations will be a meeting with the ESA Committee with the understanding that the owner will immediately address any and all concerns.
- Second violations will result in an in person meeting with the Academic Resource Center Manager that will be documented
- Third violations will result in a meeting with the Assistant Dean of Student Success. The violation will be submitted to Judicial and/or the animal will need to be removed from campus at the discretion of the Assistant Dean of Student Success.

To recap, Sweet Briar College may consider the following factors, among others mentioned above, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignment for students with ESAs:

1. The space needed for the animal is too large for available assigned housing space
2. The animal's presence would force another student from their existing housing assignment (e.g. serious allergies)
3. The animal's presence otherwise violates individuals' rights to peace and quiet enjoyment
4. The animal is not housebroken or is unable to live with others in a reasonable manner
5. The animal's vaccinations are not up to date
6. The animal poses or has posed in the past a direct threat to the safety or health of the student or others such as aggressive behavior towards or injuring the student or others or potential transmission of zoonotic diseases
7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear
8. The animal has a history of harming other animals
9. The animal was brought on campus before it was approved

An ESA may be ordered removed from housing should any of the following apply:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others
2. The animal's presence results in a fundamental alteration of a College program
3. The owner does not comply with their responsibilities set forth above; or
4. The animal or its presence creates an unmanageable disturbance or interference with the College community

Should the ESA be ordered removed from the premises for any reason, the student is expected to fulfill his/her housing obligations for the remainder of the housing contract.

If it is determined that an animal must be removed from the residence hall, the student must comply within 24 hours. If there are any extenuating circumstances that inhibit the student from removing the animal within that time frame, they must speak with Residence Life before that time frame has lapsed, to discuss.

If it is determined that the animal must be removed from the residence hall and the student fails to comply with the stated time frame, the College may have the animal removed to the nearest, appropriate animal shelter. Additionally, failure to comply with the order for removal will result in a referral to the Dean of Student Life for consideration of sanctions.