



PITZER COLLEGE Student Handbook

2015/
2016



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Pitzer College

Founded in 1963, Pitzer College is a top-ranked liberal arts and sciences college. The College emphasizes environmental and interdisciplinary studies, the arts, humanities and social, behavioral and natural sciences. With approximately 1,000 students, Pitzer College is part of The Claremont Colleges— a unique consortium of five undergraduate colleges and two graduate institutions. The contiguous campuses share numerous programs and facilities. At Pitzer, students have access to all the resources of a major university while enjoying all the benefits of a liberal arts college experience and its personalized approach to education.

Pitzer students shape their own college experience. Focused educational objectives guide undergraduates as they plan their academic careers. Students can work with faculty advisers to create their own special majors. They are encouraged to collaborate with community members on local projects and critically examine the effects of social and environmental policies. Students can actively participate in college governance by serving on committees or becoming voting members of College Council, the College's decision-making body.

Pitzer College celebrates cultural diversity and intercultural understanding. Students from different socioeconomic, ethnic and geographic backgrounds come to Pitzer from across the globe. In addition to learning from one another, students are encouraged to participate in one of the 46 international exchanges available through Pitzer's study abroad programs, helping them learn a foreign language and deepening their appreciation of global diversity.

Pitzer is located in Claremont, a Southern California college town known for its eclectic restaurants and shops, close-knit community and network of trails and parks. Situated at the base of the San Gabriel Mountains, Claremont is an hour's drive to downtown Los Angeles, the Pacific coast, the desert highlands and some of the tallest mountain peaks in Southern California.

The Pitzer College Student Handbook is published by the Office of Student Affairs. It is a compendium of policies and procedures, including the Code of Student Conduct, for Pitzer College students and a reference for student life at Pitzer College. The information contained in this Student Handbook is subject to change without published notice. For the most current copy of the Pitzer College Student Handbook, please refer to the online version at www.pitzer.edu/student_life/handbook/

Such changes may result from action by the Office of Student Affairs, the President, Trustees or the College Council of Pitzer College.

WELCOME TO PITZER!



New students, welcome to Pitzer College and returning students, welcome back! In the next few months new students will be transitioning rapidly – intellectually, socially, and psychologically. Though our new students may find themselves unable to locate classrooms, making difficult decisions about choosing classes and majors, or experiencing their first college final exams, our experienced upper-class students will lead the way as knowledgeable mentors, assistants, and friends.

You will find that our office staff is committed to the holistic development of our students through the delivery of innovative programs and services which are responsive to the needs of students, address emerging issues, and foster community-building. Our office (comprised of Career Services, Residence Life, Academic Support Services, Center for Asian Pacific American Students, Student Activities, and much more) supports the academic mission of the College by enhancing student living and learning beyond the classroom that prepares you to thrive in a complex scientific, technological, and diverse world.

While you are here, I encourage you to get active, and Pitzer has a variety of ways for you to become engaged on campus. In fact, research has shown that students who participate in meaningful out-of-class activities feel a stronger sense of connection with the college and perform better academically. From student organizations to campus employment and from student senate to intermural sports, club sports, and athletics, there is no shortage of ways for you to be involved in campus life. Moreover, your involvement will benefit the rest of the Pitzer community by contributing to the intellectually and culturally diverse environment we all value.

Please take a few moments to familiarize yourself with this Student Handbook. It contains information about your rights and responsibilities as a Pitzer student. Additionally, it contains important information about resources and college policies that will assist you as you navigate your college experience. Read it and keep it as a reference. Best wishes for a successful and enjoyable academic year.

Sincerely,
Brian A. Carlisle
Vice President for Student Affairs

Office of Student Affairs Mission Statement

Through the intentional development of programs and services, Student Affairs supports and challenges students to celebrate and advance Pitzer's core values.

Campus Directory

From off campus, for all extensions beginning with 7, dial 607 and those beginning with 1, dial 621

Academic Support Services	Scott Hall 120	x73553
Admission	Pitzer Hall 100	x18129
Advancement	Broad Center 101	x18130
Alcohol Education and Referral		
	Health Education Outreach	x73602
Alumni Office	Broad Center 101	x18130
Athletics	Pomona College—Rains Center	x18016
ATM Machines	Smith Campus Center	x18611
Auto/Bicycle Registration	Campus Safety	x18170
Audio Visual	McConnell Center 100	x72638
Bridges Auditorium	400 North College Way	x18031
Campus Safety	251 East Eleventh Street	
Emergency		x72000
General Information		x18170
Career Services	Scott Hall 126	x18519
Center for Asian Pacific American Students (CAPAS)	Mead Hall, Lx Tower	x79816
Chaplains Office	McAlister Center	x72937
Chicano/Latino Student Affairs	757 College Way	x18044
Claremont Card Office	Honnold/Mudd Library	x72273
Counseling (Monsour Counseling Psychological Services - MCAPS)	757 College Way	x18202
Dean of Faculty	Scott Hall 115	x18217
Dean of Students	Scott Hall 120	x18241
Dining Hall	McConnell Center	x72788
Duplicating Services	Bernard Hall 111	x18461
Study Abroad	West Hall	x18104
Facilities/Maintenance	McConnell-Basement	x72226
Faculty Assistants	Scott Hall 114	x18218
Financial Aid	McConnell 320	x73822
Fletcher Jones Language and Cultural Laboratory	Broad Hall 210	x74001
Grove House Kitchen	Grove House	x73654
Health Education Outreach	757 College Way	x73602
Housing	East Sanborn C228	x73132
Huntley Bookstore	175 East Eighth Street	x71502
Information, Campus	Operator N/A	x73344

Information Technology	Scott Hall B11	X73065
International Student Adviser	West Hall	x18308
Libraries		
Denison	Scripps College	x73941
Honnold/Mudd	Eighth and Dartmouth	x18372
Lost and Found	Refer to Lost & Found in index	
Mail Room	Atherton A-101	x73827
Meal Card	McAlister Center	x72323
New Resources Lounge	Mead Hall, Y Tower	x79860
Office of Black Student Affairs	139 E. 7th St.	x73669
Office of Student Affairs	Scott Hall 120	x18241
Pendleton Business Office	747 North Dartmouth	x18038
President	Broad Center 217	x18198
Communications	Mead Hall 130	x18219
Rains Physical Education Center	220 East Sixth Street	x18016
Registrar's Office	Fletcher Hall 102	x72650
Student Accounts	McConnell 320	x18191
Student Disability Resource Center	757 College Way	x77322
Student Health Services	757 College Way	x18222
Student Senate Office	Gold Student Center	
Sustainability Manager	Gold Student Center 201	X70278
Treasurer's Office	McConnell Center 310	x18243
Volunteer Opportunities	McAlister Center	x72937
Women's Center	Grove House	x73653

Emergency Numbers

AIDS Hotline	800.922.2437
Campus Safety	x72000
Non-emergency	621.8170
Claremont Fire Department	626.7351
Claremont Police Department	626.1296
Crisis and Chemical Dependency Hotline	800.333.4313
House of Ruth (Hotline for Battered Women)	988.5559
Monsour Counseling and Psychological Services	x18202
Poison Control	213.484.5151
Pomona Valley Community Hospital Emergency Room	865.9500
Project SISTER (Sexual Assault Hotline)	626.HELP
San Antonio Community Hospital Emergency Room	985.2811
Student Health Services	x18222

Pitzer College Campus Resources

Academic Services/Support Programs

The following offices can be of assistance regarding academic and/or personal concerns including help with scheduling, study skills, time management techniques, tutoring, writing assistance, and personal counseling.

Your Academic Adviser: Can locate resources and help you develop strategies and options regarding academic problems. Make an appointment or stop by during scheduled office hours.

Academic Support Service (ext. 70213): Academic Support Services, a component of the Office of Student Affairs, offers academic coaching, tutoring assistance, support and guidance as well as services and accommodations for students with disabilities. All of these services and programs are free of charge to Pitzer students. For further information please visit Academic Support Services in Scott Hall 120 or call 909.607.7213. For students with disabilities requesting accommodations, please complete the online request form at <http://www.formstack.com/forms/?1492959-rZMtVGpAov> and then schedule an appointment with a dean in Academic Support Services.

Office of Black Student Affairs-OBSA (139 7th Street, ext. 73669): Offers academic assistance through tutors, mentors, computer facilities and personal counseling.

The Center for Asian Pacific American Students-CAPAS (Mead Hall 132, ext. 79816): Provides resources to promote and enhance academic, cultural, social and political experiences for students.

The Chicano/Latino Student Affairs Center-CLSA (757 College Way, ext. 18044): CLSA provides various academic support services to assist Chicano/Latino students in achieving academic success and graduation. This is accomplished by offering academic and social support services which complement existing resources at the Colleges.

Office of Student Affairs-OSA (Scott Hall 120, ext. 18241): Dean of Students can often provide valuable direction when you have personal and/or academic concerns. In addition you can talk to your RA or Residence Director.

Writing Center (Mead Hall 131, ext. 74321): The Writing Center is a free service provided to all Pitzer students. Writing Center Fellows are trained to work with student writers across the disciplines at any stage of the writing process, from brainstorming ideas to developing an effective revision strategy. Tutors include undergraduate students from a variety of academic disciplines. Our trained staff members are ready to help with any number of writing projects, including class papers, application essays, resumes, cover letters and personal writing projects such as poems and short stories. The primary goal of the Center is to help students become more skilled and confident writers. To achieve this goal, tutors strive to meet the individual needs of students by assisting with overall organization and idea development as well as basic grammar and mechanics. The

Center also organizes afternoon workshops and master classes that provide advanced instruction in specific writing genres and address some of the most common writing challenges of college students.

The John R. Rodman Arboretum

Under the Arboretum Manager's direction, the Pitzer Arboretum extends across the northern boundary of the Pitzer campus. Of special note is the cactus garden, which contains many species native to the region.

Art Galleries/Exhibitions

Pitzer Art Galleries exist to provide visually arresting and memorable exhibitions that promote the value and understanding of contemporary art within a local, national and international context. The Galleries are comprised of two sites, the Nichols Gallery—committed to solo and group exhibitions by national and international artists both emerging and established—and the Lenzner Family Art Gallery—a space for risk and experimentation dedicated to emerging artists working in all media. Through curatorial creativity and visionary programming Pitzer Art Galleries seek to provide context, support and a critical framework for artists and curators working today and by doing so, inspire meaningful dialogue that fascinates, inspires and invigorates.

In addition, there are three student galleries: Dolores Huerta Gallery (Peter and Gloria Gold Student Health & Wellness Center), Salathé Gallery (McConnell Center basement), and the Hinshaw Gallery (upstairs Grove House), that regularly show student work.

Athletics, Intercollegiate

Rains Center, Pomona College ext. 18420

The Pomona-Pitzer "Sagehens" field men's and women's teams in the Southern California Intercollegiate Athletic Conference (SCIAC) in NCAA Division III. The women's teams include basketball, cross country, soccer, softball, swimming and diving, tennis, track and field, volleyball, and water polo. Men's teams include baseball, basketball, cross country, football, golf, soccer, swimming and diving, tennis, track and field, and water polo.

Athletics, Club Sports, Intramural & Recreational Sports

Rains Center, Pomona College ext. 18420

The Claremont Colleges have two Directors of Intramural, Club and Recreational Sports to assist club sports teams in scheduling fields and facilities for practice and competition. Club sports are those with organized intercollegiate competition, but are not NCAA III sports in the SCIAC conference. To be eligible to use a Claremont College field or facility or to receive funding assistance from the associated student governments, all club sports must register with the Director of Intramural, Club and Recreational Sports. Contact the Pitzer-Pomona Director of Intramural, Club and Recreational Sports, Michael Gravagne, ext. 18420 for more information.

ATM Machines

There is one ATM machine located on The Claremont Colleges at the Smith Campus Center, Pomona College. This machine is available 24 hours a day, 365 days a year.

Another ATM is located at the south entrance to the Honnold Cafe inside the Honnold Library.

Audio Visual Office—A/V McConnell Hall (basement), ext. 72638

The Audio Visual Office provides technical in-class support to the Pitzer academic community. The office also houses a collection of DVDs, videos and other visual and audio resources. Titles in the collection can be viewed in the A/V office during open hours. The Audio Visual office is open Monday through Friday 9am to 9pm. Please note we are not open on weekends.

Bloom (David) Memorial Garden

Dedicated April of 2003, Pitzer College created a place of natural beauty where family and friends may memorialize alumni, students, faculty, staff and special friends. The momentum to create such a space arose from the loss of a member of the Class of '85, David Bloom, who died while on assignment for NBC News covering the war in Iraq. The Garden serves as a wonderful spot to reflect and meditate amongst Pitzer's natural surroundings. The David Bloom Memorial Garden is located on the northwest corner of campus adjacent to Broad Center.

Calendar of Events

To view the most up-to-date calendar of events, please visit www.pitzer.edu/calendar

Career Services

Scott Hall 126, ext. 18519

Mission:

The Pitzer Office of Career Services empowers and equips students and alumni to identify holistic personal and professional goals and to design and implement a strategy to achieve those goals as socially responsible citizens of the world. Career Services offers a comprehensive array of services, resources, and programs addressing career-related issues. Students should visit Career Services so we can work progressively and thoughtfully on mapping out a career plan (job, graduate school, fellowship, gap-year, travel) that will lead to a rewarding start to post-graduate life.

Services:

The Office of Career Services engages with students as they explore the types of careers that fit their interests, talents, and abilities, and as they equip themselves for professional life. The former includes one-on-one counseling, on-line resources, and opportunities for small and large group discussion and interaction. The latter includes assistance with resume and cover letters, practice interviews, graduate school applications, employer research, networking connections, internships, and offer negotiations. To make the most of their experience, students should take full advantage of the resources and opportunities offered through Career Services early in their time at Pitzer.

ClaremontConnect, CareerBeam, and the Pitzer Professional Directory:

ClaremontConnect is the online Career Services Management platform that is shared by The Claremont Colleges. It lists hundreds of active jobs and internships, upcoming employer events, and career workshops around the 7 campuses. By uploading a resume, Pitzer students can participate in On-Campus Recruiting (OCR) during the academic year to directly apply and interview for jobs at organizations focused on hiring students from The Claremont Colleges. Additionally, Pitzer students have access to **CareerBeam**, a full service career development portal that includes assessment (tools to help students learn more about their values, personality, etc.), company search reports, job and internship postings, resume and cover letter templates, and more. For networking and informational interviewing, Pitzer students also have access to an online database of more than 5,000 Pitzer alumni and current Pitzer parents through the **Pitzer Professional Directory**. All students should make extensive use of these resources.

Internships & Pitzer Internship Fund:

Internships during the academic year and summer are incredibly important experiential learning opportunities that can have a substantial impact on a student's ability to achieve their post-graduation goals. Students should strive to have at least one and preferably two or more substantive internships during their time at Pitzer. Students search for internships through **ClaremontConnect** (described above). Additionally, Pitzer students have access to more than a thousand available internships through our membership in the **Nationwide Internship Consortium** (NIC) and through our participation in the **Liberal Arts Career Network** (LACN). In addition to these sources, Career Services is always building new relationships with Pitzer alumni, parents, and friends who specifically are looking to hire Pitzer students. Due to the generosity of many alumni and parent donors, Career Services also awards a limited number of stipends to Pitzer students each year through the **Pitzer Internship Fund** to support substantive summer internships that would otherwise be unpaid.

Office Hours & Appointments: The Career Services office is open Monday through Friday, from 8 a.m. to 5 p.m. during the academic year and during the summer months. One-on-one appointments can be scheduled with a career counselor through ClaremontConnect, and daily walk-in hours are available for brief meetings to address quick career-related questions.

Catering Services

Catering is available from Dining Services, x79309, or the Grove House Food Services Manager and the kitchen staff, x73654.

Center for Asian Pacific American Students (CAPAS)

Mead Hall 122, ext. 79816

Established in 2001, CAPAS seeks to enrich and develop social, intellectual and personal growth in our students by providing Asian American resources as well as a welcoming, supportive environment. The Center aims to promote awareness about issues facing the Asian American and Pacific Islander (AAPI) community. The Center serves as an advocate for the AAPI community and promotes an educational dialogue that embraces the unique experiences of ethnic communities, part of the cultural fabric of our

institution. CAPAS provides a variety of resources to promote and enhance academic, cultural, social and political experiences for students. The center offers the following services: Asian American Resource Library, Community Engagement, Computer Stations, Programming (academic, cultural, political and social), Scholarships, Internships and Job Opportunities. In addition, we provide limited one-on-one support and use of the TV/DVD, study lounge, full bathroom, kitchen and outdoor patio. CAPAS is dedicated to diversity by involving all members of the community in its programs and activities. www.pitzer.edu/capas and Facebook.

Community Engagement Center (CEC)

Scott Hall, ext. 78183

CEC supports research and education that contributes to the understanding of critical community issues and enhances the resources of community organizations. We oversee community-based research projects and encourage experiential pedagogy through partnership with sites focused on issues such as immigration, homelessness, juvenile detention and literacy. We offer student summer internships, senior-year awards and post-graduate fellowships to assist student and faculty engagement in community.

Dean of Faculty Office

Scott Hall 115, 108, ext. 18217

The Office of the Dean of Faculty oversees all matters related to the curriculum and instruction. Students are expected to discuss problems or concerns related to a course or a grade with the faculty member teaching the course. If the problem persists, the Dean of Faculty can assist in discussing and mediating a resolution.

Dining Services

McConnell Center ext. 72788

The dining program at Pitzer College provides excellent food service and flexible options. The food service staff at the McConnell Dining Hall is dedicated to making each student's college dining experience convenient, economical and above all else, delicious! Refer to Dining Policies and Procedures.

Duplicating Services

Bernard 111, ext. 18461, fax: ext. 18839

Hours: Monday through Friday 8 a.m. to 5 p.m. unless posted otherwise on the door. We provide a variety of services for faculty, staff and students. Please visit www.pitzer.edu/duplicating for a list of services. WE DO NOT PROVIDE BOOK OR NOTEBOOK COPY SERVICES. This can be done at the Lucian Marquis Library (coin operated). Purchase change in Duplicating Services.

Emergency Preparedness

Pitzer College, along with The Claremont Colleges, has in place an extensive emergency preparedness plan which includes emergency response, search and rescue, building inspections, etc. For further information on the plan, please contact the Dean of Students Office x18241 and/or the Director of Campus Facilities at x72226.

English Language Programs/ International Programs

West Hall, ext. 18308

Established in 1977, Pitzer's English Language Programs provide international students and professionals with training at the advanced levels of English proficiency. Programs include the Bridge Program for incoming international Pitzer students, and "Here, There and Back Again," a global-local studies themed program in cooperation with Kobe Women's University in Japan, the Claremont Study Abroad Program (CSA) for students interested in undertaking college-level work, the International Fellows Program (IF) in cooperation with the Peter F. Drucker/Masatoshi Ito Graduate School of Management. Staff provide a wide range of support services including a comprehensive orientation program, assistance with travel, visas, banking, etc., informal discussion groups, and assistance with campus life. The International Programs Office also houses the International Student Adviser (ISA). The ISA assists Pitzer students with questions or concerns about federal regulations regarding immigration and visa issues.

Financial Aid Office

McConnell 320, ext. 18208

If you have any questions about your financial aid, your eligibility for financial aid, or financing your education at Pitzer, the Financial Aid Office can answer them. The Financial Aid Office administers grants, loans and college work-study jobs and can help you interpret your bill, decode a letter from your loan service, or provide a fee waiver for graduate school applications. Emergency loans for up to \$100 are available on a short-term basis. The application form can be obtained and approved in the Financial Aid Office. Individual financial aid counseling is available by appointment. Please feel free to call or come by any time you have a question or problem with financing or financial aid.

Funding

For detailed specifics on event funding and possible funding sources, please refer to the section of the Student Handbook under Event Resources.

The Peter and Gloria Gold Student Health & Wellness Center (GSC)

ext. 77492

The GSC aims to aid in the holistic development of students through Involvement in campus life. It not only houses the College's gym, it features yoga and Pilates studios, a pool, the Shakedown Café, and is the main meeting space for several of the colleges clubs and student organizations, including Student Senate. With significant multi-purpose programming space, both indoors and out, the center is a hub of activity during the entire year.

Green Bike Program (GBP)

Pitzer Road

Founded by students in 2001, the GBP provides Pitzer students with free loaner bikes, encouraging eco-friendly transportation around the Claremont Colleges. The GBP began as an attempt to counter Los Angeles' renowned car culture by encouraging people to use

bikes, and by facilitating their accessibility for Pitzer students and their maintenance for the whole of the Claremont College Consortium.

Grove House

This Craftsman-style house is located just north of Mead Hall and features the Grove House kitchen, the Women's Center, the Hinshaw Art Gallery, the Bert Meyer Poetry Room, Eco Center, and several rooms suitable for meeting or just hanging out, as well as a beautiful garden adjacent to the house. The house is open every day and most evenings. Events such as open-mics, poetry and fiction readings, art openings, etc. are organized and scheduled by the Grove House Committee. Delicious original lunch entrees are prepared fresh each weekday and refreshments and vegetarian/vegan items are always available including the famous Grove House cookies.

Information Technology at Pitzer College

All of the academic buildings on campus are interconnected via a fiber-optic based gigabyte speed network. The Pitzer network is also connected to The Claremont Colleges' Inter Campus Network (ICN) providing access to systems located at the other Claremont Colleges, the Honnold/Mudd Library's electronic services and a high-speed connection to the Internet. Students have access to the My Pitzer Web Portal at mycampus.pitzer.edu which features access to course schedules, grade information including unofficial transcripts and GPA projection, adviser and peer communication, room draw information and community features. Access to technology resource usage on campus (including access to the Internet) is available without charge to Pitzer students. Wireless network access is available at many locations on campus, using the 802.11b/g standard wireless cards. Please refer to the section entitled "Computer Use/Agreement" for all the rules and regulations of computer and network use at Pitzer, as well as "The Claremont Colleges General Guidelines for Appropriate Use of Information Technology and Network Resources." Computer Center (Bernard Hall 103, ext. 74998): The Bernard Hall computer is an open-use laboratory with Macintosh OSX and Dell Windows XP computers, laser printers, scanners and CD/DVD burners. These facilities are primarily intended for class papers/projects, electronic communications, instruction and research. The Macs are equipped with media production software. All computers are directly attached to the Pitzer College network. Each student is provided a modest allocation of free B/W or color laser printing. Additional printing is available for a nominal fee. The Bernard computer facility is accessible 24/7 via student ID card reader during the Fall/Spring semesters and is staffed by student consultants much of the time. Please refer to www.pitzer.edu/compfacilities for the current lab schedule of consultants on duty.

Computer Classroom (Broad Hall 213): The Kenneth and Jean Pitzer Computer Classroom has computers and an overhead projection system connected to the instructor's station for demonstration purposes. The Social Sciences Statistics Laboratory in Broad Hall houses computers for use by Social Science faculty and students in statistical research and instruction. All of Pitzer's classrooms are multi-media or "Technology Enabled" for faculty and students to use in classroom instruction and presentations. The Audio Visual office provides equipment for other on-campus events. A/V Requests can be made via email at avhelp@pitzer.edu

Fletcher Jones Language and Cultural Laboratory (Broad Hall 209, ext. 74001): This laboratory offers Mac computers with software for learning languages and digital photography. Other media for learning languages is also available.

Residence halls are wired with access to the Pitzer network and the Internet. Information Technology staff provides network support for PC and Mac platforms for students living in the residence halls. Assistance is also available for students with various computer issues including: network connections, software installations, wireless registration and access, virus scanning, and basic hardware trouble-shooting. Each student is responsible for and required to protect his/her own computer from viruses and other malware. Pitzer provides virus protection software to students for free if needed. Further details about technology in the residence halls including Student User Agreement documentation and other regulations is available at: www.pitzer.edu/it or by sending an email to help@pitzer.edu or calling 909.607.3065.

Lost and Found

Lost items may be claimed in the following locations: Facilities/McConnell Center Basement and the Office of Student Affairs. Items not claimed within thirty days may be disposed of.

Lucian Marquis Library and Reading Room

Mead Hall, ext. 74311

For the convenience of students who wish to use a quiet, on-campus study room with basic reference materials, a browsing library and study room have been established in Mead Hall near the main entry. Reserve materials also are available.

Mail Center

Atherton Hall, ext. 73827

Each Pitzer student is assigned a mailbox. Students may send and receive mail and packages through the U.S. Postal Service. The Mail Center also receives Federal Express and UPS packages. Small parcels and letters can be metered. In addition, on campus and intercampus mail can be routed for no charge. A current student ID is required for mail and parcel pick up. Students are not permitted to pick up other student's mail. The Mail Center is closed on the weekends and holidays.

New Resources Lounge

Mead Hall

The lounge provides a place for our New Resource Students to study or relax. The lounge is equipped with a campus-networked computer, printer, small refrigerator, lockers, and comfortable furniture.

The Office of Student Affairs (OSA)

Scott Hall 120, ext. 18241

The Office of Student Affairs is the key source for information, advice, active support and programs for students. Fundamentally, OSA helps students achieve their personal and collective goals in this residential community. The array of activities available is

extensive enough to exhaust even the most energetic. OSA strives to make opportunities available for all students. OSA recognizes at times individuals may diverge from the standards of behavior that make living possible—even enjoyable. At such times, it is the task of OSA to address the individual and the behavior and to pursue such responses as are appropriate for the community. OSA provides much of the content and the context of the new students' introduction to Pitzer, both during New Student Orientation and in ongoing programs throughout the year. OSA offers assistance and referral for students' problems as they arise. Through their role in the Academic Standards Committee, they track low grades and seek to offer assistance and counsel if patterns of poor performance emerge. In the event of illness or personal crisis, at a student's request, the associate dean of students may alert relevant faculty that classes and/or assignments may be missed or affected.

Recreation Facilities and Fields

The Rains Center at Pomona College is a state-of-the-art recreation complex. The Liliore Green Rains Center facilities are available for use by Pitzer students by presenting their Pitzer ID card at the door. There is no charge for the Pitzer student. In addition, the Haldeman and Pendleton Pools are available for use by Pitzer students at no charge with their ID card. Ducey Gymnasium at Claremont McKenna College requires a membership for which there is a charge, x72904. Numerous swimming pools are offered at the Colleges and are housed at Pomona, Scripps and Claremont McKenna Colleges. Each pool has its own schedule for open and lap swimming. Call x72905 for more information. Running tracks and fields located at Pomona College and Claremont McKenna College can be used by students. The tennis courts at Pomona College and Claremont McKenna College, some with lighting for night play, are open for Pitzer student use. Other opportunities for recreation and exercise are offered within classes at Pomona College and at Claremont McKenna College in a number of areas, although academic credit is not available for Pitzer students. Some of the offerings include martial arts/self-defense, tennis, golf, swimming, aerobics, and racquetball. Please check the course catalog for current offerings.

Registrar's Office

Fletcher 102, ext. 72650

The Office of the Registrar is responsible for maintaining and updating all academic records. The office will serve you in many ways.

- Academic adviser change
- Academic policy inquiries
- Address changes
- Course changes
- Course schedule information
- Degree requirements and graduation procedures
- Enrollment verification requests
- Leave of absence requirements and policy
- Registration of courses
- Transcript requests both official and unofficial
- The Registrar's Office maintains most of the forms necessary to complete relevant academic matters.

Residence Life & Housing

East Sanborn Hall, C226, ext.73132

Residence Life & Housing, a part of the Office of Student Affairs, cultivates a safe and inclusive home environment where students, staff, and faculty continue to learn and interact through a variety of innovative programs, practices, and services. Residence Life employs a variety of student staff members including Resident Assistants, New Student Mentors, and Service Desk Workers. Residence Life and Housing also has a team of professional staff members who live in the residence halls, serve on-call, supervise the student staff members, and administers housing and dining on-campus. Your RA and RD are great resources for questions about on-campus life, any issues in the residence halls, and how the housing process works each year.

Contact us at:

- Director of Residence Life, Kirsten Carrier: 909.607.3896
- Assistant Director of Residence Life, Tressi Mehana Chun: 909.607.3132
- Residence Director of Pitzer, Atherton, and Sanborn Halls: Bruce Aquino, 909.607.4118
- Residence Director of Mead Hall: Annie Greaney, 909.607.4110
- Residence Director of West and East Halls: Leticia Maldonado, 909.607.4119

The John R. Rodman Arboretum

Under the Rodman Arboretum Manager's direction, the Rodman Arboretum extends across the northern boundary of the Pitzer campus. Of special note is the cactus garden, which contains many species native to the region.

Room Reservations

See the Facilities and Campus Services webpage for details. Requests should be made at least one week in advance.

Student Accounts Office

McConnell Center 320, ext. 18191

Student Accounts, which reports to the Office of the Treasurer, is responsible for the billing and collection of tuition, fees and incidental charges. Student Accounts processes payments, credits, refunds and charges; generates monthly statements; and assists students and their families in understanding basic aspects of their student account. Incidental charges and credits originate from departments across the College and the Claremont University Consortium, such as parking citations, library fines, student health services charges and student housing fines.

Pitzer College offers payment options to assist our students and families. Currently, we offer a Full Payment Plan and a Monthly Payment Plan. Students are required to complete the Pitzer College Payment Agreement form annually (due date subject to change).

Full Payment Plan – Payment for all regular charges (tuition, room, board and fees) is due prior to the beginning of each semester. First semester charges, less financial aid credits, if any, are due no later than August 20th. Second semester charges, less financial aid credits, if any, are due no later than January 20th. Payments received after the due date are subject to late payment fees (\$50 per month).

Monthly Payment Plan – Annual charges may be paid in 8 monthly installments, four each semester. For the Fall semester, monthly installments are due August through November. There is a \$50 payment plan fee per semester. For the Spring semester, installments are due January through April. Monthly payments are due no later than the 20th of each month. Payments received after the due date are subject to late payment fees (\$50 per month).

Please be aware that outstanding balances must be paid in full before you can return for the next semester. No student whose account is not current will be permitted to enroll or receive transcripts. More detailed information regarding tuition and fees may be found in the college catalog or Student Accounts website.

Student Clubs and Organizations at Pitzer

Student clubs and organizations are chartered by Student Senate and are open to all Pitzer students. For the most current information about student clubs and organizations, including contact information, please see www.pitzer.edu/student-senate/

5C Student Organizations

Many student organizations are organized across The Claremont Colleges and welcome the participation of Pitzer students. The most current list of organizations and information about who to contact is available at the ASPC Office at Pomona College's Smith Campus Center or at www.pomona.edu/life-on-campus/organizations-and-clubs/.

Study Abroad Program

West Hall Q101, ext. 18104

Study Abroad is an important component of a Pitzer education. Pitzer has designed its own programs that are particularly appropriate for fulfilling Pitzer's unique graduation guidelines with semester options in Botswana, China, Costa Rica, Nepal and two summer programs in Costa Rica and Japan. International exchange opportunities are available in Argentina, Australia, Botswana, Bulgaria, Canada, Chile, Denmark, Ecuador, England, Finland, France, Germany, Ghana, Hong Kong, Hungary, Iceland, Israel, Italy, Japan, Korea, Latvia, Mexico, Morocco, Singapore, South Africa, Spain, Sweden, Thailand, and Turkey. A limited number of spaces are allotted for other program options. Domestic exchange opportunities also allow students to spend a semester on the campus of one of several selected colleges in the US. The Study Abroad staff advises students on the options available, assists students through the application and pre-departure process and acts as a liaison between Pitzer students and the institutions that sponsor programs.

Students typically study abroad in the junior year or first semester of the senior year, although second semester sophomores may participate if spaces are available. Study abroad in the final semester of senior year is not recommended but will be considered on a

case-by-case basis. First-year students may also be eligible for study abroad programs in the academic year with the approval of their academic advisor. All students may apply for summer programs.

To begin planning for an off-campus experience in the 2015-16 academic year, interested students should attend one of the mandatory information sessions that will be offered in September, October and November of the Fall 2014 semester. Early planning is advised since all students must show academic preparation for their chosen program and some programs have specific prerequisites. There is one priority application period for study abroad participation in either semester of the 2015-16 academic year. The Study Abroad application is due the Monday before Thanksgiving. Program specific supplemental applications are due the first Monday in February. Both deadlines must be met to be given priority consideration. Applications received after the priority deadlines will only be considered if space is still available after all qualified students who met the deadline have been placed.

Theater, Music and Dance

Through the Joint Music Program (Pitzer College/Claremont McKenna College/Harvey Mudd College/Scripps College), Pitzer students can audition for the Concert Choir, Chamber Choir and Claremont Chamber Orchestra. Call x73266 for further information. At Pomona College, Pitzer students are welcome to audition for a variety of performing groups, including the Symphony Orchestra, College Choir, Concert Band, Jazz Ensemble, Gamelan Ensemble and Chamber Music. Call x18155 for more information on these groups. To find out about theater possibilities at Pomona College, call x18186. For dance opportunities at Pomona call x73629 and for dance at Scripps College, dial x72934. You can also “make your own” music. Student musicians can play at a number of venues throughout the different colleges, or form groups to perform on campus.

Transportation

Pitzer College has four mini-vans which seat seven people each, including the driver. The vans may be used in support of the College’s academic program, for administrative purposes and for approved student activities. Charges are incurred for use and per mile. Programs must provide/ arrange for their own driver(s). The vans may only be driven by persons approved by the Office of Risk Management to drive college vehicles. Persons who have not been approved may not drive the vans. For information about becoming an approved driver, or for a list of persons already approved, please contact the Office of Human Resources. Van reservations should be made online at www.pitzer.edu/vans. Please submit requests at least 72 hours in advance. You will be sent an email once the status of the reservation has been confirmed.

Life on Campus

The majority of Pitzer students live in residence halls on campus. Residential living enables students to share intellectual and educational pursuits while learning to live within a diverse community. It provides opportunities for individual growth through community involvement, interpersonal relationships, and social interaction.

Pitzer College requires that all full-time first-year, sophomore, junior, and senior students live on campus and enter into a residency agreement each academic year when enrolled at the College. Contingent on occupancy rates, students may be placed in a triple room.

Rights and Responsibilities of Residential Living

Since our residence halls are made up of groups of individuals in living-learning environments, each person possesses certain rights and responsibilities that are held in high regard. Mutual respect and consideration coupled with awareness of and sensitivity to the needs of other individuals must be the standards for group living. This statement is intended to define minimal expectations of rights and responsibilities of all residents to enjoy their freedom without placing constraints upon the rights of other residents. These include:

The RIGHT to read, study, or sleep free from undue interference in or around one's room.

The RESPONSIBILITY to conduct oneself in a manner that does not infringe on the rights of others and to initiate action should circumstances warrant.

The RIGHT to appropriate recreation in and around the residence hall.

The RESPONSIBILITY to modify recreation so that it does not interfere with the rights of others in and around the residence hall.

The RIGHT to personal privacy.

The RESPONSIBILITY for the College to maintain an environment which protects personal privacy and for students to assist in this effort.

The RIGHT to a physical environment that is clean, healthy, safe, and orderly.

The RESPONSIBILITY for the College to maintain such an environment and for students to assist in this effort.

The RIGHT to recourse according to prescribed judicial procedures against anyone who unduly infringes on one's rights or properties.

The RESPONSIBILITY to conduct oneself in a manner that does not infringe on the rights of others and to initiate actions should circumstances warrant.

The RIGHT to participate in the process of self-governance.

The RESPONSIBILITY to actively voice one's opinions and ideas.

Residence Life (ResLife) and Housing Staff

Deans are full time professional staff members who oversee a wide array of programs and services for the Office of Student Affairs and are here to assist you throughout your time at Pitzer College.

Faculty-in-Residence (FIR) are selected faculty who live-in the residence halls with their families. The FIR program bridges the academic and Residence experiences in a seamless living-learning environment by integrating Pitzer faculty members into the Residence experience and facilitating their active participation in student learning. The FIR will sponsor a wide range of activities designed to enhance the intellectual, social, and civic development of students living on the Pitzer campus. The FIR helps plan and implement educational, recreational, artistic, social and cultural programs while serving as a role model, mentor, adviser, teacher, and leader in the Residence community.

Director of Residence Life and Summer Programs is a full-time professional staff member who is responsible for overseeing residential life on-campus, supervising the Residence Life Staff, and coordinating summer conference groups on-campus. If you have any questions for the director, be sure to visit their office in Pitzer Hall D302.

Assistant Director of Residence Life and Summer Programs is a full-time professional staff member who is responsible for assisting students with their housing needs and working with summer conference groups. This person coordinates all housing assignments and processes room requests. If you have any housing related questions, be sure to visit the Assistant Director in East Sanborn Hall, C228 or email housing@pitzer.edu.

Resident Assistants (RAs) are friendly, helpful students who live in the residence halls and who respect and care about the rights and dignity of all people. They challenge and support growth in themselves and others, and strive to create a welcoming, positive living and learning environment for all residents. RAs are chosen because they have shown skill in time management, flexibility, patience, strong ability to communicate, a sense of humor and the enthusiasm for assisting others. They serve as information resources about the residence halls and campus life. Resident Assistants are vital members of the Office of Student Affairs team serving our residents' needs. If you have any questions or concerns, ask your RA. Take some time to get to know your RA.

Residence Directors (RDs) are full-time live-in professional staff members. They are responsible for the overall operation of residence halls and supervision of the RAs. RDs are available for individual and group counseling and mediation on personal, academic, and social issues. The RDs are visible and accessible, maintain strong campus presence, serve as advocates for students and work closely with students and staff to help establish a positive residential community. Be sure to get to know your RD

New Student Mentors & Orientation Leaders are friendly, helpful students who work alongside the RAs to provide support for new students through their first year at Pitzer. Mentors live with the first-year students and advise members of their mentor group about social activities at Pitzer and throughout the other five colleges. They are directly involved in and responsible for encouraging academic and social interaction. The New Student

Mentor program also includes international student mentors and a transfer student mentor who helps ease these students' transition to campus.

ResLife and Housing Policies and Procedures

Students who choose not to adhere to the following policies may face judicial action.

Adhesives: The use of duct tape is strictly prohibited. Masking tape or painters tape is recommended for putting up posters. In Pitzer, Atherton and Sanborn Halls (PAS Halls), and West and East Halls (WE Halls), students are recommended to use push pins or thumb tacks. In Mead Hall, students are recommended to use adhesives such as, 3M Scotch Wall Saver Removable Poster Tape, and Ross Tac'N Stick Reusable Adhesive. The use of nails or screws is also prohibited.

Alcohol and Drinking Games: The following are some of the regulations regarding alcoholic beverages. For the complete guidelines regarding the alcohol and drug policies please see the General College Policies section of the Handbook.

1. Alcohol possession in residence halls is permitted only for students of legal age (21). Alcohol may be consumed only by legal- age students in students' rooms, or with the exception of special events, registered with the Dean of Students or his/her designee. Consumption of alcohol should not infringe on the rights of other students.
2. Students of legal age may not give or sell alcohol to students under the legal age to transport, possess or consume. Students under the legal age may not transport, possess, consume or purchase alcohol in any area of the residence halls.
3. Students under the legal age may not possess any empty alcoholic beverage containers in their residence hall rooms. The only exception is when a roommate is of legal age and owns the container.
4. Empty alcohol containers used as decoration (sometimes called "trophy bottles") should not be displayed in areas visible to the public and are subject to disposal if observed.
5. Students may not possess or transport open containers of alcoholic beverages in public areas.
6. Students may not consume alcoholic beverages in public areas including, but not limited to: administrative and academic buildings, residence hall common areas including lobbies, living rooms, special purpose rooms, corridors, basements, stairwells, laundry and vending machine areas; and outdoor areas including sun decks, courtyards, parking lots, etc.
7. Large quantities of alcohol are prohibited at unregistered events, in private rooms and in residence halls (e.g. kegs, pony kegs, beer balls, etc.). Such quantities of alcohol and serving devices will be confiscated and will not be returned.
8. The 5-College Dry Week policy is in effect at the beginning of the fall semester once early arrivals come to campus, throughout Orientation and the first week of classes. Being "dry" means alcohol may not be consumed or served on campus.
9. Games that are centered on alcohol, focus on rapid consumption drinking, or

promote irresponsible drinking are prohibited. Any devices or paraphernalia which aid in these games may be confiscated and will not be returned. These devices include, but are not limited to beer pong or “Beirut” tables and beer bong or funnels.

Alterations: No student may install equipment or make repairs to a residence hall room or common area without prior permission from their RD or Facilities. Smoke detector dismantling, room vent alterations, tampering with heating and cooling controls, painting, and screen tampering are strictly prohibited. Exterior installation of antennas or satellite dishes for personal use is not permitted.

Appliances: Safety standards prohibit the use of cooking appliances which use heating elements in student rooms. Electrical appliances such as toasters, hot plates, space heaters and refrigerators larger than 4.4 cubic feet are prohibited. Refrigerators must have adequate ventilation on all sides. Microwave ovens larger than 1.0 cubic feet are prohibited. The electrical circuits are not designed to carry heavy loads so the use of surge protector strips is recommended.

Balconies & Outdoor Hallways: (Including Mead suite balconies): The following are policies regarding suite balconies in Mead.

1. No drinking alcohol on suite balconies.
2. No throwing trash or objects from balconies or windows.
3. No open flames are permitted on balconies.
4. Including but not limited to: all types of grills (propane, charcoal, wood or other), chimineas, tiki torches, and open flame lanterns.
5. No college owned furniture is allowed outside on suite balconies.
6. No smoking on suite balconies. All residence halls are completely non-smoking.
7. Residents may not paint murals on balconies without going to the Aesthetics Committee and then the Hall Council for approval.

Bicycles: Students are encouraged to have a bicycle on campus. Bicycles, when not in use, should be securely locked to bicycle racks. It is prohibited to chain bicycles to trees, poles, fences, handrails, benches, stairwells and fire hose connections due to fire/life safety hazards, especially for emergency evacuation. Bikes will be removed from these locations and impounded without notice. To retrieve an impounded bike, you must provide ID and a detailed description of the bike to the Facilities Department. A \$50 fee will be required to release the bike to the owner. If unclaimed after two weeks of impound, bikes will be donated to charity. During Winter Break, the campus is closed and all bicycles need to be removed from the bicycle racks and properly stored. Bicycles may not be stored inside common areas of buildings; they may be stored in your personal room.

Bonfires: Bonfires NOT contained in fire pits are not permitted on Pitzer’s campus.

Guidelines for Having Bonfires in Fire Pits on Campus:

1. Facilities and Campus Safety must be informed and approve of the time and date of the event.
2. If you do not own a fire pit then please contact your Residence Director at least

- three business days in advance to check out a fire pit from Residence Life.
3. Arrange a time to check out a fire pit from a Residence Director on the day of the event.
 4. The fire pit must be placed at least 25 feet away from all buildings.
 5. Don't leave the bonfire unattended at any time.
 6. Only burn firewood and newspaper in the fire pit (no accelerants should be used and do not burn plastic, cans, bottles, aerosol cans, etc.)
 7. Keep a bucket of water nearby in case of emergencies and to douse the fire at the end of the event.
 8. When you're ready to end the bonfire, douse the flames in water and leave the embers/burned logs in the water for 20 minutes. Then deposit all remaining charcoals in a plastic garbage bag and place it in one of the college dumpsters.
 9. Thoroughly clean, wash, and dry the fire pit before it is returned to the Residence Director the day after your event.

Building Evacuations, Fire Alarms, and Smoke Detectors: One approved fire drill per semester will be conducted in each residence hall. The ResLife staff will discuss the evacuation plan and meeting locations during hall/floor meetings. The participation of everyone is required. Individuals refusing to evacuate a building during a fire alarm or other building evacuation will be cited by the Fire Marshall and/or College officials and are subject to judicial action. The removal of, or tampering with firefighting equipment is a violation of state law, and the setting off of "false" fire alarms endangers the lives and property of the Pitzer College community and is prohibited. This includes tampering with your smoke detector (removing batteries, etc.) or fire extinguisher. This violation of state law can result in a fine of up to \$1000 and a possible jail term of up to one year. Judicial action will take place against an individual or group that violates this policy.

Cable Television: Pitzer College does not have cable in residence halls rooms, but each residence hall living room (E. Sanborn Living Room, West Hall Living Room, and Mead Living Room) has cable TV. Students are welcome to contract with Time Warner Cable individually if they would like cable TV in their rooms. Students should contact Time Warner to set-up an appointment for Fridays. Then the student should contact Pitzer Facilities at 909-607-2226 to let them know their appointment time so a representative from Facilities can be present to let Time Warner into the proper electrical closets in the building.

Cleaning: Facilities employs custodians and maintenance personnel to keep the residence halls clean and in good order. As members of a responsible community, it is up to the residents to always clean up after themselves. Public areas regularly cleaned and maintained by staff include hallways, lobbies, hall living rooms, recreation rooms, community kitchens, and laundry rooms. If these common areas are neglected and left excessively dirty, access to the area may be suspended by the RD or Facilities. Students are responsible for keeping individual rooms, bathrooms, and suite living rooms clean. Limited cleaning supplies can be checked out from the service desk in your residence hall.

Clothing Policy: All members of the Pitzer community, including guests, are required to wear clothing at all times when in public. Students also must be fully clothed, including footwear, in order to enter McConnell Dining Hall.

Common Area Damage Charges: Residents sharing rooms and common living areas are held financially responsible for cleaning and damage charges considered above and beyond normal wear and tear. Unless an individual or group of individuals take responsibility for damages in public areas, financial responsibility for damage to College property will be assigned to the smallest identifiable population within the residence hall. Common area damage charges will be assessed at the end of each semester.

Common Area Furniture: Common area furniture is not to be removed from public areas. If a piece of common area furniture is discovered in your room, you can be charged up to \$150 with an additional \$25 a day until the furniture is returned. Furniture in Mead suite living rooms is considered common area furniture. If a room and/or suite furniture is missing or damaged, the room and/or suite will be billed collectively unless an individual or group of individuals takes responsibility. Please note that College owned furniture is not allowed out on exterior hallways, or suite balconies.

Consolidation of Residence Hall Rooms: Pitzer College Residence Life reserves the right to consolidate students living alone in double rooms. This means that one student would move out of their double room and into the bed space that is vacant in the other student's double room. Students are encouraged to consolidate themselves by reaching out to others living alone in double rooms in an effort to pair themselves up. An email will be sent to all students living alone in a double room before the start of each semester giving them additional information about the college's consolidation plans.

Emergency Medical Assistance: In the event of an accident or severe illness, contact a residence life staff member immediately. They are trained in first aid and CPR and can contact the appropriate services for assistance. If you cannot find a staff member immediately, contact Campus Safety (909.607.2000) and explain the nature of the problem. In the case of an illness not requiring immediate emergency care, Student Health Services (909.621.8222) is a good resource. If you are too ill to attend class, please contact the Office of Student Affairs (909.621.8241). A Dean can discuss a course of action with you, including notifying your professors about the condition. College staff (including RAs and Residence Life staff) are not permitted to transport students for medical care.

Emergency Maintenance Assistance: Please contact an RA as soon as possible when you need emergency maintenance assistance (such as a flood, electrical problem, broken window, etc.). Quick response and repair can often prevent extensive problems. If it is past normal working hours (Monday through Friday 8 a.m. to 5 p.m.) and you are not able to locate an RA, call Campus Safety at 909.607.2000 and tell them you have a maintenance problem. Facilities/ Maintenance and custodial staff are authorized to enter student rooms for cleaning, maintenance, and/or repair without the student being present or prior notification.

Express Checkout: In order to expedite checking out residents may fill out an express checkout form online. The express checkout form can be used instead of signing up with an RA for a checkout appointment. It may be a good option for residents who might not be able to checkout at a time when there is an RA available and may help those residents avoid getting charged for an improper checkout. However, by signing the express checkout form online the resident agrees to waive all rights to appeal any damage charges that may be billed to their student account after they leave. Their room

will be inspected at a later time by the residence hall staff and charges may be billed to their student account.

Fines and Charges:

1. *Rationale for Damage Policies:* It is the policy of the College to charge individuals responsible for damages which occur or items which are lost from the residence halls. Charges reflect the cost of replacement and/ or repairs. Furthermore, it is the policy of the College to attempt to establish financial responsibility for damages that occur in public areas of a residence hall for which individual responsibility cannot be ascertained. Costs for acts of unclaimed vandalism may be charged back to those residing within the smallest identifiable space where the vandalism occurred.
2. *Damages and Losses within Individual Student Rooms:* All losses and damages which occur within an individual student's room beyond the range of fair wear and tear are charged to the resident(s) of the room. The room condition report (RCR) completed at the beginning of each resident's occupancy protects the student from being held liable for previous damage. Individual student rooms are inspected upon checkout. Bathrooms are inspected for damages, violations and cleanliness during the winter break and again at the end of the year. Bathrooms and rooms should be cleaned so that they are "move-in ready" when students depart at the end of their time in housing. At the end of the academic year, charges are assessed for damage and loss through year- end inspection and checkout procedures. Charges are billed to individual student accounts. For students not returning the following year (graduating or withdrawing), such charges are deducted from their deposit and if the charges exceed the amount of the deposit, the difference is billed to the student's account.
3. *Housekeeping in Common Areas:* All students are expected to keep the common areas of the residence halls, including the laundry rooms in a reasonable state of cleanliness. When an excessive mess is found, it is the responsibility of the residents of the residence hall to clean it up. In the case of a hallway, the smallest identifiable group of residents has the responsibility of restoring the area to reasonable cleanliness.

A 24-hour period will be given to affect the cleanup. At the end of this time period, if the conditions are not up to standards, a fine will be assessed to each person responsible for the clean-up task. If no people are identified, the cleanup costs may be charged to those residing in the smallest identifiable space where the mess occurred. It should be noted that in some cases this means that students not directly responsible for the mess will be held responsible for the cleanup.

Fire Safety Regulations: Any items mentioned in the Student Handbook which are prohibited may be confiscated and will not be returned if discovered by ResLife Staff.

1. Corridors, stairways, and exit doors are to be kept clear of obstructions at all times.

2. Electrical appliances such as toasters, hot plates, saunas, space heaters, microwaves larger than 1.0 cubic feet and refrigerators larger than 4.4 cubic feet are prohibited. Refrigerators should be energy star rated and must have adequate ventilation on all sides.
3. Multiple plug extension cords constitute a severe fire hazard and the danger of electrical shock. These items are prohibited in residence hall rooms when they are utilized for more than one appliance. Only the use of UL listed plug strips containing built-in fuses are permitted.
4. All candles, incense, halogen lamps, and oil-fueled lamps are prohibited. These items are prohibited even if they are intended for decoration, recreation or ceremonial use.
5. No flammable liquids are to be used or stored in the residence halls at any time.
6. Excessive amounts of combustibles such as paper products or textiles stacked in rooms, attached to and/or covering walls and ceilings, covering lights or used as room dividers are prohibited.
7. Nothing can be attached to or hung on the ceilings; this includes, but is not limited to posters and tapestries.
8. Corridor decorations shall be made from non-flammable materials or treated with appropriate flame retardant solutions. All trees, tree branches, and tree limbs must be treated with an approved flame retardant solution and have tags affixed certifying that they have been flame proofed.
9. The following are strictly prohibited: pipes, hookahs, water pipes, and any glass or homemade smoking devices. If any of these items are found they may be confiscated and will not be returned.

Friendship Clusters: Students may select a group of four or eight friends who wish to live in a contiguous space. Friendship cluster applications will be available online during the spring room draw process. Please note that all Friendship Cluster Applications are subject to space availability and are not guaranteed. Please see Room Draw website for a complete set of rules and regulations regarding Room Draw.

www.pitzer.edu/student-life/housing/room-draw/

Furniture: Students may not remove any college issued furniture from their rooms. This includes, but is not limited to bed frames and mattresses. Bed lofting or bunking parts may only be removed or requested by filling out a work order through Facilities at www.pitzer.edu/offices/facilities/workrequests.asp. Do not leave dismantled bed lofting or bunking parts out in the hallway or walkways. Any missing furniture will be charged to the residents. If students dismantle their bed during the academic year, they must re-assemble the bed prior to departing the residence halls or they will be fined.

Guests: Students are welcome to invite off-campus friends or family to visit and stay overnight on campus. The following guest policies are intended to protect the quality of life for all within our residential community.

1. Students who wish to host a guest must have the approval of their roommate/s and suitemates. The right of a student to live in reasonable privacy supersedes the right of a student to host a guest.
2. Guests are required to carry a valid form of ID at all times.

3. Any student found in violation of the guest policy could result in the student losing their right to host future guests. Any guest found in repeated violation of the guest policy may be banned from the residence halls.
4. A guest may stay up to 96 hours (4 days) within a two-week interval. A longer stay may be discussed with the RD.
5. There is a limit to 3 guests at any one time, per room in the residence halls.
6. Guests are not allowed to sleep in any common areas.
7. Student hosts are responsible for informing their guests of all College policies and their guests are responsible for abiding by the policies, as well as all state and federal laws. Guest status can be revoked if at any time the guest violates College policies or state or federal laws. Guest status may also be revoked if the guest is behaving in a manner that disrupts the community as determined by a College official.
8. Student hosts will be held accountable for the conduct of their guests and for any violations incurred by them.
Guests who are minors require written permission from a parent or guardian to be on campus.
9. No guest under the age of 21 is to ask for, accept, or consume any alcoholic beverage while on the property of The Claremont Colleges.
10. Many events hosted on the other Claremont College campuses require guests of students to show a guest pass. Please see the specific policies for each campus (Event Resources: 5C Guest Pass Policies for Event Attendance.) **Hall Councils** are the planning and governance organizations of each residence hall. Students involved in Hall Council, whether they hold an office or not, take an active role in planning activities and programs geared towards fostering a positive living community, and in approving the use of Hall funds. All events within the residence halls must be approved through the Hall Council. They also represent students in voicing concerns and suggestions related to the quality of residence life (i.e., facilities, programs, services, and general maintenance.) All residents of the hall are encouraged to attend Hall Council so that they may be aware of the inner workings of the hall.

Hallway Couches & Furniture: In Pitzer, Atherton and Sanborn Halls (PAS Halls), and West and East Halls (WE Halls) students may place couches, benches, chairs and stools between their door and their neighbor's. Items placed between doors shall not protrude into the walking path or block any doors from opening and closing properly. No college owned furniture is allowed outside in the hallways. Excessively dirty or damaged items are not permitted; as determined by Facilities or the RD. All items must be removed from the corridors when halls close at the end of spring semester. If items are not removed, the residents whose rooms are closest to the item will accrue the removal costs.

Hammocks: All exterior hammocks must be approved by Facilities before being installed. Please contact the Facilities at 909.607.2226 to obtain structural and safety approval. Hammocks that do not meet the requirements will be removed immediately.

Health and Safety Inspections: In order to maintain a healthy, safe environment in the residence halls, periodic health and safety inspections of common areas and student rooms are conducted by Facilities and the ResLife staff. These inspections are for

preventive and corrective actions. Notice of these inspections will be posted 24 hours in advance. If your room does not meet suitable standards, you will be given 24 hours to correct the problem. If in the course of conducting the inspection any prohibited items are found, they may be confiscated and will not be returned. Students may face judicial sanctions. Staff are authorized to enter student rooms for these inspections.

Heating and Air Conditioning: All residence halls have central heating and air conditioning. Tampering with heating and cooling controls is strictly prohibited.

Housing Wait List & Deferred Housing List: Students not able to obtain a room at the time of room draw can place their name on the single (if eligible) or double room wait list. The wait list policy is as follows:

- To be eligible for a room, you must not have any unpaid balance with the College.
- You will have up to a week after room draw to place yourself on the wait list which will be organized by priority number.
- Students requesting to be placed on the wait list after the set deadline will be placed by date of request after those on the initial room draw wait list.
- The wait list is divided by priority number and is updated every year after room draw. It is used during the summer to place people in rooms as vacancies occur. If your status changes during the year, it is your responsibility to notify the Housing Office.
- Your name will be dropped off the wait list if you withdraw, graduate or take a leave of absence from the College.
- As rooms become available, your name will move up the wait list. The Housing Office will contact the next person from the wait list if a room becomes available.
- Should you decline a housing offer, your name will be moved to the bottom of the list.

ID Cards: Installed in all of the residence halls, the ID card access system allows Pitzer students access to each residence hall door equipped with an ID card reader. If a resident of PAS Halls and W.E. Halls, your ID card acts as the key to gain access into your room. Please obtain new ID cards (in the event of their theft or loss) at the Claremont University Consortium (CUC) Connection, 800 N. Dartmouth Ave., Claremont, CA. 91711 or 909.607.2273 (7CARD). The CUC Connection is located at the south entrance of the Honnold-Mudd Library. There is no cost for a damaged ID card if you bring the damaged ID card to the CUC Connection and the cost for a new card is currently \$15. Residents living in PAS or W.E. Halls will need to have their new ID card coded by the Housing Office in order to have access to their room. The Housing Office is located in East Sanborn, C226.

Keys: For your own personal safety and the safety of your personal belongings, you are urged to lock your room at all times. If you lose your key, it is important that you notify your Residence Director immediately to initiate a lock/core change. Charges for lock changes will be placed on your student account. General charges are listed below:

Normal working hours

(8 a.m.–4:30 p.m. Mon.–Fri.) Re-key/core room only \$120

Re-key/core room and suite \$150

Replacement keys \$45

After Hours

(4:30 p.m.–8 a.m. Mon.–Fri.) (All Day Sat.–Sun.)

Re-key/core room only minimum of \$250

Re-key/core suite door minimum of \$250 only

Re-key/core room & suite minimum of \$250

Laundry: Each residence hall is equipped with coin and card operated laundry machines. Claremont Cash must be used when using your card (see Claremont Card Center for additional instructions about how to add Claremont Cash to your ID card). You must provide your own laundry detergent and supplies.

Lockouts: All residents should lock their doors before leaving their rooms and carry their room key or key card with them, even if only to walk down the hall to a friend's room. Not only is this a good safety and security practice, it also prevents you from locking yourself out of your room. While everyone locks him/herself out of a room or suite occasionally, it should be understood that residents are expected to take the responsibility to have their key/key card with them, and requests for lockouts should occur infrequently. If you should lock yourself out of your room between the hours of:

- Monday through Friday, 9 a.m. to 5 p.m., go to the Office of Student Affairs (OSA) in Scott Hall.
- Monday through Friday, 5 p.m. to the start of quiet hours (Sun.-Thurs. 11 p.m. and Fri. and Sat. 1 a.m.), call the RA on-call to unlock your door.
- Saturday & Sunday from 9 a.m. to the start of quiet hours (Saturday 1 a.m., Sunday 11 p.m.), call the RA on-call to unlock your door.
- During quiet hours to 9 a.m., call Campus Safety at 909.607.2000, to unlock your door (see below).

All lockouts will be recorded. Each resident is allowed 2 free lockouts combined from any OSA staff member or RA over the course of the academic year. Additional lockouts performed by the Housing Office or RA will be recorded and the resident may be fined \$10. Staff members and RAs are not permitted to unlock a door for anyone other than the resident of the room. Please do not ask. Therefore, a resident must show proof of identification (i.e. student identification card, driver's license) prior to entry. If the resident has no form of identification at the time, she/he will be required to show identification immediately upon entrance to the room. Multiple lockouts may result in the resident meeting with their RD.

If you should lock yourself out of your room between quiet hours and 9 a.m. you must call Campus Safety at 909.607.2000. This service currently costs \$25 and you must show proper identification and a means to pay the fee (i.e. provide your account number for billing to your student account or pay by check). No cash will be accepted.

Lofts and Bunk Beds: All loft style beds not provided by the College must be cleared with Facilities for safety and stability. Lofted or bunked beds must leave at least three feet

of space around the beds to allow for the maintenance crew to work without a safety hazard. If this much space is not allowed, the beds will not be lofted or bunked. Requests not submitted during the first month of each semester will not be considered. All requests will be considered based on priority, and parts available. Bed lofting or bunking parts may only be removed or requested by filling out a work order through Facilities at <http://www.pitzer.edu/offices/facilities/workrequests.asp>. Do not leave dismantled bed lofting or bunking parts out in the hallway or walkways.

Medical Insurance: Medical insurance is mandatory for all students. All students must have medical insurance/emergency information on file with the Office of Student Affairs. All students are required to update this information every year via the portal online. If no proof of medical insurance is provided by the stated deadlines you will be automatically enrolled in and billed for the Claremont College's Student Health Insurance Plan (SHIP).

Students can obtain a 100 percent refund one week before or on the first day of class. After the first day of class the medical coverage charge is non-refundable. It is the student's responsibility to keep the College informed of changes in medical coverage and coverage must be confirmed every year. If you have any questions regarding medical insurance, please contact the Office of Student Affairs at 909.607.2821 or visit: www.pitzer.edu/student-accounts/health-insurance-options/

Musical Instruments & Sound Equipment: Student rooms, suites, or common areas are not appropriate places to play most musical instruments or have loud sound equipment (i.e. electric guitars, drums, and/or subwoofers). Certain types of instruments, such as acoustic guitars, may be played at a low volume in the residence halls provided they do not cause a disturbance. If you would like to arrange a location for music practice, please contact the Music Coalition.

Noise: The primary mission of Pitzer College is education and in pursuit of this goal, students have the right to quiet time in which to read, study or sleep. Thus, all residence halls have quiet hours from 11 p.m. to 9 a.m., Sunday through Thursday, and 1 a.m. to 9 a.m. on weekends. Extended quiet hours are in place during the week before finals and final exams. All other hours should be viewed as consideration hours, emphasizing mutual respect and courtesy. If you are being disturbed by noise at any time, you have the right to request a decrease in the level of noise. If the person or persons causing the noise do not cooperate, you may want to contact a residence hall staff member to assist you. In the event that an individual severely disrupts the community through repeated or significant noise disturbances, that individual is subject to judicial action. As an academic community, quiet hours are instituted during the last week of classes as well as finals week. Please be aware of others' need to concentrate, sleep and study.

- During the last week of classes there are partial quiet hours which are 7 p.m. to 9 am.
- During finals week there are 24-hour quiet hours until the residence halls close.
- Failure to comply with partial quiet hours or 24-hour quiet hours can result in fines or other sanctions.

Off-Campus Status: All full-time first, second, third-year, and fourth-year students are required to live on campus and enter into a residency agreement each academic year. This agreement serves as a contract outlining the terms and conditions for occupancy of College

housing and board plan participation. First, second, third, and fourth-year students can request to live off campus for a given academic year by submitting a formal application to the Housing Office. All first-year students requesting to live off campus must meet with the Housing Office prior to approval. Off-campus applications are available in the Office of Student Affairs. Initial decisions will take place prior to room draw for students falling under the following priority status:

1. Married students or students with children.
2. Students 24 years of age or older.
3. Students who live with an immediate family member within a fifteen mile radius of Pitzer College.
4. Students with documented medical or psychological conditions that, in the determination of the College, preclude the student from living in on-campus housing.

The off campus approval process only happens ONCE each year, during the spring semester room draw period.

The Housing Committee hosted a series of forums to gather feedback from the Pitzer Community to determine the priority in which off-campus applications should be approved. Based on that feedback, students will be granted off-campus status following the priority criteria below:

- Students with verifiable medical documentation that warrants off-campus housing;
- Rising Fourth-year students with a graduation year of 2016; and (if space remains)
- Rising Third-year students with a graduation year of 2017

All late applications will be decided upon during the summer vacation periods if space is available. Off-campus applications can be accepted from students who have entered into a residency agreement by requirement, or by choice, and do not have priority status. Applications will be granted based on the amount of housing available in the residence halls. In this case, off-campus status is granted on a seniority basis determined by the Housing Office. Students granted off-campus status are granted this status for one academic year. Students wishing to be considered for off-campus status for the following year must reapply within the posted deadline. Off-campus status is official upon notification email from the Housing Office.

On-Call System: Residence Life has an on-call system, in which there is always a Dean/Director on-call for Pitzer, an RD on-call for the entire campus and at least one RA on-call in each residence hall. The RAs are on-call Monday through Friday starting at 5 p.m. until 9 a.m. the next morning, and are on call 24 hours during the weekends to assist students. The on-call staff member can be reached by cell phone. The cell phone numbers are listed on multiple posters in every residence hall and on every RA's door. Please note: The RA on your floor is not always the RA on-call.

Painting of Common Areas and Rooms: The personalization of common areas and hallways must meet guidelines of the individual hall policies, please go to your Hall Council for further information. The painting of student rooms, including bathrooms, is not allowed.

Please see the Public Art Guidelines on the Campus Aesthetics Committee website for further information about art installations on campus.

Personal Property: Pitzer College does not insure against loss, theft, or damage of any personal belongings, including water damage. We strongly urge you to insure possessions through private means. Do not prop any unattended doors and be sure to lock your room and suite doors at all times.

Pest Control: If you notice a pest problem, contact a Resident Assistant. Your cooperation in properly storing food and quickly reporting any pest problems will assist us in maintaining a clean and sanitary environment.

Pets: Only non-meat-eating fish in aquariums up to 10 gallons are allowed. All other pets are prohibited within student rooms and common areas. Prohibited pets include, but are not limited to: snakes, rabbits, cats, dogs, mice, rats, hamsters, etc. Visiting pets are not allowed as well. If a prohibited pet is found in a resident's room, a fine of \$50 will be levied along with an additional fine of \$25 a day until the animal is removed from the residence hall. If not removed within a week of violation, a local shelter will be contacted to come in and remove the pet(s).

Service Animals: Pitzer College permits individually trained dogs that qualify as service animals on campus. A service animal is defined as: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or task that the dog performs must be directly related to the individual's disability.

The following animals are not considered service animals under titles II and III of the American with Disabilities Act (ADA);

- Any animal besides dogs (though there are special provisions permitting miniature horses in some cases);
- Animals that serve solely to provide a crime deterrent effect, and
- Emotional support, comfort, or companion animals.

The regulations also provide that Pitzer College need not accommodate a service animal if it poses a direct threat to the health and safety of others, the owner cannot effectively control it, or if the animal is not housebroken.

Emotional Support Animals (ESAs): Pitzer College is committed to reasonably accommodating students with disabilities in compliance with applicable state and federal laws. In accordance with the Fair Housing Act, an individual with a disability may have the right to have an animal in campus housing if the animal qualifies as a 'reasonable accommodation' that is necessary to afford the student equal opportunity to use and enjoy the housing; (assuming that the use of the animal does not pose a direct threat). A recommendation from the Associate Dean of Students and Director of Academic Support Services is required for students to receive these considerations on the basis of a disability.

To request accommodating an Emotional Support Animal (ESA) in housing, students must register with Academic Support Services in the Office of Student Affairs (Scott Hall 120, 909.607.3553). Academic Support Services determines if a student is eligible

for programs and services. All information/documentation that is submitted by students will be considered confidential and held in Academic Support Services. Further documentation from a licensed physician and/or clinician must be submitted along with the request.

Upon approval students with an ESA must review and sign an ESA Agreement. The ESA Agreement outlines guidelines and student responsibilities as well as potential causes for removal of the ESA from campus housing.

Posting Policy: All flyers, posters or banners posted on campus must have a 5-College or Pitzer College approved for posting stamp indicating approval for posting. The Office of Student Affairs (Scott Hall) will review your flyer, poster or banner and hand stamp it if approved. Only the current year approval stamp with an authorized signature or job code is valid for posters. For more than one poster, you must get one handstamped and signed, then photocopy the remainder. All postings not on bulletin boards must be hung with blue painters' tape. Please respect our campus art and refrain from posting on any pieces. You are responsible for removing your fliers, posters or banners in a timely manner. Any posting that is in violation of our posting publicity guidelines and procedures (see Event Resources: Posting Publicity Guidelines) may be removed immediately. You are responsible for removing your fliers, posters or banners in a timely manner.

Pranks: Pranks that endanger or could be perceived as a threat to another person's safety, wellbeing, and/or security are prohibited. It is expected that students are conscious of their actions and conduct their life at Pitzer with respect for all who visit, reside, and work on campus.

Propping of Doors: The propping of doors endangers the safety of every hall resident. Propping includes, but is not limited to, taping or stuffing the door mechanism, leaving your door "unhatched", and placing any object which obstructs the door from being fully closed. The exterior doors in the residence halls are locked 24 hours, 7 days a week. Keep your hall safe: do not prop unattended doors!

Refund Policy for Housing Cancellation: All charges will be issued following the formal Withdrawal or Leave of Absence policies as written in the Refund Policies section per the Pitzer College Course Catalog.

Residence Hall Check-In/Check-Out Procedure: During non-scheduled checkout periods and after receiving formal approval from the Housing Office, contact your RA if you need to check out of your assigned residence hall. Please adhere to all opening and closing information guidelines for scheduled opening and closing periods.

Residency Requirement: All students who have entered into a residence hall agreement by requirement or choice are financially responsible for the entire academic year's room and board charges unless notified in writing that they have been granted off-campus status or are studying abroad. Students who abandon or do not claim their assigned space can be relocated to other spaces within College housing at the discretion of the Housing Office contingent on space availability.

Students granted off-campus status based on false or misleading information will have their status reversed and will be responsible for all applicable room and board fees.

Roofs: Students are strictly prohibited from the roofs of all campus buildings. Roofs include, but are not limited to the lower Mead lobby roof and any area outside of the fenced in sundecks of Mead, PAS and W.E. halls.

Room Changes: There is a room change period each semester during the second week of classes. Students may request a room change from their Residence Director. Room changes will be approved subject to availability. If you are approved to move, you will have no more than 48 hours to complete the move. If you change or swap rooms without going through proper procedures, you may be charged \$50 and be required to move back into your assigned room. A subsequent \$25 charge can be issued for each day of non-compliance. Please follow room change guidelines.

Residence Life does not honor requests for room changes which are discriminatory of individuals based on race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status.

Room Condition Report: Room Condition Report (RCRs) are provided to all students when they move into their rooms. These forms have been prepared to describe the condition of the room at the time of occupancy. These forms are used at the beginning and end of the occupancy period to evaluate any damage during that time. Each student is expected to compare the condition of her/his room with the form and return it to their RA with any corrections within 72 hours of moving into a room. Failure to note any discrepancies between the form and the room or failure to return the RCR could result in billing for preexisting damage. All students are encouraged to review room condition reports carefully.

Room Draw/Room Selection: Room selection is conducted by Residence Life each spring for the following academic year. A complete set of guidelines and dates are available from the Housing Office, and on the Pitzer College Website.

www.pitzer.edu/student-life/housing/room-draw/

Students who secure housing during Room Draw and submit an off campus application after Room Draw will only be approved if the College is able to find a replacement for the reserved bed space. Therefore, approval is not guaranteed. If a student applies for off campus status during the academic year, approval is not guaranteed.

Screens/Windows: Removal of residence hall window screens is prohibited. Residents may be held financially responsible for the removal of and damage to the screens and judicial sanctions may be imposed. Windows may not be used as points of entrance to or egress from residence hall rooms.

Security Screens: Select rooms in Mead Hall have security screens which have sealed tabs that help keep windows secure. Residents may be held financially responsible for damage to the screens and judicial sanctions will be imposed for the misuse of the security screens. If a security screen tag is found to be broken, the residents of the room will be charged.

Service Desks: There is a service desk in on the second floor of West Hall above the demo kitchen in office P218. Items such toilet paper, and limited supplies of cleaning supplies, keys to access vacuums, kitchen supplies, and games are available at the desk.

Single Rooms: Each residence hall at Pitzer has a limited number of single occupancy rooms that are available to students in their third or fourth year of on-campus housing at the single room rate. Please see Room Draw Guidelines online for further information.

Smoking Policy: Students living in the residence halls have the right to exist in a smoke-free environment. As a supplement to Pitzer's policy on smoking, the following guidelines are to be followed in the residence halls:

- Smoking is not permitted in the individual rooms or bathrooms.
- All public and common areas in the residence halls are non-smoking areas. These areas include, but are not limited to: all common rooms, living rooms, study areas, kitchens, sundecks, elevators, hallways (including exterior walkways), suite areas and Mead balconies.
- All residence halls are designated as nonsmoking and this includes a 25-foot perimeter around each residence hall.
- The following are strictly prohibited: pipes, hookahs, water pipes, and any glass or homemade smoking devices. If any of these items are found they will be confiscated and will not be returned.

Solicitation: Pitzer College does not allow the unapproved soliciting, promoting, or selling of commercial products or services on the College campus. Students and campus organizations should contact the Office of Student Affairs regarding guidelines in this area.

Social Networking: Students are encouraged to take proper safety precautions when voluntarily posting personal and/or identifying information on social networking websites, and blogs (e.g. Instagram, Facebook and Twitter, for example). Pitzer College as a matter of practice does not actively monitor language or actions on such sites. Generally, the College will defer to the user policies of the individual social networking website or blog. However, the College may hold students accountable for Student Code of Conduct violations found on such social networking websites and blogs.

Sports in Hallways: Activities such as football, Frisbee, soccer, and any other sport that utilizes projectiles are prohibited in residence halls. The use of skateboards, roller blades, bicycles, scooters, etc. in the residence halls, including the exterior walkways in Mead, PAS, and West and East Halls is prohibited.

Storage: Pitzer does not provide storage for student belongings or room furnishings; this includes college issued bed frames and mattress that students do not intend to use. If you need to store items over summer break or when you are abroad, you are strongly encouraged to rent off-campus storage facilities that are insured. If you plan to have a storage container delivered to campus, you must register your storage container with the Housing Office online \. A designated storage container drop off area is located in the East Mesa parking lot. Please visit www.pitzer.edu/student-life/housing/summer-storage-containers/ for further details. Any unregistered storage containers found on campus will be removed.

Substance-Free Living: Designed to promote community, Pitzer offers substance-free suites in Mead Hall and a substance-free floor in East Hall.

Sun Decks: Mead has a sun deck. It is the responsibility of Mead Hall Council for policy implementation and oversight of the sundeck space; all policies must be approved by the Residence Director of the hall and the Office of Student Affairs. This includes opening and closing, maintenance and upkeep, and guidelines for student use. Hall Council is also responsible for providing furniture and amenities for the sun decks. The policies for use will include:

1. Do not climb outside gated/fenced in space onto the roof.
2. Do not throw anything off the sun decks.
3. No smoking, alcohol or drugs allowed on sun decks.
4. Everyone is responsible for cleaning up after themselves.
5. Respect the space and those who maintain the sun decks.

Telephone Services: Your room has a phone jack connected to a direct-dial line. Students must request to activate their phone line by contacting the Assistant Director of Residence Life. A connection fee may apply. There is no charge for campus, local or toll free calls. Long distance calls will require a debit card, calling card, or cell phone. For requests for service and repair, please email housing@pitzer.edu and a work order will be submitted to the CUC telephone office.

Termination of Housing: Any student who, in the judgment of the Dean of Students or her/his designee, presents a clear and present danger to the health, safety, and/or welfare of themselves or other members of the College community; has violated any of the residential housing contract terms; and/or other College policies is subject to termination of his/her residential housing contract. Students who are dismissed will be required to vacate the residence halls within 48 hours of notification of dismissal. Refunds will be calculated on a case-by-case basis.

Trash/Recycling/Redemption: Please dispose of all trash in the designated dumpster or trash cans for your building, place recyclables in the blue recycling bins, and redemption items in the proper bins. Do not throw trash off balconies, planters, or out of windows. Check-outs during closing periods may be suspended until all trash is removed. Keeping our campus clean is a responsibility we all share.

Vandalism: Students should not damage College property or the property of other students within the halls. Financial responsibility for vandalism to College property will be treated as common area damage and be assigned to the smallest identifiable population within the residence halls if the individual(s) are not identified. Students found responsible for the damage will be charged for the cost of repair and/or replacement of property and may receive additional sanctions for the act of vandalism itself. Students should not throw objects, such as trash, fruit, sports equipment, etc., against any of the on-campus buildings or residence halls. These activities disturb the community and may cause damage to buildings.

Weapons, Firearms, Explosives and Other: The following items are absolutely prohibited in the residence halls, and in vehicles anywhere on campus. These items include, but are

not limited to, guns (including BB guns, pellet rifles, paint guns and other weapons which propel projectiles), ammunition, knives, switchblades, swords, other bladed weapons, fireworks, and any objects that can be used for blunt force. These items are prohibited even if they are intended for decoration, recreation, or ceremonial use. In addition, combustibles in containers, such as gasoline cans or camping fuel, are never allowed in the residence halls.

Work Orders: If anything in your room or a common area in the residence hall is in need of repair, please fill out a work order online at www.pitzer.edu/facilities/work-requests/ After 5 p.m., please call the RA on duty for an emergency work order. If computer service is needed, please contact Information Technology at help@pitzer.edu.

Dining Policies & Procedures

The dining program at Pitzer College provides excellent food service and flexible options. The food service staffs at the McConnell Dining Hall and the Grove House are dedicated to making each student's college dining experience convenient, and economical. Dining is not offered during official College recess (Thanksgiving, winter recess, Spring Break, and summer breaks).

Claremont Cash: All students of the Claremont Colleges have a Claremont Cash account established as soon as their ID card is created. Funds may be deposited in an account by cash, check, money order and credit card (Visa and MasterCard) at The Claremont Card Center or online at <http://cards.cuc.claremont.edu>. You may use these funds to purchase meals, books, sweatshirts and any other goods sold at locations accepting Claremont Cash. Unused funds will roll over from one year to the next. There are no cash withdrawals permitted until you terminate, withdraw or graduate from the College.

Meal Plans: Pitzer College offers three meal-plan options to accommodate a variety of lifestyles and schedules. Students are asked to select one of three plan options when they complete their room draw form online. Changes to that decision can be made within the first week of classes each semester via student portal. Specific information regarding options, plan, and rates can be received from the central food services offices on campus, 909.607.2788.

Guest Meals can be purchased by cash, flex, or Claremont Cash at the door. Prices are posted at the dining hall.

Pack Outs are available for trips, outings or barbecues. Pack outs are when students use a meal swipe to pick-up food in advance if they know they won't be present for a meal. To arrange for a pack out, contact the Director of Food Services three days in advance.

Off-Board Applications: All students who live on campus are required to be on the meal plan. If there is a specific medical condition that precludes you from being on the meal plan, you may fill out an Off-Board application. To receive consideration, all completed Off-Board applications must be submitted prior to the end of the second week of the semester. A completed application must include:

1. Medical documentation stating the medical reason why you are unable to be on

the meal plan and a list of the foods you can and cannot eat from your personal physician.

2. The approval of the Director of Food Services. To begin the application process, submit the Off-Board Application online and schedule an appointment with the Director of Food Services, 909.607.2794. Bring the above mentioned medical documentation with you to this appointment. If you have a special dietary need, Food Services may be able to specialize a meal plan for you. If they are unable to meet your dietary needs, the Director of Food Services will forward your application with attached documentation to the Associate Dean of Students and the Housing Office. All students are financially responsible for board plan costs until notified in writing that there has been a change in their status.

Pitzer Student ID/Meal Card: Your Pitzer student ID serves as your meal card, giving you access to a number of dining options on campus and throughout the 5 College Campuses:

1. You can eat your meals at McConnell Dining Hall, a full-service dining facility operated through Food Services.
2. You can use your card at the kitchen in the Grove House, the Shakedown Cafe, the Pit-Stop Café, or any other 5-College eating venue.

Your card is the property of Pitzer College and cannot be loaned or transferred. You need to have it in order to enter McConnell Dining Hall, no exceptions. If you lose your student ID you can replace it for a nominal charge. Replacement cards can be obtained at CUC's Connection, 800 N. Dartmouth Ave., Claremont, CA. 91711. The CUC Connection is located at the south entrance of the Honnold-Mudd Library.

Transportation Policies & Procedures

Often times, situations requiring an immediate response necessitate a student being transported to the closest hospital. It is important to note that the residential life staff cannot transport students in situations where transportation to a hospital is immediate. Although well trained, our on-call staff are not medical professionals and for the health and well-being of the student in immediate distress coupled with the liability concerns, we are unable to provide this level of assistance. However, in case a student requires immediate medical attention, there are various options a student can choose from.

Ambulance: If a student's condition is serious and requires them to be transported to the nearest hospital, an ambulance may be the best option. This service provides immediate monitored care and the quickest route to the nearest hospital. Students who are 18 and over may refuse ambulance service only if the EMTs believe that the student is not in any immediate danger. Any student who refuses transport while under the influence of alcohol or other substance may be detained by the Claremont Police Department and monitored from the Claremont Police Station.

Non-Emergency Transportation Options

Two public transit organizations provide bus services that are most usable for service to Pitzer College students. Foothill transit connects the San Gabriel Valley and Inland Valley

areas while LA County Metro has lines closer to the city of Los Angeles. However these lines connect to each other and to other means of public transportation including subway and train lines. Greyhound also has a location in Claremont and travels cross-country.

Amtrak

Website (includes maps, schedules, and ticket prices):

<http://www.amtrak.com/>

Amtrak is a traveling service via rail or bus that offers online reservations, schedules, and a trip planner. It is a good option for traveling to destinations outside of the LA area.

Nearest Station: The nearest train station is in Pomona, CA at 100 West Commercial Street Pomona, CA 91768, but the Claremont Metrolink can take passengers to LA Union Station, which is an Amtrak station as well.

General Area of Operation: Amtrak has over 200 stations in California with routes and stations cross-country. It has partnered with Metrolink for some of its lines along the California coast.

Price: Varies with destination and class of ticket (coach or business).

Hours: Schedule varies depending on date and route.

Claremont Dial-a-Ride

Claremont Dial-a-Ride operates within the boundaries of Claremont. The service offers reliable transportation services at a reasonable price. Whether the student is commuting, shopping, going to medical appointments, or to and from school, Claremont Dial-a-Ride is available. Just call the same day - and pickups will typically be made within 45 minutes of your request. It's easy. Call (909) 623-0183. Service is also provided to the medical facilities in the Pomona Valley Medical Center area as well as the Montclair Plaza and Montclair Trans Center. Dial-a-Ride offers transfers to Foothill Transit at convenient locations as well as offering service to the Metrolink trains at the Claremont Depot. For more information regarding utilization of this service, please click on the link <http://www.pvtrans.org>

Foothill Transit

Website (includes maps, schedules, and ticket prices):

<http://www.foothilltransit.org/>

Nearest Station(s): Claremont Transit Station (by Metrolink) and Montclair Transcenter (1.4 miles from campus, west on Arrow Route, right at Monte Vista Ave., left at Richton).

Prices: \$1.25 per local ride, \$2.45 to LA using the Silver Streak line. Month-long passes at discounted rates are available for students- \$33 for local rides only.

Areas of Operation: El Monte to Montclair, with limited lines and service stretching into San Bernardino county and LA. There are also large stations in Pasadena, West Covina, Pomona, El Monte, and others.

Hours: Limited service 24 hours a day.

Silver Streak Line: Leaves Montclair Transit station for LA every 10-30 minutes from 4:30am to 9:30pm. Leaves every hour from 9:35pm to 3:59am.

Local lines: All local lines vary in frequency and time of stops based on time of day and whether it is a weekday or a weekend day.

Trip Planner: http://www.foothilltransit.org/Schedules_Routes/trip_planner.htm

Greyhound Bus

Website (includes maps, schedules, trip planner, and ticket prices):
<http://www.greyhound.com/>

Nearest Station(s): 888 S. Indian Hill Blvd. Claremont, CA 91711

(Walk west on Bonita Ave., turn left at Indian Hill, continue past Arrow Hwy one block)

Prices: Prices vary with time of week and destination. *Example:* a non-refundable round trip ticket from Claremont to SF can be \$47.00. A non-refundable ticket from Claremont to Los Vegas can be \$25.00.

Areas of Operation: Greyhound has over 2,400 stations nationwide, and 102 stations in California.

Hours: Station and ticketing open Mon-Sun 6:45am-8:00pm at the Claremont station.

Los Angeles County Metro Bus

Website (includes maps, schedules, and ticket prices):

http://www.metro.net/riding_metro/riders_guide/planning_trip.htm

Nearest Station(s): LA Union Station is the hub. No lines extend all the way to the Claremont area.

Prices: \$1.75 base fare, but a Metro Day Pass is available for \$7.00. The passes are also good for the Metro Rail system.

Areas of Operation: Buses run across the LA region from Santa Monica to Hollywood to Long Beach. Freeway express bus lines are available as well as local street lines.

Hours: All day. Night owl service starting in the late evening.

Trip Planner: <http://www.metro.net/default.asp>

Los Angeles County Metro Rail Lines

Website (includes maps, schedules, and ticket prices):

<http://www.metro.net/index.asp>

The Metro Rail Lines compose the subway system for the Los Angeles area, stretching from Pasadena to Long Beach.

Metro Red Line: Travels from LA Union Station west through North Hollywood.

Metro Gold Line: Travels from LA Union Station east into Pasadena.

Metro Purple Line: Travels from LA Union Station through downtown LA to the Wilshire/Western intersection.

Metro Blue Line: Travels from the 7th St./Metro Center of the Red or Purple Lines in Downtown LA to Long Beach.

Metro Green Line: Travels from Norwalk to Redondo Beach, reachable from the Blue Line. A free shuttle also takes passengers from the LAX stop on the Green Line to LAX.

Fare: Tickets are \$1.75 one-way or \$7.00 for a Metro Day Pass (the pass covers LA Metro bus and rail line costs for one day)

General Area of Operation: Union Station to North Hollywood, Pasadena, Long Beach, and Santa Monica.

General Hours of Operation: Although each train line varies in its hours and schedule, the trains typically begin running between 4am and 4:30am weekdays and weekends, and stop running between 12:30am and 1:30am.

Metrolink

Website (includes maps, schedules, and ticket prices):

<http://www.metrolinktrains.com/>

Metrolink consists of seven rail lines converging at Union Station in Los Angeles, the central hub for bus, Amtrak, and subway lines. The Claremont Metrolink station is part of the San Bernardino Line, which stops in many of the surrounding cities between San Bernardino and LA Union Station. Once at Union Station, it is possible to switch to any of the other lines Metrolink has to offer in order to reach your intended destination.

Nearest Station: 200 W. 1st St., Claremont, CA, 91711

Fare: Round-Trip from Claremont to LA Union Station = \$14.00 Weekday, \$10.00 Weekend*

*Also Available: One-Way tickets and Monthly passes

General Area of Operation: Metrolink has lines reaching from San Luis Obispo in the north to San Diego in the south, as well as from San Bernardino in the east and parts of the Orange County coast in the West. It partners with Amtrak for some of its coastal lines that extend outside of Los Angeles.

Claremont to Union Station

Weekdays - Approx. every 20 min. from 6:08am -- 7:48am; Approx. every hour from 7:48am - 7:51pm

Saturday - From 7:44am – 9:54pm, intervals range anywhere from 60 – 180 min.

Sunday - Approx. 2 hour intervals from 7:44am – 11:39am, and from 12:44pm – 6:09pm

Union Station to Claremont

Weekdays - Approx. every hour from 6:00am – 3:20pm; Approx. every 20 min. from 3:20pm – 6:00pm; Approx. every hour from 6:00pm – 9:00pm

Saturday - From 7:00am – 11:30pm, intervals range anywhere from 80 – 180 min.

Sunday - Approx. every hour 9:00am – 11:25am; every 2 hours 11:25am – 7:45pm

Pitzer College Mini Vans

Pitzer College has five minivans which seat seven people, including the driver. The vans may be utilized in support of the College's academic program, for administrative purposes and for approved student activities. However, because a van reservation and prior approval is required to drive a College vehicle, depending on the situation, the Pitzer vans may not be a reasonable choice during an urgent or emergency situation. However, when a student has the opportunity to plan ahead, they are a great mode of transportation for scheduled doctor appointments, for filling prescriptions, etc. Please note that a charge of 70 cents per mile will be charged for all van usage. The vans may only be driven after approval by the Office of Risk Management has been received. For information about becoming an approved driver, or for a list of approved drivers, please contact the Office of Human Resources. Van reservations can be made online at www.pitzer.edu/vans. Please submit requests at least 72 hours in advance. Students will be sent an email once the status of the reservation has been confirmed.

Yellow Cab

Any student who needs to go off campus but does not have a vehicle can utilize Pitzer's Taxi Voucher system. This system is extremely helpful for both scheduled and unanticipated trips. Conveniently billed to a student's account, a student may pick up a Taxi Voucher during business hours from the Office of Student Affairs or after-hours by contacting the Resident Assistant on-call. When the cab arrives, all the student needs to do

is hand the voucher to the Yellow Cab driver. No cash necessary at the time of use. There are also no location restrictions when traveling by taxi. Yellow Cab also accepts other forms of payment and up to four students can travel to the same destination for the price of one.

Zip Cars

Zip Cars are a 7 College sharable car service that may be checked out for any reason. Although it does take some pre-planning, a student may create a Zipcar account at http://www.zipcar.com/pitzer?zipfleet_id=68586947. There is an annual \$25-\$35 fee and the hourly rates are from \$7 an hour, daily rates from \$48.00. Zipcars are located in the Tranquada Center parking lot. When a student has the opportunity to plan ahead, they are a convenient mode of transportation for scheduled doctor appointments, prescription refills, etc.

Our students' health and safety is of paramount importance to us. With a three tiered on call system and a myriad of transportation options, our students do have options for both emergency and non-emergency medical related concerns. However, if you ever have questions, comments or concerns, we are available to chat. Please call the Office of Student Affairs between the hours of 8am-5pm at (909) 621-8241. Again, if there is a concern after hours, we can always be reached by contacting Campus Safety at (909) 607-2000. Pitzer College first and foremost is an educational community and we look forward to having the opportunity to accompanying your student through their journey!

5-College Campus Resources

Department of Campus Safety

150 East 8th Street
909.621.8170 (off-campus)
ext. 72000 (on-campus)

Campus Safety personnel are on duty 24 hours a day year round to help provide safety and security for our students, faculty and staff.

Campus Safety is staffed by employees who are specifically trained and responsible for a full range of public safety services including crime reports, apprehension and arrest of suspects, enforcement of all federal, state, and local laws, as well as College policies and regulations, responding to suspicious persons and activity calls, medical emergencies, fire emergencies, traffic accidents, parking and traffic enforcement, safety hazards, escort services, and a host of related security services. The department has crime prevention professionals to help provide the community with comprehensive programs promoting the reduction of crime. However, it must be recognized that ultimately each individual is responsible for his/her own safety and security. In this regard, the following suggestions are made:

- Report ALL CRIMES and ANY suspicious activity/persons immediately by calling x72000. Prompt reporting may assist in apprehension and prevention of future crimes.
- Keep your hall/residential or office door(s) locked and do not prop doors.
- Exercise good judgment when walking alone especially at night.

- Request escort service when traveling alone on campus at night; contact Campus Safety at x72000.
- Participate in crime prevention programs.
- Thieves try to blend in and look like students. An acquaintance is a stranger with a name. Unless someone is willing to take responsibility for friends, friends of friends, relatives and other visitors, you need to lock your valuables when social activity is expected in your room.
- Secure valuables inside of your room in a locked closet, trunk, chest, etc. (CD's, jewelry, cash, credit cards, small electronic items and, especially portable computers).
- Always, always properly secure/lock your bike even if you are only leaving it for a minute!
- Check the Department of Campus Safety Website at: www.cuc.claremont.edu/cs for detailed information regarding Reporting Emergencies; Who we are and what we do; Parking Information; Crime Prevention Information; Monthly Crime and Incident Reports, Campus Safety Annual Reports, as well as links to other important Websites.

Cards and Claremont Cash (Connection)

Connection, CUC's newest service department located in the South Lobby of Honnold Library and around the corner from the Café, provides ID card services for The Claremont Colleges. In addition to ID card services Connection includes copy services, postal services, passport and visa photos, and other goods and services. Connection also manages the Claremont Cash program. Claremont Cash can be used to purchase both food and non-food items throughout The Claremont Colleges, as well as local merchants in and around Claremont. All students, faculty, and staff of The Claremont Colleges have a Claremont Cash account established as soon as their ID card is created. Funds may be deposited into your account on our website at: <https://cards.cuc.claremont.edu/>, or with cash at the Coop Store or the Hub Store, or with cash, check or MasterCard/Visa at Connection. Unused funds will roll-over from one year to the next. There are no cash withdrawals permitted until you graduate from or leave The Colleges, at which time you can request a refund of unused funds. You can use Claremont Cash at all undergraduate college dining halls, all retail food and on-campus convenience stores as well as Pitzer laundry rooms, Honnold Café, Huntley Bookstore, Student Health Services, The Libraries, and Connection. More than 20 merchants in the Claremont area also accept Claremont Cash. Please visit the website for more information on the program and to view a complete list of on and off campus locations that accept Claremont Cash.

The Chaplaincy of The Claremont Colleges

McAlister Center

919 North Columbia Avenue, ext. 18685

The Claremont Colleges is served by the Interfaith Chaplaincy, which represents, coordinates and directs the programs of McAlister Center for religious activities.

McAlister Center offers a full schedule of weekday and Sabbath worship, along with a wide range of events and programs for the Jewish, Roman Catholic, Protestant, Islamic, Zen Meditation, Latter-Day Saints, Christian Science, and other communities. There is a

meditation chapel and a library, as well as a lounge and chaplains' offices. The Claremont Colleges Volunteer Service Center, which offers diverse opportunities in the local community, is also located at the Center.

The chaplains, a Jewish rabbi, Catholic priest and a Protestant minister maintain liaisons with religious institutions and social service agencies in the surrounding communities. McAlister Center is also available for use by other student religious groups on the campus. The chaplains assist students who want to make contact with members of their community of belief and offer counseling for members of the campus community.

Chicano/Latino Student Affairs (CLSA)

Tranquada Student Services Building

757 College Way, ext. 18044

The Chicano/Latino Student Affairs Center provides various academic, social and cultural support services. These include a New Student Retreat, the Sponsor Program, the César Chávez Commemoration Program, Latino Heritage Month, DEDa de la Familia, Community lunches, academic advising, graduate school and career development sessions. The mission of the Center is to assist Chicano/Latino students in achieving academic success. This is accomplished by offering academic support services which complement existing resources at the Colleges. Events which foster personal growth and multicultural awareness such as DEDa de los Muertos are also provided throughout the year.

Claremont International Studies Education Project (CISEP)

Broad Hall 205, ext. 79399

CISEP is co-sponsored by academic centers at Pitzer College and the Claremont Graduate University. The project brings together accomplished teachers and dedicated college faculty for multiple and sustained professional development for K-12 teachers in the Eastern Los Angeles County and Western San Bernardino County regions. The primary mission of CISEP is to improve in measurable ways the quality of instruction offered to students at all levels K-12, with primary attention being given to the areas of international studies/history social science and multi-cultural education.

Club Sports Program

Pomona College, Rains Center, ext. 77928

The Claremont Colleges have established a Club Sports Office to assist club sports teams in scheduling fields and facilities for practice and competition. To be eligible to use a Claremont College field or facility or to receive funding assistance from the associated student governments, all club sports must register with the Club Sports Office.

The Office of Black Student Affairs (OBSA)

139 East Seventh Street, ext. 73669

OBSA addresses the educational needs of students of African descent. The office, through its cultural programs and academic services, seeks to create a supportive environment for students that will help them attain their undergraduate and graduate degrees. OBSA also hopes to help students develop emotional autonomy, coping skills, feelings of self-worth

and independence, a positive ethnic identity, mature relationships with peers, appropriate educational plans, mature career paths and a responsible lifestyle.

The Office of Black Student Affairs is committed to diversity and all of its programs and services are open to all students of The Claremont Colleges. It sponsors numerous activities, which include the New Students' Retreat, Black History Month programs, leadership training, cross-cultural programs, speakers' series, poetry readings, and other programs to enhance students' interpersonal skills.

Health Education Outreach (HEO)

**Tranquada Student Services Building
757 College Way, ext. 73602**

At HEO, our mission is to provide educational programming, services, and resources that will enable students of The Claremont Colleges to play active roles in achieving, protecting, and sustaining health and wellness.

HEO is dedicated to helping you find the most appropriate health and wellness information and support available. We provide educational workshops, services and resources including: alcohol and tobacco education, recreational and prescription drug information, nutrition information and diet analysis, sexual health information, free and anonymous HIV testing on campus, wellness counseling, disordered eating education, referrals to local and national information and help lines, free ear plugs, condoms and lubricants, and a library of health and wellness books, periodicals, pamphlets, CD-ROMS and videos. Call for an appointment, Monday through Friday, 9 a.m. to 5 p.m. or contact us through our Website: www.cuc.claremont.edu/heo.

Huntley Bookstore

175 East Eighth Street, ext. 18168

Established in 1969 with a gift from Mr. and Mrs. Early W. Huntley, Huntley Bookstore provides essential services to the students, faculty and staff of The Claremont Colleges. As the source for all course required textbooks and support materials used at The Colleges, the bookstore carries many academic trade and reference titles, new releases, bestsellers, academic study aids, school and office supplies, clothing and gift items as well as magazines, snacks and soft drinks. Huntley Computer Sales provides both Apple and PC hardware and software at academic pricing as well as a complete selection of computer supplies and peripherals.

Huntley is open year round with a variety of additional services. These include: copyright clearance, course pack production, special order services, mail order services and a full service Web site on which you may purchase textbooks, clothing and gift merchandise. Huntley's Website is located at www.claremont.bkstr.com.

Store hours are 8:30 a.m. to 5:30 p.m., Monday through Thursday, 8:30 a.m. to 5 p.m., Friday, and 10 a.m. to 5 p.m. on Saturday. Summer hours are 8:30 a.m. to 5 p.m., Monday through Friday, and 10 a.m. to 5 p.m. on Saturday.

International Place of The Claremont Colleges (I-Place)

390 East Ninth Street

Claremont McKenna College Campus, ext. 18344 or 73910

International Place is the intercollegiate center where domestic and international students can meet to increase multicultural understanding of friendship. I-Place is a “home away from home” for international students and provides orientation programs and a variety of other services. I-Place sponsors lunch discussion programs on global issues, the spring International Festival, a Fall Banquet, and social events and trips, as well as many other activities. The I-Place Website is located at <http://iplace.claremont.edu>.

Jumpstart

Atherton 415, ext. 79290

Jumpstart’s mission is to work toward the day every child in America enters school prepared to succeed. To this end, we train and support Claremont Colleges students to serve as part-time AmeriCorps members, working with young children in local, low-income preschools to build skills crucial to school success. Jumpstart Corps members have the unique opportunity to inspire young children, to serve in a local community, work on an AmeriCorps team, and build professional skills as part of a network that serves young children in more than sixty communities nationwide. Students enrolled in Jumpstart can receive work-study, academic credit or serve as volunteers.

Leadership in Environmental Education Partnership (LEEP)

ext. 18818

This program trains college students to develop and subsequently teach outdoor environmental education to a diverse group of elementary school children from neighboring communities. The program has been in place for ten years. Contact paul_faulstich@pitzer.edu

Libraries

The Claremont Colleges Library is a shared resource of all The Colleges. Library resources include over 1.5 million print volumes and extensive holdings of journals, magazines and newspapers: currently the library provide s online electronic access to articles in over 65,000 titles. The library’s large collection of electronic resources provides ready access to a wide variety of bibliographic, full-text and multimedia information.

Through the World Wide Web, it is possible to search Blais, the online catalog, or any of hundreds of databases including services such as Lexis-Nexis Academic and ISI Web of Science. Full-text resources include electronic books and journals, as well as specialized resources such as the ACM Digital Library, CQ (Congressional Quarterly) Library and Oxford Art Online. The Claremont Colleges Digital Library (CCDL) provides access to digital collections from The Colleges as well as from the library’s Special Collections. The library also provides digital primary source collections such as Early English Books Online and North American Women’s Letters and Diaries which make available thousands of additional primary source materials. Most of these resources are accessible via the Internet to students, faculty and staff of The Claremont Colleges in their residence halls, labs, offices and homes, as well as in the library. All of the collections, including materials

in many unique and rare special collections, are available for use by students. The collections The Claremont Colleges Library, as well as those of the libraries of Rancho Santa Ana Botanic Garden and the Claremont School of Theology, can be accessed using Blais, the online catalog. Reference assistance, instruction for classes and groups, and individual appointments for instruction and research assistance are available. Online reference assistance is also available from the library Website via instant messaging and email.

Honnold/Mudd Library is located at Eighth Street and Dartmouth Avenue, ext. 18150. Honnold/Mudd houses collections in the humanities, sciences, and social sciences. This library is a depository for United States Government publications and also has extensive holdings of publications from the State of California, Great Britain, the United Nations and other international agencies. The Asian Studies collection of more than 81,000 volumes includes materials in Chinese, Japanese and Korean languages. Special collections include archival materials from The Colleges, medieval manuscripts, the Aviation collection, and various collections which focus on California and the West.

Denison Library is located on the Scripps College campus, ext. 73941. This library specializes in the humanities, fine arts and Women's Studies. Special collections include materials on contemporary fine printing, fine bindings and the history of women.

The Claremont School of Theology Library is on Foothill Boulevard (across from Harvey Mudd College), 447.2516. This library specializes in religion, particularly biblical studies and theology.

Rancho Santa Ana Botanic Garden Library is located at 1500 North College, 625.8767. Located at the Botanic Garden, this library specializes in botany and horticulture. The library requests that students call before using the facilities.

George G. Stone Center for Children's Books is located at 740 North College, ext. 73670. As part of the Claremont Graduate University's School of Educational Studies, this library emphasizes children's education and literature.

Monsour Counseling and Psychological Services (MCAPS)

Tranquada Student Services Building

757 College Way, ext. 18202

MCAPS is available for those in need of counseling. The center is open from 8:30 a.m. to 5 p.m., Monday through Friday during the academic year. Appointments after hours may be made available upon request. Appointments may be scheduled over the phone or in person. An on-call therapist is available in emergency situations, but otherwise an appointment is usually made a few days to one week in advance (depending upon flexibility of the student's schedule). Psychological and psychiatric services are available at no charge. Any medication prescribed is the financial responsibility of the client. All sessions and discussions with a therapist are confidential.

Reasons to visit Monsour:

- Feelings of depression.
- Excessive anxiety or stress.
- Problems in interpersonal relationships.

- Sexuality or sexual identity concerns.
- Lack of motivation to do work.
- Procrastination.
- Eating disorders.
- Problems with alcohol or drug abuse.
- Problems eating or with body image.
- Concerns with cultural or racial issues.
- Services:
 - Short-term individual or couples therapy.
 - Stress management.
 - Theme-focused therapy groups for dealing with issues ranging from relationship concerns to eating disorders to childhood sexual abuse.
 - Short-term structured groups on topics such as stress management and relaxation.
 - Consultation services are available to help people who are concerned about the emotional well-being of any friend, relative, or acquaintance.

Queer Resource Center (QRC) Walker Lounge

Pomona College, ext. 71817

The Queer Resource Center is a 7 College resource center serving the lesbian, gay, bisexual, transgender, queer, questioning, asexual, omnisexual, pansexual and allied community at the Claremont Colleges houses a library of books, magazines and videos, and sponsors faculty lectures, movie series and student speakers' bureau.

Student Health Service

Tranquada Student Services Building

757 College Way

621.8222 or ext. 18222, www.cuc.claremont.edu/shs

The Student Health Service is open 8 a.m. to 5 p.m., Monday, Tuesday and Friday while school is in session, with extended hours until 7 p.m. on Wednesdays and 9 a.m. to 5 p.m. Appointments are highly recommended for all visits and can be scheduled in advance by telephone. Phones open at 8 a.m. for appointments. If you call early, same-day appointments are usually available.

A \$10 charge will be assessed for any missed appointment not cancelled two hours in advance. Walk-in students will be seen in the order of arrival during the hours of 8:30-10:30 a.m. & 2-4 p.m., Monday through Friday. There is a \$10 charge for walk-in visits. There is no charge for regular scheduled appointments or emergency care. Emergency care is available during regular business hours for serious illness or trauma as determined by the triage nurse (e.g., bleeding, possible fracture and allergic reactions).

All students are strongly encouraged to have an entrance health history and physical examination form on file to use the services. These forms are required for initial admission to Pitzer College as a first-year or transfer student. All students' records are confidential. Medical records are not made available to anyone without the student's permission.

Costs:

- No charge for regular appointments.
- Walk-in appointments: \$10.
- Missed appointment not cancelled two hours in advance: \$10.
- There are minimal fees for supplies, lab tests, x-rays and medications.

Students have up to thirty days to pay for services.

For after-hours emergencies, contact Campus Safety (621.8170 or ext. 72000). A Student Health Service health care provider is available for telephone consultation after hours. Emergency health services and other special services are available to students at two nearby hospitals: Pomona Valley Health Center at Claremont Urgent Care Center at 1601 Monte Vista Avenue: Claremont, CA 91711 (909) 865-9977 which is within five miles of campus, and is open 8 a.m. to 8 p.m., Monday through Friday, and 9 a.m. to 5 p.m., Saturday, Sunday and holidays).

Student Disability Resource Center (SDRC)**Tranquada Student Services Building****757 College Way****607.7322 or ext. 77322**

The Student Disability Resource Center (SDRC) is designed to serve the needs of students, faculty, and staff of The Claremont Colleges. The Center provides resources inclusive of disability awareness trainings and workshops; instructional support for faculty; testing and study space for students; digital and online disability education resources.

Governance

The present governance system was designed to offer opportunities for Pitzer students to become involved in all aspects of college business and decision making. The large number of committees and the wide range of policy areas they address are evidence of this.

Students serve on all standing committees of the College. These committees report to College Council, the voting members of which are faculty members, staff council representatives and members of the Student Senate (see by-laws for details).

All College Council and committee meetings are open to the Pitzer community with a few exceptions (e.g. Academic Standards, Faculty Executive). Minutes of standing committees are sent out via email to all who subscribe to minutes@pitzer.edu. Students are encouraged to read the minutes, attend meetings and exercise their voice in Pitzer policy making.

College Council

The College Council is the main policymaking body at Pitzer. Generally, all policy recommendations that are made by the various committees are forwarded to College Council for discussion and eventual vote. If passed, these recommendations go to the President and as appropriate to the Board of Trustees for final approval. The College Council has the power to recommend requirements for academic degrees and honors, as well as make recommendations to the President regarding the establishment of new academic divisions and the creation of standing and ad hoc committees.

The President or the Dean of Faculty presides as the Chair at Council meetings. Council meetings occur several times each semester and may be convened at the call of the President, the Dean of Faculty, the Chairperson of the Faculty Executive Committee, or the Student Senate Chair. All faculty and student voting members are expected to attend such meetings. The agenda, normally prepared by the Dean of Faculty in consultation with the Chairperson of the Faculty Executive Committee, the Student Chair and the President, is usually published at least 48 hours in advance. Agenda items that entail a major policy change are discussed one meeting prior to a vote.

Robert's Rules of Order shall govern the proceedings of the College Council meeting as amended by such standing rules as the College Council meeting may designate. See by-laws of Faculty and Student Governance in the Faculty Handbook, Article Two regarding College Council meetings.

The Student Senate

The Pitzer College Student Senate is hereby recognized by the students of Pitzer College as the official body protecting student rights and interests: facilitating student participation in policy-making at the College; increasing the quality of students' educational and academic experience; upholding the core values of the College in all areas of student life; facilitating communication between students and staff, faculty, and bureaucratic organizations;

recognizing and funding student organizations; representing the student body in College Council meetings and all official college business; and striving to improve the welfare of all students.

Student Senate is responsible for managing and allocating funding to all student clubs and organizations, assigning representatives to all campus committees, and acting as a conduit for the student voice on all campus issues. Student Senate is divided into three separate branches of power: the Executive Board, the Legislature, and the Judicial Council.

The Student Senate meets weekly on Sunday evenings at 7:00 p.m. in the Multipurpose Room of the Gold Student Center (GSC), unless otherwise publicized or noted.

All Student Senate positions are either elected by the student body, or appointed by members of the Executive Board. Any current student at Pitzer College is eligible to run in these elections, and/or apply for an appointed position. At least three elections are held during the academic year to fill vacant seats, including one election at the beginning of each semester. The general election takes place at the end of each Spring Semester to fill positions for the coming academic year.

For more details, refer to the Student Senate website or the Constitution of the Pitzer College Student Senate (April 2015) at www.pitzer.edu/student-senate/

Code of Student Conduct

Preamble

Pitzer College has a high respect for individuality among its students and acknowledges the right to explore, clarify and adopt individual values. The College makes no attempt to stand in loco parentis or to be responsible for the total life of its students. The College does, however, have the responsibility of encouraging an atmosphere where students, staff and faculty can safely and effectively pursue the goals of education and community living. All students are responsible for their own behavior and how this behavior impacts the community. The Code of Student Conduct seeks to protect the rights of the individual and the rights of the community with fairness, integrity and respect for the goals of all.

The Pitzer College Code of Student Conduct sets out definitions of rules and fair procedures within the Pitzer community. As members of this community, students are required to abide by all the policies and procedures of Pitzer College and The Claremont Colleges as well as all local, state and federal laws. It is each student's responsibility to be aware of the content of the Code of Student Conduct as well as other policies of the College, which are published in the Student Handbook.

This Code is reviewed periodically by the Judicial Council to reflect changes in community standards and is then adopted by College Council. Judicial Council shall have authority to make changes to the Code in order to comply with federal and state laws without College Council approval. However, when such changes are made, Judicial Council shall bring the changes to the attention of College Council, for approval in a timely fashion, and notice will be sent to students, faculty, and staff regarding the required changes.

Disciplinary authority for the Code of Student Conduct originates in the Board of Trustees, the President and the By-Laws of the College. The Judicial Council has the authority and responsibility to conduct hearings on charges of violations of the Pitzer College Code of Student Conduct, while the Office of Student Affairs is responsible for the administration of residential life policies, conducting administrative reviews, and for enforcing the disciplinary policies of the College.

I. Definition of Terms

1. The term “charge” means a written statement of the provisions of the Student Code alleged to be violated and the factual circumstances surrounding the alleged violation.
2. The term “College” means Pitzer College.
3. The term “College-owned property” includes land, buildings, facilities and other property owned jointly or individually by any of The Claremont Colleges or property of any facility or institution owned by or affiliated with The Claremont Colleges.
4. The term “complainant” refers to the individual(s) initiating a complaint of a violation of the Code of Student Conduct, which may or may not result in a charge.
5. The term “complaint” means the set of circumstances or events reported to or being investigated by the Dean of Students Office, which may or may not lead to a written charge.
6. The “Dean of Students” is the official or the designees of the College appointed by the Pitzer College President and empowered by the Judicial Council through the College By- Laws to be responsible for administration of the Code.
7. The term “faculty member” means any person hired by Pitzer College and appointed by recommendation of the Faculty Executive Committee to conduct classroom or teaching activities.
8. The term “intercollegiate policy” means any of the several jointly adopted policies of The Claremont Colleges, which guide but do not supersede the procedures and policies of Pitzer College
9. The term “Judicial Council” means the group of both faculty members appointed by the Pitzer College Faculty Executive Committee, staff members appointed by the Staff Council, and student members elected by the student body of Pitzer College, who are authorized to hold hearings to determine whether a student has violated the Code of Student Conduct and to impose sanctions.
10. The term “judicial proceeding” means the procedures of a student disciplinary action, (either a Judicial Council hearing or Administrative Review) after a formal charge of a specific alleged violation of the Code of Student Conduct is made.
11. The term “may” is used in the permissive sense.
12. The term “member of The Claremont Colleges community” includes any person who is a student, faculty, or staff member, College official or any other person employed by the College(s).
13. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the “Code of Student Conduct,” the Student Handbook and the College Catalogue.
14. The term “respondent” refers to the person against whom an alleged violation of the Code of Student Conduct is charged.
15. The term “shall” is used in the imperative sense.

16. The term “student”, for the purposes of the Code of Student Conduct, means an individual for whom the College maintains student records, and who a) is enrolled in or registered in an academic program or course of the College; b) has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms; or c) is on an approved leave of absence. The Pitzer Code of Student Conduct also applies to a) applicants who become students, for offenses committed as part of their application process; b) applicants who become students, for offenses committed on campus and/or while participating in College related events or activities that take place following a student’s submittal of the application through their official enrollment; and c) former students for offenses committed while a student.

II. Judicial Authority

A. Investigation and Resolution of Disputes

1. Investigation

The Dean of Students is responsible for enforcement of the Code of Student Conduct and for ensuring that the rights of all students are upheld. When a complaint is made against a student, the Dean of Students shall conduct an investigation to determine if the alleged violation(s) has merit. If the alleged violation(s) is found to have merit, it will be addressed through different measures depending on the severity of the case. Any student against whom there might be a charge of a violation of the Code of Student Conduct has all the rights enumerated in Section VI of this code. In addition to these rights, the Dean of Students will provide the student(s) who is (are) being investigated or charged with access to the Code of Student Conduct.

2. Resolution of Disputes

A student charged with violating the Code of Student Conduct has the right to have a hearing before the Judicial Council for any alleged violation. However, in cases of alleged minor violations, complaints can often be resolved without a full Judicial Council hearing. Generally, there are three levels of disciplinary action depending on the seriousness of the alleged violation. Additionally, there are circumstances when mediation may be the appropriate resolution procedure.

a. Residential Life

Complaints about student behavior and reports of alleged violations of residential life policies, such as noise policy, guest policy, pets, room changes, furnishings, etc. normally are first addressed by Office of Student Affairs staff. Such complaints are reviewed by a Residence Director and/or Associate Dean of Students and examined in a conference with the student(s). Attempts at conflict mediation and reconciliation as well as resolution by imposition of sanctions for admitted violations may make unnecessary a formal judicial proceeding and bringing a charge. Resolution may entail a variety of responses, including no action, a warning, an educational or community service assignment, a fine, residential probation, restitution or some combination, depending on the severity of the case. A respondent may appeal the decision of the

residence life staff to the Dean of Students. The appeal must be made in writing, and must be made within five class days of written notification to the student of the residence life staff member's decision. Grounds for appeal include violations of the student's rights as set forth in the Code of Student Conduct, insufficient or compelling new evidence, and/or severity of the sanction.

b. Administrative Review

In the event of repeated complaints regarding the same person or in cases of somewhat more serious alleged violations, but where the potential sanction would not usually be suspension or expulsion, the respondent has the choice of either an administrative review within the Dean of Students Office or to have the case heard by the Judicial Council. An administrative review offers privacy and possibility of negotiation of the case. If the student chooses an administrative review, the student does not have the right to a hearing before Judicial Council for the same alleged violation(s). If the student decides to have the case reviewed by Judicial Council, a charge is issued and a date and time is set for the Judicial Council hearing.

If the respondent chooses to have an administrative review, the Dean of Students will notify the respondent in writing of the alleged violation(s) including the specific circumstances or behaviors alleged to have violated that policy or regulation. The review will include individual interview(s) with the respondent, the complainant, the alleged victim, any witnesses and the review of other documentation or materials relevant to the case. Advisers to the respondent, complainant, or alleged victim may be consulted beforehand, but will not be permitted to be present during the administrative review. The official who conducts the review will make a decision based on a preponderance of the evidence. That is, is it more likely than not that the respondent(s) is responsible for violating the Code of Student Conduct.

i. Finding of Responsibility

When a student is found responsible for a violation through an administrative review, the Dean of Students Office may impose sanctions. The range of sanctions that may be imposed includes, but is not limited to: community service, educational sanctions, referral to drug or alcohol counseling or rehabilitation, warning, probation, monetary fines, restitution, revoking of on-campus privileges (including on-campus housing), but does not include expulsion or suspension from the College. The respondent will be notified in writing of the results of the review. When a violation of the Code of Student Conduct is determined in an administrative review and sanction is imposed by the Dean of Students Office, appeal, if any, is directed to the President. (See Section VII. E.). Grounds of appeal include violations of the student's rights as set forth in the Code of Student Conduct,

insufficient or compelling new evidence, and/or severity of the sanction.

ii. Admitted Violations

When a student chooses the administrative review option and admits to the charge and to responsibility for a violation of the Code of Student Conduct (and it does not warrant suspension or expulsion), the Dean of Students Office may impose sanctions. If the student is not satisfied with the sanctions, the student can appeal to the Judicial Council for review of the appropriateness of the sanctions only.

All appeal cases brought before and heard by the Judicial Council shall be final and not subject to appeal to the President.

c. Judicial Council

Cases in which the possible sanction could be suspension or expulsion from the College or cases in which the student has chosen to have the case reviewed by Judicial Council will be referred directly to the Judicial Council by the Dean of Students Office (See Section VII for complete information on the Judicial Council hearing procedures).

Note: If a hearing to consider an alleged violation(s) is submitted to the Judicial Council, whether because it is chosen by the respondent or referred by the Dean of Students Office, the hearing procedures described in Section VII below will apply. In either case, preparation of charges and notification of the Judicial Council Chair will be the responsibility of the Dean of Students Office.

d. Mediation

Under circumstances of student behavior leading to conflict between two or more persons, mediation may be the recommended method of recourse. Mediation is intended to allow the parties involved to discuss their respective understandings of the incident through the assistance of a trained professional. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both parties involved and to produce a written agreement that is binding on both parties. Mediation is not a procedural option for cases of sexual misconduct. Requests for mediation should be filed with the Dean of Students by the complainant and/ or respondent and both parties must agree to enter into mediation. In addition, the Dean or their designee must agree that mediation is a desirable method for resolution of the case. All parties have to agree to the choice of the mediator. If the process proves unsatisfactory at any time during the mediation before an agreement is reached, the complainant may pursue other courses of action, such as filing a formal complaint against the respondent with the College.

The only parties present at the mediation session(s) are the individuals involved in the incident, an adviser of their choosing, and an experienced, trained, or licensed non-student mediator. The parties shall be offered the opportunity to participate without physically facing each other, and if so requested, the mediator shall work out an acceptable arrangement. The mediator will listen to the parties and work with them to develop a written agreement on the key issues emerging from the incident(s), which may include an activity or restraints on behavior by which one or both parties agree to abide following the mediation. The outcome will be communicated to the Dean of Students or their designee within five class days. The written agreement will be kept in both students' discipline files located in the Office of Student Affairs and may be used for purposes of sanctioning in subsequent judicial matters.

III. Proscribed Conduct

Violations of the Code of Student Conduct include:

A. Academic Dishonesty

Any member of the Pitzer community who is aware of academic dishonesty by a student has the responsibility to try to halt it, either by intervening immediately, or by speaking with the person committing it and by reporting it to the Dean of Students Office for possible referral to Judicial Council. If an instructor concludes that the standards of academic honesty have been disregarded, it is that instructor's responsibility to make the information available to the student, to report the incident to the Dean of Students Office and to tell the student that a report is being made. The faculty member may handle the case and impose any academic penalty including failure in the course. The faculty member should report the outcome to the Dean of Students Office. If a student disputes the incident or the severity of the penalty, the student may have a hearing before Judicial Council (See Faculty Decision Student Appeal below).

1. Cheating

No Pitzer student may intentionally use or attempt to use unauthorized materials, information, or study aids in an academic exercise or examination.

2. Claiming Credit Falsely

Intentional fraud, in which a student seeks to claim credit for the work or effort of another without authorization or uses unauthorized materials or fabricated information in any academic exercise. Academic dishonesty can include forgery of academic documents, intentionally impeding or damaging the academic work of others or assisting other students in acts of dishonesty.

3. Coercion of Grading or Evaluation of Coursework

Threatening personal or professional repercussions or discipline against an instructor to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework.

4. Facilitating Academic Dishonesty

intentionally or knowingly helping or attempting to help another to violate this code of academic integrity.

5. Multiple Submissions

Multiple submissions includes, but is not limited to, the resubmission in identical or similar form by a student of any work which has been previously submitted for credit, whether at Pitzer or any other school, college, or university in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course. It also includes the submission for credit of work, in identical or similar form, in concurrent courses, without the permission/consent of the instructors of both courses.

6. Plagiarism

No Pitzer student shall appropriate the work of another of another – for example, parts of passages of another’s writings, the ideas and language of another, the artistic compositions of another – and pass them off as their own work. Students may not use extracts from books, journals, or other sources without citation.

Faculty Decision Student Appeal

A student who wishes to challenge a faculty’s determination in violation of academic dishonesty or the severity of the penalty may appeal to the Judicial Council. The appeal must:

- Be made in writing within thirty calendar days of the faculty’s notice to the student;
- State specific grounds for any claim that the finding of responsibility was unwarranted or the penalty unjust; and
- Exception - students going abroad or on leave of absence have thirty calendar days from the beginning of the semester upon their return for an appeal if the review hearing is not able to be completed within the semester of the occurrence.
- Be delivered to the Office of Student Affairs.

A Dean will work with the Judicial Council Chair to notify the faculty of the student’s appeal. Evidence and arguments relevant to the appeal will be presented to the Judicial Council, faculty member and the petitioning student. The appeal hearing will follow normal Judicial Council hearing procedures as outlined in the Code.

Under normal circumstances, the review hearing should be scheduled for a date not fewer than 5 or more than 25 class days from the time of the petitioner’s formal appeal. The Judicial Council shall inform both the petitioner and the faculty member of the time, place and date of the review hearing.

Under extreme circumstances, either the respondent or the complainant may request waiver of the time limit for a hearing in writing to the Judicial Council Chair. A decision on the request will be made by the Judicial Council. All parties will then be notified of the date, time and location of the rescheduled hearing.

All academic appeal cases brought before and heard by the Judicial Council shall be final and not subject to appeal to the President. Decisions of the Judicial Council, on appeal, may differ from and/or include sanctions imposed by the faculty member.

B. Knowingly aiding another person in any violation of the Code of Student Conduct

No student shall knowingly aid another person in the violation of any rules contained in this Student Handbook.

C. Misuse, theft, or abuse of College computer time or accounts

D. Offenses against persons and property:

1. Harassment

a. General Harassment

Unlawful harassment is conduct that creates an intimidating, offensive, or hostile working or academic environment, or that interferes with work or academic performance based on a person's protected status, including race, color, national origin, ancestry, sex (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity and expression, age, religion, physical or mental disability, medical condition, marital status, veteran status, family care leave status, or other status protected by antidiscrimination and anti-harassment statutes, such as Titles VII or IX of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the California Fair Employment and Housing Act. Such harassment can be physical, verbal, or visual. Harassment can be committed by employers, coworkers, fellow students, and third parties. Generally, statements and/or conduct legitimately and reasonably related to the College's mission of education do not constitute harassment. (Refer to the Discrimination and Harassment Policies and Procedures for the complete policy.)

b. Sexual Harassment

Sexual harassment may be either "quid pro quo" harassment, that is sexual advances or requests for sexual favors where submission or rejection is used as the basis for making employment or educational decisions affecting an individual; or "environmental" harassment, where the individual is subjected to a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere with an individual's work or education, or to affect adversely an individual's living conditions. Occasional compliments that are generally accepted as not offensive or other generally accepted social behavior, on the other hand, do not constitute sexual harassment. Sexually harassing conduct need not be motivated by sexual desire. (Refer to the Discrimination and Harassment Policies and Procedures for the complete policy.)

2. Hazing

Any act or the creation of a situation that tends to endanger the mental or physical health or safety of a student; an act or the creation of a situation which tends to humiliate or degrade a student; or an act or creation of a situation which destroys or removes public or private property when these are part of initiation, admission into, affiliation with or continued membership in a group or organization. An act or a situation becomes hazing when an organization creates the dangerous, illegal, or humiliating situation and exposes students to it. (See the Discrimination and Harassment Policies and Procedures for the complete Hazing Policy)

3. Interference with College Activities

No Pitzer student shall act in an unauthorized way to make impossible the satisfaction of any physical condition necessary for the success of any authorized activity on College-owned property (by College-owned property we understand

property owned jointly or individually by any of The Claremont Colleges, or property of any facility or institution owned by or affiliated with the Colleges.) Note: The intent of this policy is not to supersede the College Demonstration Policy as outlined in the handbook.

4. Physical Assault

No Pitzer student shall assault, hit, punch, or otherwise physically injure any person.

5. Property Offenses

No Pitzer student shall steal, embezzle, damage, or endanger the property or otherwise violate the property rights of others while on College-owned or operated property. This includes the properties owned and operated by any Claremont College.

6. Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to: (1) feel fear for their safety; (2) or the safety of others or suffer substantial emotional distress. Stalking includes behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten their safety, mental health, or physical health. (See the Discrimination and Harassment Policies and Procedures for the complete Stalking Policy.)

7. Threatening or Endangering Conduct

No Pitzer student shall threaten or endanger the safety and/or well-being of any person.

8. Weapons

Possession, use, storage, or manufacture of firearms, ammunition, explosives, knives (for which its primary manufactured purpose is not for food use or preparation) and other weapons capable of causing bodily injury are prohibited on campus.

E. Providing false information

No Pitzer student shall knowingly provide false information in relation to the implementation or enforcement of any College policies, rules or regulations. This includes, but is not limited to, forging instructor or adviser signatures or add-drop sheets or petitions, giving false or misleading information to College employees and committees, and knowingly giving false testimony to Judicial Council in the course of a hearing.

F. Refusal of Compliance

No Pitzer student shall fail to present identification or comply with reasonable directions of a College official or other Claremont College or Claremont University Consortium official acting in the performance of their duties while on College property.

G. Sexual Misconduct

1. Non-consensual sexual contact

Non-consensual sexual contact is:

- any intentional sexual touching,

- however slight,
- with any object or body part,
- by a person upon a person,
- that is by force or without consent.

Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

2. Non-consensual sexual intercourse

Non-consensual sexual intercourse is:

- any sexual intercourse however slight,
- with any object or body part,
- by a person upon a person,
- that is by force or without consent.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

3. Intimate Partner Violence: The following alleged conduct will be addressed through the Complaint Procedures outlined in this document when the conduct is gender-based.

- a. Dating violence (as defined by the Violence Against Women Act) is violence committed by a person
 - i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. where the existence of such a relationship shall be determined based on a consideration of (1) the length of the relationship, (2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship.
- b. Domestic violence (as defined by the Violence Against Women Act) is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that personal acts under the domestic or family violence laws of the jurisdiction.

4. Sexual Exploitation: Sexual Exploitation is a form of sexual misconduct which occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- i. Invasion of sexual privacy;
- ii. Prostituting another person;

- iii. Non-consensual video or audio-taping of sexual activity;
 - iv. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - v. Engaging in voyeurism;
 - vi. Knowingly transmitting a sexually transmitted infection, a sexually transmitted disease, or HIV to another person;
 - vii. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
 - viii. Sexually-based stalking.
5. Sexual Assault: "Sexual assault" (as defined by the Violence Against Women Act) means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Generally, a sexual assault has been committed when an individual engages in sexual activity without the effective consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying sexual desire of either party. This includes coerced touching of the actor by the victim as well as the touching of the victim by the actor, whether directly or through clothing.

Consent Defined: Effective consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable and clear permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent. The legal age of consent in the state of California is 18 years.

- Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity.
 - A previous relationship or prior consent does not imply consent to future sexual acts.
 - Consent can be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, irrespective of how much sexual interaction may have already taken place.
1. Force and Coercion: Consent obtained through force is not effective consent. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes the use of threats, intimidation (implied threats) and/or coercion to produce consent. Coercion is unreasonable pressure for sexual activity ("Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want."). Coercive behavior differs from seductive behavior based on the type of pressure used to get consent. When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- Note: There is no requirement that a party resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force, however, is not demonstrated by the absence of resistance.
2. Capacity/Incapacitation: Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing

effective consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who one should have known to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (i.e. by alcohol or other drug use, unconsciousness, asleep, or blacked out), constitutes a violation of this policy.

- i. Incapacitation due to alcohol or other substances: Because alcohol or other drug use can place an individual (other drug use, unconsciousness, asleep, or blacked out), constitutes a violation of this policy, to understand the “who, what, when, where, why or how” of the self indicate incapacitation. When alcohol or other drugs, including date rape drugs (such as Rohypnol, Ketamine, GHB, etc.), are involved, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (the who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Administering a date rape drug to another individual is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- ii. Incapacitation due to other reasons: This policy also covers a person whose incapacity results from mental or physical disabilities, sleep, unconsciousness, or involuntary physical restraint.

H. Violating College policies and relevant laws described in the Student Handbook

This includes, but is not limited to, policies on:

1. Alcoholic beverages: See the College Alcohol and Drug Policy section of this handbook and the section on state and local alcohol laws.

Students are always encouraged to seek immediate and appropriate assistance and medical attention in alcohol or other drug related emergencies.

Students that experience an alcohol and/or other drug related hospitalization will not be subject to punitive measures; this does not preclude educational or rehabilitative measures.

Students who appropriately and cooperatively assist another student in receiving medical attention will not be subject to disciplinary proceedings for their actions.
2. Computer use policy: See Computer User Agreement
3. Fire and safety: See Fire Safety Regulations
4. Illegal drugs: See College Alcohol and Drug Policy section of this handbook
5. Other College or Consortium Policies
6. Outdoor art: See Public Art Policy

IV. Special Powers

- A. Campus Emergency Policy
The President of Pitzer College, and in the President's absence the Dean of Faculty or Vice President for Administration, shall have authority to make appropriate decisions regarding any emergency that may arise on campus and to employ such means including the employment of counsel for this purpose.
- B. Interim Suspension
Any student who, in the judgment of the Dean of Students or their designee, presents

a clear and present danger to the health, safety, and/or welfare of the College community is subject to suspension from the College by the Dean of Students or their designee on an interim basis, pending a hearing by the Judicial Council. Such a suspension does not prejudice that a violation has occurred. Interim suspension will be followed by speedy access to a full and fair hearing.

1. Appeals

A student whom a Dean of Students or their designee has placed on interim suspension pending a hearing may appeal such suspension to the President. The President shall issue their decision on such an appeal to the student in writing.

2. Circumstance for Lifting of Interim Suspension

Should Judicial Council in a hearing find that no violation of the Student Code occurred, the interim suspension shall be lifted.

C. Search of Rooms

Pitzer College respects the privacy of members of the College community. However, the College reserves the right to conduct searches of residence hall rooms if reasonable cause exists to believe that (1) activity is taking place which is detrimental to the health, safety, or welfare of the Pitzer College Community, or (2) that activity is taking place which constitutes a violation of the Code of Student Conduct.

Determination of reasonable cause is to be made by the Dean of Students or their designee. Every effort will be made to have present the student whose room is being searched. In addition, rooms may be entered for routine cleaning services and/or to inspect or repair plumbing, electrical, heating and cooling systems, or room furnishings.

D. Violations of Law

Whether through administrative or Judicial Council action, the College reserves the right to impose sanctions against students for conduct that may violate any federal, state, or local law on or off campus, even though such crimes may also be tried in the local courts. When a student is charged with a legal violation and College disciplinary action is also taken, campus proceedings may be carried out prior to, simultaneously with or following civil or criminal proceedings. The College's proceedings are not bound by any determinations of fact or law made in any civil or criminal proceedings.

V. The College Judicial Council

A. Jurisdiction

The Judicial Council shall hold hearings, make determinations of fact and impose sanctions on any Pitzer College student determined to be in violation of the Code of Student Conduct. The Judicial Council shall have appellate jurisdiction in academic dishonesty cases and in administrative review cases where the student has admitted to violating the Code.

1. Complaints

Any person may bring a complaint against a Pitzer student to the Pitzer Dean of Students Office. The Dean of Students Office will attempt to resolve the case, if possible, including in some instances offering the respondent the option of having an administrative review (see Section II.A.2.b). If the complaint cannot be resolved, or if the respondent or the Dean of Students elects a Judicial Council hearing, the Dean of Students will forward the case by preparing a written charge to the Judicial Council.

Note: Complaints by students against faculty and staff follow different processes depending on the type of complaint. For instance, complaints

against faculty and staff members involving allegations of harassment, sexual violence, or discrimination follow the complaint procedures outline in the Discrimination and Harassment Policies and Procedures. Office of Student Affairs staff can be very helpful in directing students to the appropriate policy when filing complaints.

2. Intercampus complaints

When Pitzer students are on the campus of another of The Claremont Colleges, they are expected to respect the regulations of that College as well as those of their own College. If a student of another College violates the regulations of the host College, judicial action may be brought against that student at his/her home college. The name of any students concerned, along with all pertinent information, will be sent to the Dean of Students of the College involved.

3. Notice

In cases coming before the Judicial Council, the Dean of Students Office shall formulate the charge, which shall be a written statement giving the relevant regulation or policy that has been allegedly violated and the specific behavior or sequence of behaviors alleged to have violated that regulation or policy. The respondent will receive written notice of any violation according to the procedures outlined in Section VII.B.

4. Temporary actions

As a temporary measure, the administration of the host College may, at its own discretion, prohibit a student from coming onto its campus until judicial proceeding at the student's home college is complete. Such a prohibition shall be communicated to the student through that student's home college at the request of the host College.

B. Composition

The College Judicial Council shall consist of at least five student members, at least five faculty members, and at least five member of the staff. Student members must be in good academic and disciplinary standing, not subject to recall (who shall be elected by the student body). Faculty members will be selected by the Faculty Executive Committee. Members of the staff will be selected by Staff Council Representatives in consultation with the Office of Student Affairs. As much as possible, faculty, staff, and student members should represent the diversity of the student population. To that effect Student Senate should make every effort to seek appropriate gender balance and ethnic and other forms of diversity in the slate of student candidates for Judicial Council. Similarly, faculty and staff members should be chosen with the goal of ensuring approximate gender balance and ethnic diversity. The Chair and Alternate Chair shall be elected from among the voting membership of the Council. If the Chair and Alternate Chair are unable to serve due to a conflict of interest, Judicial Council may elect an ad hoc Chair for the purposes of a particular hearing. A Dean from the Office of Student Affairs will sit with the Council as an adviser on process and to represent the views of the College.

1. Assembly notice

Prior to the hearing, the respondent and the complainant will be notified of the names of those members of the Judicial Council who will be hearing the case. If either objects to any member or members of the board, the student may write to the Dean of Students requesting that those members be replaced. The letter must include an explanation for the objections. Removal from the hearing board will occur if and only if the Dean is convinced after investigating that

absence of impartiality would result in an unfair hearing by allowing that member/those members of the Judicial Council to adjudicate the incident. Requests for removal shall not be revealed to members of the Judicial Council. If there are insufficient numbers of faculty or students to reach a quorum, the Dean of Faculty and the Dean of Students shall appoint an ad hoc replacement from among the faculty or students who have received Judicial Council training before the hearing.

2. Quorum

Five members shall constitute a quorum of the Judicial Council for the purpose of meeting. For a hearing panel, a quorum shall consist of five members, including at least one faculty member, one staff member, and one student member.

C. Other

1. Reports

The Judicial Council shall report at least once per year to the College Council the numbers and types of cases heard, the difficulties it has encountered, the recommendations made and sanctions imposed, the appeals made to the President, and the decisions of the President. These reports are for the purpose of informing the Pitzer community of the general nature of its judicial matters and shall avoid identifying the persons involved.

2. Training

The Dean of Students Office shall design and be responsible for providing ongoing comprehensive training, in consultation with appropriate professional external agencies, in sexual misconduct, hate crimes, and other relevant topics to members of the Judicial Council.

VI. Rights of Students Charged. (Bylaws, Art. VII. Sec. 7.7) Each respondent involved in a judicial proceeding shall have the following rights:

- Right to be presumed innocent until proven guilty.
- Right to be informed, in writing, of the charges against her/him and in sufficient time to prepare for judicial proceedings.
- Right to a speedy hearing or administrative procedure.
- Right to have a formal hearing before Judicial Council for any alleged violation of the Code of Student Conduct.
- Right to a hearing separate from that of another respondent.
- Right to be assisted in her/his defense during a Judicial Council hearing by an adviser of her/his choice who must be a student, faculty, or staff member of The Claremont Colleges.
- Right to consult an adviser of her/his choice prior to an administrative hearing, who is a member of The Claremont Colleges and is knowledgeable about the Code of Student Conduct.
- Right to face the person who has brought complaints against him/her (the "complainant").
- Right to refuse to respond to questions that are self-incriminating.
- Right to call material and up to two character witnesses from the College community.
- Right to be free from a re-hearing for the same alleged violation.
- Right to be free of penalty or sanction if found not responsible for violation of the Student Code.
- Right to reconsideration of a decision on specific grounds (grounds for appeal are violation of a student's rights as set forth in the Code of Student Conduct,

insufficient or compelling new information, and/or severity of the sanction).

VII. Judicial Council Hearing Procedures

A. Purpose

The following are guidelines for conduct of Pitzer College Judicial Council hearings. This process does not intend to duplicate or imitate criminal or civil legal procedures. Instead, the guidelines are meant: (a) to provide just and prompt investigations and constructive resolutions of complaints alleging violations of Pitzer College Code of Student Conduct, and (b) to provide fair treatment for all parties involved in disputes, namely those who have complaints as well as those against whom complaints are made.

B. Pre-Hearing Procedures

1. Notification

Complaints of alleged violations that are being referred to Judicial Council for a hearing shall be written and delivered to the accused student, the complainant, and Judicial Council Chair by the Dean of Students Office. The copy to the respondent will constitute the student's formal notification of the charge(s) against themselves and the intent to hold a Judicial Council hearing. This written notification will include the complaint(s) against the respondent; the specific policies and portions of the Code of Student Conduct the respondent has allegedly violated; the student's rights as guaranteed in Article VII, Section 7.7, Pitzer College Bylaws; the nature of the information which will be presented against the student, as well as any written or recorded statements obtained during the Dean of Students Office investigation, and the sanctions which could be applied if the student were found in violation of the Code of Student Conduct.

2. Advisers

The respondent has the right to have an adviser, who must be a current member of the Claremont Colleges. However, in cases of sexual misconduct, the respondent has the right to an adviser of their choosing, which may include an adviser who is not a member of the Claremont Colleges. If the charges are serious enough that sanctions might result in suspension or expulsion from the College, the respondent is particularly advised to select an adviser to be present during the Judicial Council hearing. Advisers may not address the Judicial Council or pose questions to any participants in the hearing process. The sole responsibility of the adviser is to provide support and guidance to the student for whom they have chosen to advise. Advisers may not, at any time during the hearing, serve as a representative for or speak for the respondent or complainant. In cases involving allegations of sexual harassment or sexual misconduct, complainants will be afforded the same right to an adviser.

3. Scheduling

With the assistance of the Dean of Students Office, the Judicial Council Chair sets a date for the hearing. Under normal circumstances the hearing should be scheduled for a date not fewer than five and no more than twenty-five class days from the time the respondent was first formally notified of the charge(s) against themselves. The Dean of Students Office shall inform both the respondent and the complainant(s) of the time, place and date of the hearing. It is the responsibility of each party to inform their respective advisers of this information. The complainant(s) will have available to them all information sent to the respondent by the Judicial Council Chair at the same time as the respondent is notified.

4. Time limit exception

Under extreme circumstances, either the respondent or the complainant may request waiver of the time limit for a hearing in writing to the Judicial Council Chair. A decision on the request will be made by the Judicial Council. All parties will then be notified of the date, time and location of the rescheduled hearing.

C. Hearing Procedures

1. Admissible information

Judicial Council shall consider only information introduced at the hearing, before Council. Normally this will include a written statement from the complainant, from the respondent, and from any witnesses; it may also include responses to questions given during the hearing. Written statements will be considered only when the witness making the statement appears before the Judicial Council to answer questions about the statement. Character witnesses, if any, may state their knowledge of the character of the student for whom they are serving as a witness, and must refrain from comments on the character of other parties in the case.

2. Hearing Attendance

The person(s) bringing the complaint and the respondent shall have the right to be present during presentation of evidence and questioning of witnesses. The respondent shall have the right to be accompanied by an adviser of their choice.

a. Respondent

The respondent shall be informed of their rights and shall have an opportunity to speak and to present information on their own behalf. Should the respondent, having been properly notified of the date, time and place of the hearing, fail to appear at the time and place specified, the hearing shall proceed in the same manner as if the respondent were present, unless the Judicial Council decides by majority vote to postpone the hearing.

b. Complainant

In all Sexual Misconduct and Sexual Harassment cases, the complainant shall be offered the opportunity to participate in the hearing without directly facing the respondent. If so requested, the Judicial Council Chair shall make appropriate arrangements. For example, the room may be partitioned so that the complainant and the respondent do not see each other. The respondent and the complainant shall have the opportunity to hear the testimony, have questions asked of the other party during the hearing process, and to hear responses.

c. Judicial Council Members

No member of Judicial Council shall join or rejoin deliberations after a hearing has begun. No member may be excused from a hearing once it has begun except for good cause and by a majority vote of the other members present, and then only if such action does not violate the quorum provisions of Section V.B.1. above. No member of Judicial Council who has not been present for the entire hearing shall participate in the decision or in subsequent discussion of sanctions.

d. Witnesses

Witnesses may participate in a hearing by physical presence, telephone

conference, or video conference. Only one witness shall be allowed in a Judicial Council hearing at any one time. Advisers may also be called as a witness during a hearing. Witnesses, unless they are also serving as an adviser, may only be present during the hearing when they are called to testify.

3. **Disruptive Behavior**
No actions shall be taken in a Judicial Council hearing which would impede the orderly conduct of the hearing. Disruption of the Judicial Council is a violation of the Code of Student Conduct. The Chair may call for a recess of the hearing in the case of disruptive conduct, and the Chair may remove from the hearing witnesses, advisers, respondents, and complainants, for repeated disruptive behavior. The hearing may proceed if parties to the hearing are removed for repeated disruptive behavior.
4. **General hearing process**
Normally, the hearing conforms to the following order of procedure:
 - a. Presentation of the written charge from the Dean of Students Office, questions from Judicial Council members to the Dean of Students designee and/or the complainant(s) regarding the complaint.
 - b. Statements of witnesses on behalf of the complainant(s); questions from Council members to the witnesses.
 - c. Statement of the respondent; questions from Council members to the respondent.
 - d. Statements of witnesses on behalf of the respondent; questions from Judicial Council members to the witnesses.
 - e. At the option of the Council, a second round of questioning of the complainant(s) and any supporting witnesses a majority of the Council wishes to hear in rebuttal.
 - f. At the option of the Council, a second round of questioning of the respondent and any supporting witnesses a majority of the Council wishes to hear in rebuttal.
 - g. Close of the hearing.
 - h. Deliberation. Judicial Council hearing deliberations shall be closed to all parties of the hearing and shall include only Council members participating in the present hearing and the Dean of Students staff representative.
5. **Recess**
The Chair may at any time recess a hearing to provide for gathering additional information or simply to provide a break in the hearing or deliberation. A recess may be called to suspend a hearing to resume at a later date.
6. **Record keeping**
A verbatim record (such as a digital recording) shall be made of every Judicial Council hearing for the purposes of appeal review only. This verbatim record shall be kept in the Dean of Students Office and shall remain confidential. The digital record shall be destroyed after the deadline for appeal has passed, or if the student appeals, after the final decision is made by the President.
7. **Questioning**
All questions during the hearing shall be asked by or to Judicial Council members. The purpose of the hearing is not to conduct a trial but to gain as full and fair an account as possible about the alleged violation and to determine whether a violation of the Code of Student Conduct has occurred. The

respondent and the complainant(s) shall have the right to suggest questions to the Chair to be asked by Judicial Council members, but only Judicial Council members shall directly question the respondent, complainant, or the witnesses. The Chair, in consultation with the Judicial Council, may modify the question process to facilitate the proceedings. The Chair may exclude irrelevant and unduly repetitious information.

8. Closed hearings
The hearing shall be closed to the public and outside spectators.

D. Decision and Sanctions:

1. Standard of proof
The decisions of the Judicial Council shall be based on a standard of a preponderance of the evidence. In other words, the Judicial Council must show that it is more likely than not that the student committed the misconduct of which they are accused.
2. Consideration of information
The decisions of the Judicial Council shall be based solely upon information introduced at the hearing, before the Council. The direct statement of a witness, including the complainant, the alleged victim, and the respondent may be taken as sufficient proof of any act. Statements made by any witness must be evaluated for bias, plausibility, credibility, and consistency along with other available information. Any relevant information may be admitted if it is the type on which reasonable persons are accustomed to rely in the conduct of serious affairs. Unruly, irrelevant or unduly repetitious information may be ruled out of order by the Chair. In determining sanctions the Council shall consider the nature of the violation and the circumstances under which the violation occurred.
3. Consideration of Prior Disciplinary Action
If the Judicial Council finds that a violation of the Code of Student Conduct has occurred, Judicial Council shall consider the nature of sanctions to be imposed. At this phase of deliberation only, the Dean of Students or designee may provide the Council with historical information on the past conduct record of the respondent and the history of sanctions in similar cases. No information regarding prior disciplinary action may be disclosed by the Dean of Students or designee during a hearing process, until and if the Council makes a decision that the student violated College policy.
4. Sanctions
Sanctions normally considered include (but are not limited to) the following:
 - a. Disciplinary probation
Formal notice compelling a student to exhibit good behavior during a specified probationary period. Violations during the probationary period may result in temporary or permanent separation from the College.
 - b. Removal from residence and/or board
Revoking, for specific period of time, the privilege of on-campus residence and/or campus meals.
 - c. Campus exclusion
Exclusion from areas of the campus or from official College functions.
Suspension
 - d. Suspension is the termination of Pitzer College student status for a specified academic term or terms. The conditions of the suspension shall

be set by the Council and may include sanctions which must be satisfied during the suspension and/or special conditions which would be in effect upon the student's return to the College.

- e. **Expulsion**
Expulsion is the termination of Pitzer College student status for an indefinite period and may include an exclusion from specified areas of the campus.
- f. **Other sanctions**
In addition to the sanctions above, the Judicial Council may impose disciplinary sanctions which are not listed above.

5. **Mandatory expulsion cases**
Expulsion is mandatory when a student is found in violation of the code on the charge of non-consensual sexual intercourse. A sanction of expulsion will be strongly considered in cases of gender-related physical assault, bias-related incidents, and hate crimes.
6. **Restorative activities**
In addition to any sanction, the Council require rehabilitative activities to be undertaken by a student, including community service, participation in drug or alcohol abuse programs, etc.
7. **Voting**
The decisions of the Judicial Council and its imposition of sanctions shall be reached in closed session by a majority vote. The Chair shall vote only in case of a tie.
8. **Notification of decision**
The respondent shall be notified in writing, within five class days following the hearing, of the Judicial Council's decision and recommended sanctions, if any. Written notification shall include a summary of the reasons for the decision and an explanation of any sanctions imposed.

In sexual misconduct and sexual harassment charges only, both the respondent and the complainant will receive written notification of the allegations investigated, a description of the investigative steps that were conducted, a summary of the facts of the matter, the basis for the determination, and remedial actions that will be required if the respondent was found responsible for violating the policy. Furthermore, the College will offer counseling services and academic support to all parties involved.

In the case of an alleged sexual misconduct, intercollegiate policy and the California Educational Code require that the complainant(s) and or victim(s) who have been parties to the case and other appropriate College officials will be notified about its disposition within six days. In cases of alleged physical assault or alleged harassment, the complainant will be notified of the outcome and relevant sanctions (if the respondent is found responsible) within six days of the conclusion of the hearing.
9. **Completion of sanction**
When a sanction requires a period of time for completion, the deadline for completion shall be specified. The respondent must report to a designee of the Dean of Students when the student has completed the sanction. The case is not complete until the sanction has been completed and cleared by the Dean of

Students Office. The Judicial Council will not monitor or reconsider a sanction once it is imposed.

B. Appeals Procedure:

All appeal cases brought before and heard by the Judicial Council shall be final and not subject to appeal to the President. Cases heard by the Judicial Council that are not appeal cases are subject to the following appeal procedures. On specific grounds, the respondent may request that the President reconsider the Judicial Council procedures. The appeal to the President must be made in writing, and must be made within five class days of written notification to the student of the Judicial Council's decision.

1. Grounds of appeal

Grounds of appeal include violations of the student's rights as set forth in the Code of Student Conduct, insufficient or compelling new evidence, and/or severity of the sanction. For sexual misconduct and sexual harassment charges only, the complainant has the same right as the respondent to appeal the Judicial Council's decision to the President.

2. Determinations

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

a. New evidence

To consider whether there is new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

b. Fairness

To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present evidence that a violation occurred and giving the respondent reasonable opportunity to prepare and present a rebuttal of these allegations.

c. Appropriateness of Sanctions

To determine whether the sanction(s) imposed was appropriate for the violation.

d. Sufficient evidence

To determine whether the decision reached regarding the charged student was based on a preponderance of the evidence.

3. Decision notification

No more than ten class days after receiving the written appeal, copies of documents submitted during the hearing, and the verbatim recording of the hearing, the President shall communicate their decision on any appeal to the respondent and the Judicial Council Chair. In cases of sexual harassment and sexual misconduct, the President shall also communicate their decision on any appeal to the complainant. If the President modifies the imposed sanction in any way, the President shall communicate that fact and the reasons for making such a modification to the respondent, the complainant and the Judicial Council Chair. The decision of the President shall be final.

- C. **Confidentiality**
All information pertaining to investigations and hearing proceedings is confidential and shall comply with the Family Educational Rights and Privacy Act.
- D. **Community Notification**
Within five class days after completion of a judicial hearing and appeal (if any) to the President, the Judicial Council may publicly inform the Pitzer community (and, in cases involving complainants from the other Claremont Colleges, the home colleges of said complainants) of its decision, sanctions imposed and the action of the President. In cases in which the respondent has been found in violation of the Code of Student Conduct, publicity (including the name of the student) shall be at the discretion of the President. In cases in which the respondent was found not to have violated the code, such publicity shall be at the discretion of the respondent.
- H. **Records and Enforcement of Disciplinary Action**
1. Records of Judicial Council decisions and sanctions shall become part of the student's disciplinary files (those maintained in the Dean of Students Office) and shall be kept for a period of seven (7) years after the student's graduation or separation from the College.
 2. Judicial Council proceedings shall continue against an accused student if the student withdraws from the College after being notified of a conduct complaint.
 3. No student shall be graduated while a complaint brought against the student is pending before Judicial Council. No student shall be graduated without first fulfilling the terms of a disciplinary sanction.
 4. The Dean of Students Office shall be responsible for enforcing disciplinary sanctions.
 5. Any student on whom a sanction has been imposed may include in their student record a written response concerning the decision and sanction.
 6. Notification of expulsion from the College for disciplinary reasons will be noted on the academic transcript.

Additional Information and Resources:

The College encourages any member of the College community who experiences any form of violence to immediately contact the Claremont Police Department ("CPD") by contacting Campus Safety (909-607-2000) if they are on campus or by calling 911 if they are off campus.

An individual who wishes for the details of the incident to remain completely confidential may speak with certain College officials who, by law, may maintain confidentiality and may not disclose the details of an incident. These officials include:

Monsour Counseling and Psychological Services staff
Tranquada Student Services Center, 1st floor
757 College Way
909-621-8202, 909-607-2000 (after hours emergency)

Student Health Services staff
Tranquada Student Services Center, 1st floor
757 College Way
909-621-8222, 909-607-2000 (after hours emergency)

Members of the clergy including the McAlister Center chaplains.
McAlister Center for Religious Activities
919 North Columbia Avenue
909-621-8685

Individuals who have experienced sexual misconduct, including sexual assault may also seek confidential support from a local or national rape crisis hotline, including:

Project Sister Sexual Assault 24/7 Crisis Hotline (Claremont, CA):
800-656-4673
909-626-HELP (909-626-4357)

National Sexual Assault 24/7 Crisis Hotline (RAINN):
800-656-HOPE

This version of the Code of Student Conduct was approved by Pitzer College Council,
April 9, 2015

General College Policies

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2355 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or online at <http://www.bppe.ca.gov> or by telephone: (916)431-6924 or by fax (916)263-1897 Alcohol and Drug Policy

In light of Pitzer's distinct educational objective that students develop "concern with the social consequences and ethical implications of knowledge and action," the College has put in place an alcohol and drug policy grounded in the individual and collective responsibility of each member of the Pitzer community. It is the College's intent that, "through examining the social consequences and ethical implications of the issues they explore, students learn to evaluate the effects of individual actions and social policies and take responsibility for making the world we live in a better place." This policy seeks to apply this philosophy to the social life of our own community.

As an institution of higher education, Pitzer College seeks to promote responsible decision-making on the part of all members of the College community, especially in choices which affect their own health and safety and that of others. The irresponsible use and abuse of alcohol, drugs, and tobacco can result in serious health damage, such as liver disease, respiratory problems and brain damage. Misuse can lead to socially and morally unacceptable behavior such as driving under the influence, sexual violence and violation, impaired judgment with regard to safer sex practices, vandalism and property damage. Such behavior, in addition to being destructive to individuals, is destructive of the community environment that is a key element of Pitzer College.

Students are encouraged to take advantage of alcohol and drug education opportunities made available through college resources such as regular alcohol awareness workshops offered to Pitzer students through Health Education Outreach. Additional resources are available for individual needs. Among those who have been trained and are prepared to provide information support and referral are Resident Assistants, Residence Directors, Deans, and. Students may also wish to consult faculty advisers or the Office of the Chaplains. Monsour Counseling Center can arrange for professional assessment of substance use and abuse and can provide referral for professional treatment. Students are urged to utilize the full range of services and resources that are thus made available to them.

In adopting and implementing its alcohol and drug policy, Pitzer College is complying with Public Law 101-226, the Drug Free Schools and Communities Act, which requires the College to have a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities.

Pitzer College complies with Federal law regarding the use and possession of marijuana; therefore, marijuana use on campus is prohibited even if the student or their guest's use meets the qualifications of the California Compassionate Use Act. Documentation of medically prescribed marijuana will not exempt a student or their guest from complying with the College's Drug Policy.

In addition there are liability issues for both students and the College. Pitzer College community members, regardless of status, are subject to local, state and federal laws, as well as applicable campus policies, and in light of our educational objectives, are to exercise personal and collective responsibility in regard to these laws and campus policies. Faculty adherence is a matter for the Dean of Faculty. Staff adherence is a matter for the Director of Personnel. Student adherence is the responsibility of the Dean of Students. The following College regulations on alcohol and drug use apply to students.

The College will, whenever possible, seek to use educational and rehabilitative methods to deal with problems related to drug and alcohol consumption. However, where offenses warrant, the College will not hesitate to use all sanctions available, including expulsion from the College. The range of sanctions is listed under the Code of Student Conduct.

A. Regulations Regarding Alcoholic Beverages

The illegal consumption of alcohol and drugs is not permitted at Pitzer College, or at College sponsored off-campus activities, and is subject to administrative or judicial response. Furthermore, the College strongly discourages the irresponsible consumption of alcohol at the College and at College sponsored off-campus activities. The consumption of alcohol by students over 21 years of age is allowed at approved registered events and in the privacy of their own room, provided their behavior does not disturb others. The following are the Colleges alcohol policies:

1. Alcohol possession in residence halls is permitted only by students of legal age (21). Alcohol may be consumed only by legal-age students in students' rooms, or with the exception of special events, registered with the Dean of Students or his/her designee. Consumption of alcohol should not infringe on the rights of other students.
2. Students of legal age may not give or sell alcohol to students under the legal age to transport, possess or consume. Students under the legal age may not transport, possess, consume or purchase alcohol in any area of the residence halls.
3. Students under the legal age may not possess any empty alcoholic beverage containers in their residence hall rooms. The only exception is when a roommate is of legal age and owns the container.
4. Alcohol containers should not be displayed in areas visible to the public and are subject to disposal if observed.
5. Students may not possess or transport open containers of alcoholic beverages in public areas.
6. Students may not consume alcoholic beverages in public areas including, but not limited to: administrative and academic buildings, residence hall common areas including lobbies, living rooms, special purpose rooms, corridors, basements, stairwells, laundry and vending machine areas; and outdoor areas including sun decks, courtyards, parking lots, etc.
7. Large quantities of alcohol are prohibited at unregistered events, in private rooms and in residence halls (e.g. kegs, pony kegs, beer balls, etc.). Such quantities of alcohol and serving devices will be confiscated and will not be returned.
8. The 5-College Dry Week policy is in effect at the beginning of the Fall

semester once early arrivals come to campus, throughout Orientation and the first week of classes. Being “dry” means alcohol may not be consumed or served on campus.

9. Games that are centered on alcohol, focus on drinking large quantities of alcohol or promote irresponsible drinking are prohibited. Any devices or paraphernalia which aid in these games will be confiscated and will not be returned. These devices include, but are not limited to beer pong or “Beirut” tables and cups and beer bongs or funnels.
10. Disorderly behavior related to alcohol use. Hosts, sponsoring individuals and/or organizations are responsible and accountable for such behavior.
11. Any advertising for events, which indicates or implies that alcohol is to be served. The College requires the prior approval of all advertising for events by the Dean of Students or her/his designee.
12. The use of student activity funds to purchase alcoholic beverages is prohibited.
13. Tampering or altering student ID’s or using false ID is prohibited.

B. Regulations Regarding Drugs

The following are prohibited:

1. The possession, use, cultivation, sale, or transfer of illicit drugs. Such drugs will be confiscated and may be destroyed.
2. The selling or transfer of prescription drugs.
3. The possession of drug paraphernalia, including pipes, needles or other contrivances used in the consumption of illicit drugs. Such paraphernalia will be confiscated and may be destroyed.
4. Disorderly behavior related to drug use.

Individuals will be held accountable for such behavior.

C. Registration of Special Events

See **Event Registration and Hosting Guidelines – Alcohol** for the alcohol policy for registered events through the Office of Student Affairs.

Communication Protocol for Bias Related Incidents

Statement of Purpose

This Communications Protocol, which has been adopted by each of the members of The Claremont Colleges, is intended to provide a framework for intercollegiate responses to bias related incidents. Bias related incidents are expressions of hostility against another person (or group) because of that person’s (or group’s) race, color, religion, ancestry, age, national origin, disability, gender or sexual orientation, or because the perpetrator perceives that the other person (or group) has one or more of those characteristics. As used in this Protocol, the term “bias related incident” is limited to conduct that violates one or more of The Claremont Colleges’ disciplinary codes and which is not protected by the First Amendment of the United States Constitution or by analogous provisions of state law. A hate crime is an especially severe form of bias related incident and such crimes fall far

beyond the bounds of constitutional protection. However, the category of bias related incidents extends beyond hate crimes and other actions that would constitute criminal offenses under relevant penal codes.

In the event that a bias related incident occurs on one of the campuses and/or on Claremont University Consortium (CUC) premises, this Protocol shall govern communication among The Claremont Colleges' chief student-affairs and administrative officers.

California Law Regarding Hate Crimes

California law prohibits hate crimes. Section 422.6 of the California Penal Code defines a hate crime as follows:

- A. "Hate crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim:
 1. Disability.
 2. Gender.
 3. Nationality.
 4. Race or ethnicity.
 5. Religion.
 6. Sexual orientation.
 7. Association with a person or group with one or more of these actual or perceived characteristics.
- B. "Hate crime" includes, but is not limited to, a violation of Penal Code Section 422.6. California Penal Code A7 422.6 provides the following:
 - a. No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.
 - b. No person, whether or not acting under color of law, shall knowingly deface, damage, or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.
 - c. Any person convicted of violating subdivision (a) or (b) shall be punished by imprisonment in a county jail not to exceed one year, or by a fine not to exceed five thousand dollars (\$5,000), or by both the above imprisonment and fine, and the court shall order the defendant to perform a minimum of community service, not to exceed 400 hours, to be performed over a period not to exceed 350 days, during a time other than his or her hours of employment or school attendance. However, no person may be convicted of violating subdivision (a) based upon speech alone, except upon a showing that the speech itself

- threatened violence against a specific person or group of persons and that the defendant had the apparent ability to carry out the threat.
- d. Conduct that violates this and any other provision of law, including, but not limited to, an offense described in Article 4.5 (commencing with Section 11410) of Chapter 3 of Title 1 of Part 4, may be charged under all applicable provisions. However, an act or omission punishable in different ways by this section and other provisions of law shall not be punished under more than one provision, and the penalty to be imposed shall be determined as set forth in Section 654.

Procedure for Responding to Bias Related Incidents

1. Any person, including faculty, staff, students and visitors to the colleges, observing an incident or evidence of possible bias incident and/or hate crime shall notify college staff and/or Campus Safety before taking any action (such as disposing or removing evidence, altering scene, etc.).
2. College staff and/or Campus Safety shall follow protocol of college where the incident occurred and with student(s) immediately involved in notifying appropriate on-call staff.
3. Campus Safety and the on-call dean(s) will consult on bias related incidents that may rise to the level of a crime. If either suspects that a crime may have been committed, Campus Safety shall notify Claremont Police Department.
4. Campus Safety and/or College personnel shall document the incident or evidence by appropriate means, e.g.: photograph(s), incident reports, statements from witnesses, etc.
5. The Dean of Students shall preserve the evidence or copies of same. In incidents of a criminal nature, or where otherwise deemed appropriate, Campus Safety shall also maintain records of the incident.
6. Communication among the colleges will pass from the Chief Student Affairs Officer or the Chief Administrative Officer of the institution where the incident occurred to the Chief Student Affairs Officers on other campuses and Chief Administrative Officer at CUC.

In the event that the Chief Student Affairs or Administrative Officer is unavailable, she or he will have designated a second in command to whom the communication will be directed. The second in command is then responsible for both implementing the below protocol and informing the Chief Student Affairs or Administrative Officer as quickly as possible.

The communication between offices should:

- Provide a brief description of the incident;
 - List any information about initial steps that have been taken to address the incident;
 - Provide instructions about how to report information about the incident; and
 - Conclude with a standard paragraph on steps community members should take in the event they see a bias related incident.
7. Each school and CUC shall create and/or follow an established internal policy to

communicate information regarding the incident. A campus might choose to include one or more of the following:

- a. Notification procedures for personnel responsible for the handling the incident are in place, including communications officers Email/and or Web dissemination of the notification to all faculty, staff and students;
 - b. Paper mail dissemination of the notification to all faculty, staff and students;
 - c. Posting of notices in locations on the campus in areas in which members of that campus are most likely to read them;
 - d. Utilizing RA's, proctors, college councils or senates, and other student leaders in ways consistent with their position description and responsibilities;
 - e. Notifying any other appropriate college- specific body at that institution that may be charged with handling matters of this nature- Diversity Coordinating Committee at Scripps, IRT at Pomona, Emergency Operations Committee(s) (EOC) of college, etc.
 - f. Utilizing informational sessions for community members to receive information in person, ask questions and generally discuss incident.
8. Each institution will insure that Residence Life staff members are instructed about response protocols for such incidents
 9. Each institution will provide information to its community about reporting protocols.
 10. CUC will insure that Campus Safety officers and dispatchers are instructed about response protocols for such incidents.
 11. The chief student affairs and administrative officer will keep a log of incident communications originating from his/her institution. The log shall include a description of each incident and the institutional and/or police response to the incident. This log may be kept in the format appropriate to the campus culture (paper, web-based, etc.) The log will be made available to students, faculty and/or staff upon request.

This protocol was drafted and adopted by the Student Affairs Committee of The Claremont Colleges, PASA (Pan-African Student Association), Scripps College Wanawake Weusi, Hillel Student Board, Pitzer Black Student Union (BSU) in spring 2005.

This protocol was adopted by the Council of The Claremont Colleges on June 2, 2005.

Computer Use Agreement

Use of your computer accounts and related services are a privilege. By accepting and using your Pitzer Network account, you have agreed to obey the rules and policies of the Pitzer Information Technology Department including the Appropriate Use Policy of the Claremont Colleges. Failure to follow these rules will result in the loss of this privilege.

- Users of Pitzer College computer resources are required to follow lab rules.
- Users will only use one computer at a time.

- Each user is assigned an individual account. Users will only use their own account. Users will be expected to show some form of identification to verify their identity when acquiring their account.
- The user is responsible for choosing a password during his/her first session and for maintaining its security (users may choose to change their password periodically). By policy students are required to change their password regularly in accordance with password expiration policy.
- The computer accounts of other users are private. Any person(s) copying from another user's files without their permission may lose their network & computer privileges.
- Users misrepresenting themselves while using any of Pitzer's computer resources will not be tolerated. This refers especially to sending email messages using a falsified name or someone else's account.
- Unauthorized use of the computer network, including but not limited to attempting to break into other systems will not be tolerated. Disciplinary action will be taken.
- All changes to the content or configurations of any system or computer MUST first be cleared with either the System Manager or the Lab Supervisor. This includes adding and running any programs or software outside of the established supported software. (i.e. games).
- Users of the system are subject to federal, state and local laws.
- Violation of copyright laws will not be tolerated. Illegal downloading of music, video's, software or other copyrighted material is not allowed and all such files will be removed. Network access can be revoked.
- Users should follow any reasonable instructions given by the consultant on duty. Any complaints regarding a user should be forwarded in writing or via email to the Lab Supervisor.
- Users are not permitted to let friends and/or relatives use their accounts. Anyone violating this is subject to having his or her privileges revoked. Limited guest accounts can be requested and will be provided at the discretion of the Lab Supervisor.
- Use of any Pitzer College technology resource for commercial purposes is strictly prohibited.
- Computer resources may not be used to engage in abuse of other users, such as sending abusive or obscene messages within or beyond Pitzer via the network.
- Users are responsible for their own data. All files should be saved to a removable storage device or to the user's networked home directory. All files stored locally on lab computers will be removed as computers are cleaned on a regular basis.
- Abusive or improper use of computer resources is not allowed. This includes, but is not limited to, misuse of system operator privileges, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment or components.

The priority protocol for use of lab computers is:

- Any faculty or staff member of Pitzer College who has reserved time for teaching a class in the lab.
- Any Information Technology staff member doing work related to their position.

- Any student of Pitzer College who are engaged in “academic activities.”
- Any faculty or staff members of Pitzer College performing non-teaching work for the college.
- Any student, faculty, or staff member of any of the other Claremont Colleges who has his or her own valid account.

Note: “Academic activities” is defined as research, class use and class assignments.

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

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges’ students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges. The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges’ regulations and policies.

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

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

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

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

Access to Resource: Access to CNF resources is a privilege, which is allowed only to the Colleges’ authorized personnel and students. All users must understand and abide by

the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

1. You must understand and comply with all applicable federal, state and local laws.
2. You must not intentionally seek information about, browse, copy, or modify non-public files belonging to other people, whether at a Claremont College or elsewhere.
3. You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
4. Each College's Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
5. Messages, sentiments and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
6. Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., "spam") are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all-faculty). Contact your campus IT organization for details regarding these policies.
7. Spoofing, or attempts to spoof or falsify email, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.
8. You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals.
9. You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the Federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.
10. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.
11. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.
12. You must not create or willfully disseminate computer viruses. You must employ appropriate virus protection methods to avoid damaging CNF resources.
13. Use of CNF resources for advertising, selling and soliciting is prohibited without

the prior written consent of the Colleges, and use of CNF resources for commercial purposes or for personal financial gain is prohibited. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.

14. The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.
15. Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/ or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

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

Password/Security Codes: Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas. Those who need logins or door codes can make a formal request to the administrator of those codes/passwords.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium. (rev. 6/27/02)

Demonstrations

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

Temporary props or visual displays that accompany a demonstration and require installation must be reviewed and approved by Facilities and Grounds before review by the Office of Student Affairs. Facilities and Grounds will not review the content of the prop or display but will review the installation location and inspect the proposed prop or display for

structural soundness and overall health and safety. No temporary prop or visual display may violate College policy. Permanent installations must follow the policies and procedures of the Public Art Policy.

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

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

- Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property.
- Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or CUC.

If an officer or designee of an affected College or CUC informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.

Any individual action in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual's or group's behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or Consortium policy will not excuse violations. Charges will be brought at the home college of the accused.

Any President on his or her home campus, or designee, or the Chief Executive Officer of CUC, or designee, on the property of CUC, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home college's disciplinary procedures. The Presidents and the Chief Executive Officer of CUC may delegate their authority to act.

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

1. The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of CUC, in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the

- demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest.
2. The Colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action—including requests for suspension—and take action that is consistent with and/or allowed by disciplinary procedures at the home campus.
 3. Officials at the other campuses will promptly provide assistance in identifying disruptive or nonpeaceful individuals to the campus where the disruption occurs or to CUC.
 4. All individuals who engage in disruptive or non-peaceful action will be notified that they are trespassing. Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person, California Penal Code Section 834).
 5. Individual Claremont Colleges and CUC may bill students or file civil suits to recover damage and costs.
 6. While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

Discrimination and Harassment Policies and Procedures

INTRODUCTION

I. **Jurisdiction**

The Discrimination and Harassment Policies and Procedures set forth in this Document apply to all Pitzer College (hereafter referred to as "College") faculty, staff, and students. This Document also applies to third parties (such as campus visitors or vendors) who may have contact with members of the College community either on the College's campus or at other College events and programs. If the alleged perpetrator (hereafter referred to as "Respondent") is an employee or student from one of the other Claremont Colleges or the Claremont University Consortium, the College will investigate the matter and take steps to stop the conduct and remedy its affects to the extent reasonably possible. However, the complaint or other relevant procedures related to any disciplinary action against the Respondent will be those of the Respondent's home institution. If the Complainant is an employee or student from one of the other Claremont Colleges or the Claremont University Consortium, the complaint procedures set forth in this Document will prevail.

The complaint procedures set forth in this Document are administrative in nature and are separate and distinct from the criminal, civil, and administrative legal systems. Pursuing resolution through these procedures does not preclude someone from pursuing legal action at the same time or in the future. If the conduct in question is alleged to be a violation of both College policy and State or Federal law, the College will proceed with its normal process, regardless of action or inaction by outside authorities. Decisions made or sanctions imposed through these or other College procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent. Throughout the complaint, investigatory, hearing, appeal, and/or disciplinary process, the College will maintain its authority to take action to ensure campus safety.

II. Authority

The disciplinary authority of Pitzer College originates in the Board of Trustees and has been delegated to the President. The President has designated the Title IX Coordinator to oversee the administration of the policies outlined in this Document including Discrimination, Harassment, and Sexual Misconduct and the complaint procedures for resolving complaints of violations of the Civil Rights Policies, detailed below. Changes to the policies and procedures contained in this Document may be made with the approval of the Board of Trustees and/or the President.

Title IX Coordinator and Complaint Officer - Staff and Third Parties:

Marni Bobich, Director of Human Resources
 Phone: 909-607-8533
 E-mail: marni_bobich@pitzer.edu

Complaint Officers - Students:

Brian A. Carlisle, Vice President for Student Affairs
 Phone: 909-607-2821
 E-mail: brian_carlisle@pitzer.edu

Moya Carter, Dean of Students
 Phone: 909-607-4176
 E-mail: moya_carter@pitzer.edu

Complaint Officer - Faculty:

Dean of Faculty
 Phone: 909-621-8218
 E-mail: dean_faculty@pitzer.edu

Complaint Officer - Staff and Third Parties:

Kiara Canjura, Associate Director of Human Resources
 Phone: 909-607-9243
 E-mail: kiara_canjura@pitzer.edu

III. General Policy Statement

Pitzer College seeks to maintain an environment of mutual respect among all members of its community. All forms of harassment and discrimination on the basis of sex, gender identity and expression, pregnancy, religion, creed, color, race, national or ethnic origin, ancestry, sexual orientation, medical condition, physical or mental disability, age, marital status, veteran status, family care leave status, or any other basis described in this Document or otherwise prohibited by state or federal law destroy the foundation for such respect and violate the sense of community vital to the College's educational enterprise. Sexual misconduct offenses are a form of sexual harassment and are strictly prohibited by the College. Retaliation against a person who reports, complains about, or participates in the investigation of a complaint of discrimination, harassment, and/or sexual misconduct is likewise prohibited.

This policy strictly prohibits discrimination against, or the harassment of, any individual at the College or at College activities occurring away from campus, including but not limited to all individuals regularly or temporarily employed, studying, or with an official capacity at Pitzer College (such as Trustees, guest lecturers, volunteers, and contractors). Persons violating this policy will be subject to disciplinary action up to and including discharge from employment or expulsion from the College.

It is the responsibility of all faculty, staff and students at the College to ensure compliance with this policy. Accordingly, faculty, staff or students who believe they are being harassed, discriminated, or retaliated against, have observed harassment of, discrimination, or retaliation against, another person at the College in violation of this policy, or believe such conduct has occurred, should immediately report the incident following the complaint reporting procedures below.

Because harassment, discrimination, and retaliation can also constitute violations of federal and state law (Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or the California Fair Employment and Housing Act ("FEHA") Section 12940, et seq. of the California Government Code), individuals who feel that they have been subjected to harassment or discrimination may, in addition to notifying the College by using the complaint reporting procedures below, file a complaint with the appropriate state or federal agencies. Such complaints may be filed with the California Department of Fair Employment and Housing ("DFEH") or the comparable federal agency, the Equal Employment Opportunity Commission ("EEOC"). Complaints may also be filed with the federal government's Office of Civil Rights ("OCR").

The faculty and other academic appointees, staff, and students of Pitzer College enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section I of the California Constitution. This policy is intended to protect members of the College community from discrimination, not to regulate protected speech. This policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression. The College also has a compelling interest in unfettered inquiry, the collective search for

knowledge, and insuring that faculty base their decisions about teaching, both inside and beyond the classroom, on their knowledge and best professional judgment. The College thus affirms, and indeed embraces, principles of academic freedom as a special area of protected speech. Consistent with these principles, no provision of this policy shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member, or of the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom do not protect conduct (inclusive of speech) that violates federal or state anti-discrimination laws.

In addition, consistent with California Education Code Section 94367, the definition of harassment contained in this policy and its application to student speech shall be subject to the limitations of the First Amendment to the United States Constitution and Article 1, Section 2 of the California Constitution.

CIVIL RIGHTS RELATED POLICIES

I. **Statement on Non-Discrimination, Equal Opportunity, and Related Laws**

Pitzer College does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. The College complies with all applicable state and federal laws, including, but not limited to:

- A. Title IX of the Higher Education Amendments of 1972;
- B. Title VII of the Civil Rights Act of 1964;
- C. California Fair Employment and Housing Act (“FEHA”);
- D. California Unruh Civil Rights Act;
- E. Family Educational Rights and Privacy Act of 1974;
- F. Section 504 of the Rehabilitation Act of 1973;
- G. Americans with Disabilities Act (the “ADA”);
- H. Age Discrimination in Employment Act of 1967, as amended by the Older Worker’s Benefit Protection Act (“ADEA”);
- I. Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.

Inquiries concerning the application of these laws to this institution should be referred to the Title IX Coordinator/Director of Human Resources.

Students: For specific inquiries concerning potential accommodations of disabilities, pursuant to the ADA, Section 504 of the Rehabilitation Act of 1973, and/or the FEHA, please contact Jill Hawthorne, Associate Dean of Students and Director of Academic Support Services (Scott Hall, room 122, 909-607-3553).

Faculty and Staff: For specific inquiries concerning potential accommodations of disabilities, pursuant to the ADA, Section 504 of the Rehabilitation Act of 1973,

and/or the FEHA, please contact Marni Bobich, Director of Human Resources (311 McConnell, 909-607-8533).

II. Equal Employment Opportunity

Pitzer College prides itself in being an open, competitive, and equal opportunity employer. The College is committed to a policy of equal employment opportunities for all applicants and employees and complies with all applicable state and federal laws on the matter. The College does not unlawfully discriminate on the basis of race, color, creed, religion, national or ethnic origin, ancestry, sex, age, sexual orientation, gender identity and expression, marital status, pregnancy, physical or mental disability, medical condition, family care leave status, veteran's status, or any other category described in this Document or protected by law. The College also prohibits the harassment of any employee on any of these bases and retaliation for the exercise of rights protected herein. The College also makes reasonable accommodations for disabled employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to follow this policy conscientiously. Employees with questions regarding this policy should discuss them with the Director of Human Resources or their supervisor.

III. Harassment Policy

A. Policy Statement

It is the policy of Pitzer College to maintain an environment for students, faculty, and staff that is free of sexual, racial and other unlawful harassment. All members of the community should be aware that the College is concerned about such harassment, and is prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as other unlawful harassment based on such factors as religion, color, race, national or ethnic origin, ancestry, sexual orientation, gender identity and expression, physical or mental disability, age, marital status, family care leave status, or veteran status, will be subject to discipline, up to and including expulsion or termination. Retaliation against a person who reports, complains about, or participates in the investigation of such harassment is likewise prohibited.

B. Unlawful Harassment Defined

1. *Unlawful Harassment in General*

Unlawful harassment is conduct that creates an intimidating, offensive, or hostile working or academic environment, or that interferes with work or academic performance based on a person's protected status, including race, color, national origin, ancestry, sex (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity and expression, age, religion, physical or mental disability, medical condition, marital status, veteran status, family care leave status, or

other status protected by antidiscrimination and anti-harassment statutes, such as Titles VII or IX of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the California Fair Employment and Housing Act. Such harassment can be physical, verbal, or visual. Harassment can be committed by employers, coworkers, fellow students, and third parties. Generally, statements and/or conduct legitimately and reasonably related to the College's mission of education do not constitute harassment.

To count as harassment under this policy, such conduct must:

- be based upon one or more of the categories mentioned above;
- be offensive to the individual complaining of harassment and offensive to a reasonable person; and
- be so persistent, repetitive, pervasive, or severe that it has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, abusive or hostile educational, employment or living environment at the College.

Harassment may also occur when submission to conduct described above is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment at the College, or participation in a College activity.

2. *Sexual Harassment*

One form of unlawful harassment is sexual harassment. Sexual harassment may be either "quid pro quo" harassment, that is sexual advances or requests for sexual favors where submission is made an explicit or implicit term or condition of an individual's employment or education or where submission or rejection is used as the basis for making employment or educational decisions affecting an individual; or "environmental" harassment, where the individual is subjected to a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere with an individual's work or education, or to affect adversely an individual's living conditions. Occasional compliments that are generally accepted as not offensive or other generally accepted social behavior, on the other hand, do not constitute sexual harassment. Sexually harassing conduct need not be motivated by sexual desire.

Examples of sexual harassment may include such conduct as:

- a. Physical assault or other unwelcome touching;
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendations;
- c. Direct propositions of a sexual nature;
- d. Subtle pressure for sexual activity, an element of which may be repeated requests for private meetings without an academic and employment purpose;

- e. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body, whether or not intended to be complimentary; (3) remarks about sexual activity or speculations about previous sexual experience; or (4) other comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes;
- f. Certain visual displays of sexually-oriented images outside the educational context;
- g. Letters, notes or electronic mail containing comments, words or images as described in (e) above.
- h. Sexual harassment includes harassment of women by men, of men by women, and same gender gender-based harassment. Sexual misconduct offenses are specific forms of sexual harassment and are strictly prohibited by the College. Due to the unique nature of sexual misconduct the College has a separate Sexual Misconduct Policy which is outlined below.

C. Other Campus Assistance

In addition to offering counseling and academic support, the College provides assistance to students who believe they have been sexually harassed by:

- Separating the individual who engaged in the harassment and the target of the harassment, provided that such steps avoid or minimize to the extent possible any burden on the target;
- Informing the target of the harassment how to report any subsequent problems, including retaliation;
- Conducting follow-up inquiries to determine whether there have been any new incidents of harassment or any instances of retaliation against the harassed student or any witnesses, and responding promptly and appropriately to address continuing or new instances; and
- Providing training, or other interventions for the larger College community to ensure that all students, and College staff can recognize harassment if it recurs and know how to respond.

IV. Sexual Misconduct Policy

- A. The expectations of our community regarding sexual consent can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission (see Section IV.B for a full definition of "consent").

Sexual misconduct is a specific form of sexual harassment and is prohibited by the College. Sexual misconduct is defined as:

1. **Non-Consensual Sexual Contact** (or attempts to commit same)
Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object or body part,
- by a person upon a person,
- that is by force or without consent.

Sexual contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice.

2. Non-Consensual Sexual Intercourse (or attempts to commit same)

Non-Consensual Sexual Intercourse is:

- any sexual intercourse however slight,
- with any object or body part,
- by a person upon a person,
- that is by force or without consent.

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Intimate Partner Violence: The following alleged conduct will be addressed through the Complaint Procedures outlined in this Document when the conduct is gender-based.

- a. Dating violence (as defined by the Violence Against Women Act) is violence committed by a person
 - i. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - ii. where the existence of such a relationship shall be determined based on a consideration of (1) the length of the relationship, (2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship.
- b. Domestic violence (as defined by the Violence Against Women Act) is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or

youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

3. **Sexual Exploitation:** Sexual Exploitation is a form of sexual misconduct which occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
 - a. Invasion of sexual privacy;
 - b. Prostituting another person;
 - c. Non-consensual video or audio-taping of sexual activity;
 - d. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - e. Engaging in voyeurism;
 - f. Knowingly transmitting a sexually transmitted infection, a sexually transmitted disease, or HIV to another person;
 - g. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
 - h. Sexually-based stalking.
4. **Sexual Assault:** "Sexual assault" (as defined by the Violence Against Women Act) means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Generally, a sexual assault has been committed when an individual engages in sexual activity without the effective consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying sexual desire of either party. This includes coerced touching of the actor by the victim as well as the touching of the victim by the actor, whether directly or through clothing.

B. **Consent:** Effective consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable and clear permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent. The legal age of consent in the state of California is 18 years.

- Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity.
- A previous relationship or prior consent does not imply consent to future sexual acts.
- Consent can be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change their mind, irrespective of how much sexual interaction may have already taken place.

1. **Force and Coercion:** Consent obtained through force is not effective consent. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force includes the use of threats, intimidation (implied threats) and/or coercion to produce consent. Coercion is unreasonable pressure for sexual activity (“Have sex with me or I’ll hit you.” “Okay, don’t hit me; I’ll do what you want.”). Coercive behavior differs from seductive behavior based on the type of pressure used to get consent. When someone makes it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resists a sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force, however, is not demonstrated by the absence of resistance.

2. **Capacity/Incapacitation:** Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing effective consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone who one should have known to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (i.e. by alcohol or other drug use, unconsciousness, asleep, or blacked out), constitutes a violation of this policy.
 - i. Incapacitation due to alcohol or other drugs: Because alcohol or other drug use can place an individual’s capacity to consent in question, sober sex is less likely to raise such questions. Being under the influence of alcohol or other drugs does not in and of itself indicate incapacitation. When alcohol or other drugs, including date rape drugs (such as Rohypnol, Ketamine, GHB, etc.), are involved, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (the who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Administering a date rape drug to another individual is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
 - ii. Incapacitation due to other reasons: This policy also covers a person whose incapacity results from mental or physical disabilities, sleep, unconsciousness, or involuntary physical restraint.

V. Stalking Policy

A. Policy Statement

Pitzer College strives to maintain a campus environment free of violence. Stalking can affect every aspect of an individual's life, often beginning with phone calls, emails, social networking posts and/or letters, and can sometimes escalate to violence. Individuals of all genders, gender identities, races and ethnicities, religions, age, abilities, and sexual orientation can be the subject of stalking. Individuals who engage in stalking behaviors are subject to disciplinary action. Violations of this policy will result in disciplinary action up to and including expulsion for students and up to and including termination for employees. Stalking is a crime in California and is subject to criminal prosecution. Pursuing a complaint through the College does not preclude an individual from pursuing legal action as well.

B. Definition

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to: (1) feel fear for their safety; or (2) the safety of others or suffer substantial emotional distress. Stalking includes behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten their safety, mental health, or physical health. Such behaviors and activities may include, but are not limited to, the following:

- A. Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, texts, letters, notes, gifts, or any other communications that are undesired and place another person in fear
- B. Use of online, electronic, or digital technologies, including:
 - Unauthorized posting of pictures, messages, and/or information about the complainant on websites, Internet sites, social networking sites, and/or bulletin boards or in chat rooms
 - Sending unwanted/unsolicited email, texts or talk requests
 - Posting private or public messages on Internet sites, social networking sites, and/or bulletin boards
 - Installing spyware on a victim's computer
 - Using Global Positioning Systems (GPS) to monitor a victim
- C. Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- D. Surveillance or other types of observation, including staring or "peeping"
- E. Trespassing
- F. Vandalism
- G. Non-consensual touching
- H. Direct verbal or physical threats
- I. Gathering information about an individual from friends, family, and/or co-workers
- J. Threats to harm self or others
- K. Defamation – lying to others about the victim

C. Reporting Information

1. Off-Campus

Pitzer College encourages individuals to report incidents of stalking to law enforcement authorities, and respects that whether or not to do so is a personal decision of the individual. Members of the Dean of Students staff are available to assist individuals in contacting the Claremont Police or other appropriate law enforcement agency. In some circumstances, a victim may wish to seek a legal order of protection against the alleged perpetrator. Victims may also request that the College restrict someone's access to the College campus who is not a member of the Pitzer College community.

In certain instances, Pitzer College may need to report conduct to law enforcement authorities even when the subject of the conduct has not decided to do so. Such circumstances include incidents that warrant the undertaking of additional safety and security measures for the protection of the victim and the campus community or other situations in which there is clear and imminent danger, and when a weapon may be involved. The decision to report an incident to law enforcement will be shared with the victim and will take into account the safety concerns of the individual.

2. To the College

The College encourages individuals to report incidents of stalking to the College. Prompt reporting is encouraged, because facts often become more difficult to establish as time passes. However, the College will investigate and take appropriate action in response to all reports of stalking behavior regardless of when the alleged conduct occurred. The ability of the College to respond to the conduct is limited if the Respondent is no longer a member of the College community. If a College staff member, faculty member or student leaves the College with a pending complaint they will not be permitted to return to the College until the complaint is resolved through the College's appropriate complaint or discipline process.

An individual who believes they have been the subject of stalking and who wishes for the details to remain completely confidential should speak with certain College officials who may maintain confidentiality and may not disclose information shared with them, except where required by law. These officials include: Monsour Counseling and Psychological Services staff, Student Health Services staff and members of the clergy including the McAlister Center chaplains.

3. Safety and Support Resources

Pitzer College is committed to supporting victims of stalking by providing safety and support services. Due to the complex nature of stalking, an individual who has been a victim of stalking may need assistance in obtaining one or more of the following:

- College no-contact order

- Counseling support through Monsour Counseling and Psychological Services
- Change in an academic schedule
- Provision of alternative housing opportunities
- The imposition of an interim suspension on the alleged perpetrator

For assistance, please contact the Title IX Coordinator, Marni Bobich (311 McConnell, 909-607-8533). If safety is an immediate concern, contact Campus Safety at 909-607-2000 if you are on campus or the Claremont Police Department at 911 if you are off-campus.

VI. Hazing Policy

A. Policy Statement

Hazing can be psychologically and/or physically harmful to individuals, can damage organizations and teams, and undermines the educational mission and values of Pitzer College. Hazing is strictly prohibited by Pitzer College policy and California state law (Sections 32050 (245.6) and 32051 of the California Education Code and Section 48900 q of the California Penal Code). No student, College employee or volunteer, student organization, or athletic team, shall conduct or condone hazing activities. Violations of this policy will result in disciplinary action. If you have knowledge of hazing or potential hazing activities you should contact the Dean of Students Office who will investigate and take action to stop the conduct.

B. Definition

Any act or the creation of a situation that tends to endanger the mental or physical health or safety of a student; an act or the creation of a situation which tends to humiliate or degrade a student; or an act or creation of a situation which destroys or removes public or private property when these are part of initiation, admission into, affiliation with or continued membership in a group or organization. An act or a situation becomes hazing when an organization creates the dangerous, illegal, or humiliating situation and exposes students to it.

A level of coercion is often involved in hazing; an individual being hazed may not feel they can opt out of participation because of peer pressure or a desire to belong or “fit in” to the group. Because of the socially coercive nature of hazing, this definition of hazing applies whether or not the participants consent to such activity or perceive the activity as “voluntary.”

Hazing does not include actions or situations that are part of officially sanctioned and supervised College activities such as athletic training and conditioning.

An individual can be responsible for violating this policy for soliciting, directing, aiding, or otherwise participating actively or passively in activities which violate this policy.

C. Examples

Hazing activities often involve alcohol; however, activities need not involve alcohol to violate this policy. Common examples of behaviors that can be hazing include, but are not limited to, the following:

- Shaving, tattooing, piercing or branding
- Engaging in or simulating sexual acts
- Threatening to physically restrain someone or actually restraining them
- Assigning unreasonable chores or acts of servitude
- Causing excessive exercise, sleep deprivation or excessive fatigue
- Interfering with an individual's personal hygiene
- Requiring the wearing of specific apparel or acting in a way that is conspicuous and may cause the individual embarrassment or ridicule
- Degrading or humiliating games and activities, including paddling
- Activities that would unreasonably interfere with students' other activities or obligations (academic, extracurricular, family, religious, etc.)
- Physical threats or abuse of any kind including throwing objects or substances at an individual
- Encouraging or requiring a person to consume alcohol, drugs, or foreign or unusual substances, including consumption of large quantities
- Encouraging the use of alcohol or illegal drugs
- Forcing a student into a violation of the law or College policy such as indecent exposure, theft, or trespassing

The College will use a "reasonable person" standard when evaluating such conduct and its potential effects. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Some key questions which are used to evaluate whether an activity is hazing include:

- Was a person or group being singled out because of their status with the group or team?
- Was there a risk of physical or psychological discomfort or harm as a result of the activity? Was the activity demeaning, abusive or dangerous?
- Was there a level of coercion and/or peer pressure involved? How easily was someone able to opt out of the activity?
- Did the current members refuse to do what the new members were asked to do?
- Did the activity or activities interfere with the participants' other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Was alcohol involved?
- Was there a sexual element to the activity?
- Did any of the activities violate College policy or federal, state or local law?

D. How to Avoid Hazing

There are many positive ways to welcome new members into a group or team. Team coaches or the Dean of Students staff can assist you in identifying such activities which can help build cohesiveness and foster teamwork. When you are considering an activity associated with membership in an organization or team ask yourself: Would you feel comfortable describing the activity to others (parents, grandparents, College official, law enforcement, etc.)? If you would be hesitant to describe the activity to others then the activity may constitute hazing and the group would be best served in participating in a different activity.

VII. Retaliation Policy

Any attempt by a student, faculty, or staff member to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in reporting, an investigation of, or a hearing for alleged violations of the College's discrimination policies, including sexual harassment, is prohibited. Students who believe that they have been retaliated against for making a complaint/report or for cooperating in an investigation or hearing should immediately contact the Dean of Students Office. Any person who retaliates against a person who has cooperated in an investigation and/or hearing is in violation of College policy and will be subject to disciplinary action.

Retaliation against persons for opposing practices prohibited by the Fair Employment and Housing Act and Title IX, or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by, the Department of Fair Employment and Housing, the Fair Employment and Housing Commission, the U.S. Equal Employment Opportunity Commission, or the Office of Civil Rights, is prohibited by law.

VIII. Consensual Relations Policy

The College recognizes and individuals should be aware that consensual sexual relationships can result in claims of sexual harassment because the degree to which consent is voluntary may be questioned when a power differential exists. If a sexual harassment claim is filed following what one or both of the parties may have initially viewed as a consensual relationship, the consent is evaluated in light of this power differential.

Sexual relationships between employees and their supervisor or students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student or a supervisor by an employee, as well as the power exercised in an academic or evaluative role, make voluntary consent suspect. Even when both parties initially have consented, the development of a sexual relationship renders both parties and the College vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between them. In their relationships with students and staff members, faculty and supervisors are

expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias.

Sexual relationships that involve a faculty member who exercises active and immediate authority over a student, as in the case of a faculty member and a student currently studying with the faculty member and/or an adviser and advisee relationship, are prohibited whether or not the relationships are consensual. The same is true of a supervisor/ employee relationship. A supervisor and faculty member must remove him/herself from positions of active and immediate authority over the employee or student before a sexual relationship begins. The College has the right to take disciplinary action, up to and including dismissal, against a faculty member or supervisor for participation in a relationship which involves such a conflict.

In the case of a sexual relationship in which the parties believe that the restrictions of the preceding paragraph do not apply, it is the obligation of the supervisor or faculty member, because of his/her position of authority, to take all necessary steps to remove herself/himself from professional or institutional actions, such as providing recommendations or participating in the awarding of departmental prizes, performance reviews or promotions, which affect the student and/or employee. Before a sexual relationship develops, effective steps must be taken to ensure unbiased evaluation and supervision of the student or employee. Faculty members, students, supervisors, and staff members are encouraged to seek assistance and guidance from the Dean of Faculty, Dean of Students, or Director of Human Resources to ensure compliance with this policy.

IX. False Reporting Policy

It is a violation of College policy to file a knowingly false or malicious complaint of alleged discrimination, harassment and/or sexual misconduct. A complaint against such conduct may be pursued using the steps followed for discrimination, harassment, and sexual misconduct related complaints as outlined in this Document. A complaint filed in good faith under this provision shall not constitute retaliation.

COMPLAINT PROCEDURES

I. Introduction

These complaint procedures have been adopted by the College to provide a prompt and equitable method for reporting, investigating, and resolving complaints of alleged violations of the College's discrimination, harassment, and sexual misconduct policies when they involve Pitzer College faculty, staff, students, and/or third parties.

Anyone who believes they have been subjected to discrimination, harassment, retaliation and/or sexual misconduct is encouraged to report such conduct pursuant to the procedures set forth below. The College is obligated to act on any report of alleged discrimination, harassment, or sexual misconduct and will do so pursuant to these complaint procedures. Any College official (e.g., faculty member, administrative staff members, coaches, resident assistant, etc.) who receives information of an alleged discrimination, harassment, retaliation and/or sexual

misconduct is required to file a report with one of the College representatives set forth below.

II. Reporting an Alleged Violation

A. Reporting to the College

1. Individuals who believe that they have been the subject of or have witnessed alleged discrimination, harassment, retaliation and/or sexual misconduct are encouraged to contact the appropriate College representative listed below. A report may be made to anyone of the individuals listed regardless if you are a student, faculty member, staff member, or third party. Under no circumstances is an individual required to report discrimination, harassment, retaliation and/or sexual misconduct to a supervisor or academic instructor who is the alleged perpetrator.

For reports or complaints against a student, contact:

Brian A. Carlisle, Vice President for Student Affairs
Phone: 909-607-2821
E-mail: brian_carlisle@pitzer.edu

Moya Carter, Dean of Students
Phone: 909-607-4176
E-mail: moya_carter@pitzer.edu

On-Call Dean: students can always reach an on-call dean 24 hours a day by calling Campus Safety (909-607-2000) and having the on-call dean paged.

For reports or complaints against a faculty member, contact:

Dean of Faculty
Phone: 909-621-8218
E-mail: dean_faculty@pitzer.edu

For reports or complaints against a staff member or third party, contact:

Marni Bobich, Director of Human Resources
Phone: 909-607-8533
E-mail: marni_bobich@pitzer.edu

Kiara Canjura, Associate Director of Human Resources
Phone: 909-607-9243
E-mail: kiara_canjura@pitzer.edu

The College encourages any member of the College community who experiences any form of violence to immediately contact the Claremont Police Department ("CPD") by contacting Campus Safety (909-607-2000) if they are on campus or by dialing 911 if they are off campus.

Upon receipt of a report, the College will activate these complaint procedures. Prompt reporting is encouraged, because facts often become more difficult to establish as times passes. However, the College will investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of the College to respond to the conduct is limited if the Respondent is no longer a member of the College community. If a College staff member, faculty member or student leaves the College with a pending complaint against them they will not be permitted to return to the College until the case is resolved through these complaint procedures.

2. **Confidentiality of Reports to the College**

The College will make all reasonable efforts to maintain the confidentiality and privacy of the parties involved in an investigation and/or hearing for a complaint as well as the confidentiality of the details of an investigation, any hearing, and except where permitted by law, the sanctions imposed. The College will inform all individuals involved in the complaint process of the critical importance and expectation that they maintain the confidentiality of the process and any information shared with them as a result of their participation. Complainants and Respondents are not prohibited from sharing details of complaints with family, counsel, or a support person/advisor as defined in paragraph V, below.

If at any point the Complainant requests confidentiality with respect to the Respondent and/or decides not to pursue action by the College, the College will make all reasonable attempts to comply with this request. A Complainant is the student, faculty, or staff member who files a report on their own behalf or the person on whose behalf a report is filed by a third party. In these situations, the College's ability to investigate and respond to the conduct may be limited. The College is required to weigh the Complainant's request for confidentiality with the College's commitment to provide a reasonably safe and non-discriminatory environment. Moreover, the College may have an independent legal obligation to investigate a complaint once it has been made and in those circumstances the investigation will continue through completion and appropriate action. If the College cannot maintain a Complainant's confidentiality, or determines to continue with the investigation, the Complainant will be notified by the Title IX Coordinator.

3. **Confidential Resources at the College and in the Community**

An individual who wishes for the details of the incident to remain completely confidential may speak with certain College officials who, by law, may maintain confidentiality and may not disclose the details of an incident. These officials include:

Monsour Counseling and Psychological Services staff
Tranquada Student Services Center, 1st floor
757 College Way

909-621-8202, 909-607-2000 (after-hours emergency)

Student Health Services staff
Tranquada Student Services Center, 1st floor
757 College Way
909-621-8222, 909-607-2000 (after-hours emergency)

Members of the clergy including the McAlister Center chaplains.
McAlister Center for Religious Activities
919 North Columbia Avenue
909-621-8685

In addition, the Pomona College student Advocates for Survivors of Sexual Assault, 909-607-1778, are available to assist students, including Pitzer Students, who have experienced sexual misconduct, including sexual assault. The Advocates can be contacted at any stage of the processes discussed herein.

Individuals who have experienced sexual misconduct, including sexual assault may also seek confidential support from a local or national rape crisis hotline, including:

Project Sister Sexual Assault 24/7 Crisis Hotline (Claremont, CA):

800-656-4673
909-626-HELP (909-626-4357)

National Sexual Assault 24/7 Crisis Hotline (RAINN):

800-656-HOPE

4. **Reporting Options Outside of the College:** State and Federal Enforcement Agencies and the Claremont Police Department
 - a. The College's complaint procedures are administrative in nature and are separate and distinct from the state and federal criminal, civil, and administrative legal systems. Pursuing resolution through these procedures does not preclude someone from pursuing legal action now or in the future.
 - b. **Reporting Potential Criminal Violations to Claremont Police Department ("CPD"):** In cases involving potential criminal misconduct, individuals are encouraged to file a report with the CPD. The College's complaint procedures and the legal system work independently from one another and the College will proceed with its process, regardless of action or inaction by outside authorities. Decisions made or sanctions imposed through these complaint procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the Respondent.
 - c. **Reporting to State and Federal Enforcement Agencies:** In addition to the College's internal remedies, employees and students should also be aware that the Federal Equal Employment

Opportunity Commission (“EEOC”) and the California Department of Fair Employment and Housing (“DFEH”) investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. These agencies may be contacted at the addresses listed below:

EEOC Los Angeles District Office
255 East Temple Street, 4th Floor
Los Angeles, CA 90012
(213) 894-1000

DFEH Los Angeles Office
611 W. Sixth Street, Suite 1500
Los Angeles, CA 90017
(213) 439-6799

Students also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

III. Truthfulness

All participants in an investigation and/or hearing are expected to cooperate fully and provide truthful information in all meetings and/or hearings related to these complaint procedures. Individuals may be hesitant to report conduct which they have experienced or witnessed or participate in an investigation and/or hearing because they fear that they themselves may be charged with a policy violation, such as underage drinking at the time of the incident. To encourage truthfulness and reporting, the College pursues a policy of offering Complainants and witnesses limited immunity from being charged for policy violations related to an alleged incident (such as policies prohibiting the use of alcohol or drugs) which is reported in good faith. While violations cannot be completely overlooked, the College will provide educational rather than punitive responses, in such cases. Employees can be disciplined, up to and including termination, for not being truthful during an investigation. Students who are untruthful in an investigation and/or hearing will be subject to procedures and penalties in the Student Code of Conduct.

IV. Specific Complaint Procedures when the Respondent is a Student, Staff, or Faculty Member¹

The College has adopted three parallel procedures for investigating and hearing complaints, depending upon whether the Respondent (or accused) is a student, a staff member (including administrators and third parties), or a faculty member. In the case of a staff member (other than a work-study student) who is also enrolled as a student at the College, the procedures to be followed will be those for a staff member. In the case of an administrator who has faculty status, the procedures to be followed will be based on whether the complaint concerns her/his conduct as an administrator or a faculty member, as determined jointly by the three complaint officers. In the case of students who also have part-time employment at the College (whether work-study employment or otherwise), the procedures to be followed will be based on whether the complaint concerns her/his conduct as a student or employee, as determined jointly by the three complaint officers.

A. Procedures if a Student is the Respondent:

1. Complaints Involving Allegations of Sexual Misconduct, including Sexual Harassment and Assault

Individuals making reports of sexual misconduct shall be informed about options for resolving potential violations of the Pitzer College Discrimination and Harassment Policies and Complaint Procedures. All cases involving sexual misconduct, except cases of sexual harassment, in which a student is accused, shall follow the procedures outlined in the Pitzer College Student Handbook, Code of Student Conduct, rather than the procedures set for in this Document. There are two procedural options for allegations of sexual harassment in which a student is accused. These options are Early Resolution and Formal Investigation. Pitzer College shall respond to the greatest extent possible to reports of sexual misconduct brought anonymously or brought by third parties not directly involved in the misconduct. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals bringing reports of sexual misconduct shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the harassment, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

¹ Investigators and/or Hearing Panels are trained to use a 'preponderance of evidence' standard of proof when making recommendations or implementing appropriate sanctions when a complaint is filed.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual misconduct in good faith, who assisted someone with a report of sexual harassment, or who participated in any manner in an investigation or resolution of a report of sexual harassment, may make a report of retaliation under these procedures. The report of retaliation shall be treated as a report of sexual harassment and will be subject to the same procedures.

2. Procedures for Early Resolution in Sexual Harassment Cases

The goal of Early Resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. The College will explore options for Early Resolution when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Early Resolution may include an inquiry into the facts, but typically does not include a Formal Investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted educational and training programs, or providing remedies for the individual harmed by the harassment. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through early resolution efforts should be documented.

While the College encourages early resolution of a complaint, the College does not require that parties participate in Early Resolution prior to the College's decision to initiate a Formal Investigation. Some reports of sexual harassment may not be appropriate for Early Resolution, but may require a Formal Investigation at the discretion of the Title IX Officer, Investigating Officer, or other appropriate official designated to review and investigate sexual harassment complaints.

3. Procedures for Formal Investigation in Sexual Harassment Case

In response to reports of sexual harassment in cases where Early Resolution is inappropriate (such as when the facts are in dispute in reports of serious misconduct, or when reports involve individuals with a pattern of inappropriate behavior or allege criminal acts such as stalking, sexual assault or physical assault) or in cases where Early Resolution is unsuccessful, the College may conduct a Formal Investigation. In such cases, the individual making the report shall be encouraged to file a

written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment. In cases where there is no written request, the Title IX Officer, Investigating Officer, or other appropriate official designated to review and investigate sexual harassment complaints may initiate a Formal Investigation after making a preliminary inquiry into the facts.

When a student is accused of sexual harassment, regardless of the status of the alleged victim (i.e., another student, a faculty member, etc.), the relevant student disciplinary procedures set forth in the Pitzer College Student Handbook, Code of Student Conduct shall constitute the Formal Investigation and not the procedures contained in this Document.

A. Procedures if a Faculty Member is the Respondent:

Upon receipt of a complaint, the Complaint Officer will consult with the Complainant. If the Complainant requests confidentiality or requests that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit the College's ability to respond to the complaint. The College may also weigh the Complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the Respondent's rights to receive information about allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act ("FERPA"), and other factors otherwise required by applicable law. The College thus may decide to begin an investigation despite a request from the Complainant not to pursue the complaint, in cases where either issues of campus safety, or independent legal obligations to investigate or to protect the rights of other members of the community, pertain. The investigators (collectively the "Investigators") will meet with the Complainant to review the complaint, related policies, and these complaint procedures. The Investigators will also identify support resources and interventions or interim measures available to the Complainant.

1. **Complaints of Sexual Harassment:** The Title IX Coordinator shall be advised of any complaints of Sexual Harassment received by Complaint Officers. The Title IX Coordinator will, with the advice and consent of FEC, select three faculty investigators from the pool of trained investigators.
2. **Complaints of Harassment and Discrimination, other than Sexual Harassment:** the Complaint Officer will consult with both the Title IX Coordinator and FEC, and will, with the consent of FEC, select three faculty investigators from the pool of trained investigators. The investigators (collectively the "Investigators") will meet with the Complainant to review the complaint, related policies, and these complaint procedures. The

Investigators will also identify support resources and interventions or interim measures available to the Complainant.

- a. The Complaint Officer may, after speaking with Complainant, determine that the conduct complained about clearly does not constitute harassment or discrimination and so inform the Complainant. The Complaint Officer may also determine that although the conduct does not constitute harassment or discrimination, if left unchecked it could develop into harassment or discrimination. In this case the Complaint Officer will speak with the individual(s) engaging in this conduct and/or take other steps to prevent such harassment or discrimination from occurring. In either case, FEC will be informed, in writing, of the judgment of the Complaint Officer, and FEC will make the final determination in regard to any remedies for conduct that is judged by the Complaint Officer to not have been harassment or discrimination.
3. The pool of trained investigators will include six faculty members jointly appointed by the Dean of Faculty and FEC. Faculty who enter the pool will remain in the pool for up to five years or until they serve on a case. Faculty will temporarily leave the pool when they take a leave from the College, whether a sabbatical leave or an unpaid leave. Faculty will not serve as investigators for a case between graduation and August 15 without financial compensation commensurate with the time required of them in this time period.
4. The Complainant and Respondent will each have the opportunity to dismiss at least one of the investigators, and can submit, to FEC, reasons for dismissing more than one. If FEC finds the case for dismissing more investigators compelling, and insufficient investigators are available in the pool, the Dean and FEC will add faculty to the pool, providing them the training they need on a timely basis.
5. Every complaint will be investigated promptly and thoroughly. In conducting an investigation, the Investigators will be sensitive to the possibility of retaliation by the Respondent as the result of the initiation of an investigation. The Investigators will conduct interviews as needed with all appropriate individuals, including the Complainant and Respondent, and will gather any pertinent evidentiary materials.
6. The Investigators will normally complete their investigation within 60 calendar days, except in instances where there are a great number of witnesses, the investigation commences in close proximity to a holiday, break, or the end of an academic term, or other circumstances compel a longer timeframe for the investigation. After concluding their investigation, the Investigators will write an Investigation Report summarizing witnesses interviewed, evidentiary materials gathered, determination concerning any potential violations of College policies, and recommendations for remedies.
7. For all Sexual Harassment complaints, the Investigators will submit for review the Investigation Report to the Title IX Coordinator and the Vice

President for Academic Affairs. For all other complaints, the Investigators will submit for review the Investigation Report to the Director of Human Resources and the Vice President for Academic Affairs. The Title IX Coordinator/Director of Human Resources or Vice President for Academic Affairs may refer back to the Investigators any questions concerning the report's contents or conclusions. After the Investigators successfully answer or resolve pertinent questions or concerns, or if the area Vice President agrees with the Investigators' conclusions, the Vice President for Academic Affairs will prepare a Statement of Alleged Violation which will summarize if the alleged conduct did or did not occur and if the Respondent is or is not responsible for violating College policy. The Vice President for Academic Affairs will also propose the remedies and/or sanctions to be imposed and include them in the Statement of Alleged Violation.

8. The Vice President of Academic Affairs will meet with the Complainant and Respondent, separately, to discuss the content of the Statement of Alleged Violation, and to provide them with copies of the document along with copies of the Investigators' report. The Vice President will be responsible for redacting, or providing summaries of portions of the report, to the extent needed to maintain the identity of witnesses in regard to specific testimony, to the extent that is not otherwise publically visible; any such alterations will be the minimum needed to preclude the identification of a witness. To protect the integrity of the investigation and potential hearing process, these documents should be kept confidential by the parties involved and not shared with witnesses or persons not involved in the matter. However, complainants and respondents are not prohibited from sharing these documents with family, counsel, or a support person/advisor as defined in paragraph [insert], below. Neither the Complainant nor the Respondent are required to meet with the Vice President of Academic Affairs, and may decline to do so.
9. The Complainant and Respondent have the opportunity to respond, in writing, to the Statement of Alleged Violation within a set time period. The parties will have ten (10) business days after meeting with the Vice President of Academic Affairs, or after the Statement is provided in instances where they decline to meet with the Vice President of Academic Affairs, to submit a written response to both the Vice President of Academic Affairs and Title IX Coordinator/Director of Human Resources.
10. After that period of 10 business days, all of the relevant documents will be forwarded to FEC. FEC will then determine which aspects of the Statement of Alleged Violation, inclusive of the proposed remedies and/or sanctions
11. Either the Complainant or Respondent may appeal adverse rulings of FEC to the President, based on one of two reasons: improper procedural issues or new evidence (defined in section IV. D). Sanction(s) or other interim measures may be imposed pending the outcome of any appeal filed as well as during the ten (10) day period in which an appeal may be filed. The Title

IX Coordinator/Director of Human Resources will be notified by the President of any such response.

12. **President's Actions on Appeal**

- a. If a determination is made by the President that an appeal is warranted due to "improper procedural issues," then the initial investigative panel will be dismissed and a new one will be convened.
- b. If a determination is made by the President that an appeal is warranted due to "new evidence," then the case will be returned to the initial investigative panel for further investigation, building on the initial investigation as appropriate.

13. **Interim Measures:** The College may take interim measures deemed necessary in response to an allegation in order to protect an individual's rights and personal safety and the safety of the College community. All such interim measures against a faculty member will be proposed to FEC, which will determine whether to implement them before they began, except in cases in which the President and Vice President for Academic Affairs determine that there is a clear and present danger to safety of community members or an immediate need to protect an individual's rights. In cases, where the President and Vice President for Academic Affairs act without prior approval of FEC, they will refer their decisions to FEC, within one week, for FEC to review and either confirm, modify, or overturn.

Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of complaint process), a no contact order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police. Failure by the Respondent to adhere to the parameters of any interim measure is a violation of College policy and may lead to additional disciplinary action.

Such interim measures may be imposed:

- In instances where it is determined that the Respondent poses a potential threat to another;
- To ensure the safety and well-being of members of the College community and/or preservation of College property;
- To ensure the Respondent's own physical or emotional safety and well-being; or
- If the Respondent poses a threat of disruption or interference with the normal operations of the College.

14. **Support Person/Advisor:** The Complainant and Respondent may each have a support person present with them at all meetings and any hearing associated with a complaint and in which the respective individual is participating. The support person must be a current member of the

Claremont Colleges community and shall not have involvement in the underlying case. The support person may attend, but shall not participate in, meetings or the hearing. Because this is an administrative process, legal counsel will not be permitted, except when required by applicable law. In such cases an attorney will only be permitted in a non-participatory advisory role for the Complainant and/or Respondent at that individual's expense.

B. Procedures if a Staff member or third party is a Respondent:

1. Upon receipt of a complaint, the Complaint Officer will consult with the Complainant. If the Complainant requests confidentiality or requests that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request for confidentiality may limit the College's ability to respond to the complaint. The College may also weigh the Complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the Respondent's rights to receive information about allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act ("FERPA"), and other factors otherwise required by applicable law. The investigators (collectively the "Investigators") will meet with the Complainant to review the complaint, related policies, and these complaint procedures. The Investigators will also identify support resources and interventions or interim measures available to the Complainant.
 - a. **Complaints of Sexual Harassment:** The Title IX Coordinator shall be advised of any complaints of Sexual Harassment received by Complaint Officers. The Title IX Coordinator will select two investigators from a pool of trained investigators.
 - b. **Complaints of Harassment and Discrimination, other than Sexual Harassment:** the Complaint Officer will consult with the Title IX Coordinator regarding the selection of the appropriate investigators. The investigators (collectively the "Investigators") will meet with the Complainant to review the complaint, related policies, and these complaint procedures. The Investigators will also identify support resources and interventions or interim measures available to the Complainant.
 - i. The Complaint Officer may, after speaking with Complainant, determine that the conduct complained about does not constitute harassment, discrimination, or retaliation and so inform the Complainant. The Complaint Officer may also determine that although the conduct does not constitute harassment, discrimination, or retaliation, if left unchecked it could develop into such conduct. In this case the Complaint Officer will speak with the individual(s) engaging in this conduct

and/or take other steps to prevent such harassment or discrimination from occurring and may be remanded to the area Vice President and Human Resources for disciplinary action.

- c. The pool of Investigators will include:
 - ii. Two Staff members from the Human Resources Office
 - iii. Two staff members from the Office of the Dean of Faculty
 - iv. One staff member from SCR
 - v. Two staff members from the Office of Student Affairs
2. Every complaint will be investigated promptly and thoroughly. In conducting an investigation, the Investigators will be sensitive to the possibility of retaliation by the Respondent as the result of the initiation of an investigation. The Investigators will conduct interviews as needed with all appropriate individuals, including the Complainant and Respondent, and will gather any pertinent evidentiary materials.
 3. The Investigators will normally complete their investigation within 60 calendar days, except in instances where there are a large number of witnesses, the investigation commences in close proximity to a holiday, break, or the end of an academic term, or other circumstances compel a longer timeframe for the investigation. After concluding their investigation, the Investigators will write an Investigation Report summarizing witnesses interviewed, evidentiary materials gathered, determination concerning any potential violations of College policies, and recommendations for remedies.
 4. For all Sexual Harassment complaints, the Investigators will submit for review the Investigation Report to the Title IX Coordinator and the Vice President corresponding to the Respondent's area. For all other complaints, the Investigators will submit for review the Investigation Report to the Director of Human Resources and the Vice President corresponding to the Respondent's area. If the Vice President is the subject of the complaint, the Title IX Coordinator/Director of Human Resources will appoint a Vice President from a different office to perform these duties. The Title IX Coordinator/Director of Human Resources or Vice President may refer back to the Investigators any questions concerning the report's contents or conclusions. After the Investigators successfully answer or resolve pertinent questions or concerns, or if the area Vice President agrees with the Investigators' conclusions, the area Vice President will prepare a Statement of Alleged Violation which will summarize if the alleged conduct did or did not occur and if the Respondent is or is not responsible for violating College policy. The Vice President will determine the remedies and/or sanctions to be imposed and include them in the Statement of Alleged Violation.
 5. The area Vice President will meet with the Complainant and Respondent, separately, to discuss the content of the Statement of Alleged Violation, and to provide them with copies of the document along with copies of the Investigators' report. To protect the integrity of the investigation and potential hearing process, these documents should be kept confidential by the parties involved and not shared with witnesses or persons not involved in

the matter. However, Complainants and respondents are not prohibited from sharing these documents with family, counsel, or a support person/advisor as defined in section 10 below. Neither the Complainant nor the Respondent are required to meet with the Vice President, and may decline to do so.

6. The Complainant and Respondent have the opportunity to respond, in writing, to the Statement of Alleged Violation within a set time period. The parties will have ten (10) business days after meeting with the area Vice President, or after the Statement is provided in instances where they decline to meet with the area Vice President, to submit a written response to both the area Vice President and Title IX Coordinator/Director of Human Resources. If the written response is a request for an appeal of the determination, it must be forwarded within the same ten (10) day period to both the President and Title IX Coordinator/Director of Human Resources. The ten (10) day period may be extended if the delivery of the Statement occurs in close proximity to a holiday, break, or the end of an academic term, or if exigent circumstances interfere with a party's ability to complete their response.
7. Either the Complainant or Respondent may appeal an adverse decision of the appropriate Vice President to the President of the College based on the two reasons: improper procedural issues or new evidence (defined in Reason for Appeals section below). Sanction(s) or other interim measures may be implemented pending the outcome of any appeal filed. The Title IX Coordinator/Director of Human Resources will be notified by the area Vice President of any such response.
 - a. For any complaints that are not considered Harassment, Discrimination, and/or Retaliation, staff will follow the Appeal of Disciplinary Action Policy (available on the HR web page or through the HR office).
8. **Hearing Panel (Appeals Only)**
 - a. If a determination has been made by the President that the appeal meets the criteria defined above, a three-person Hearing Panel will be convened by the President from a pool of available panelists within seven (7) business days from the receipt of the request for appeal. All members of the Hearing Panel will receive training on an annually basis at the beginning of each academic year. The composition of the Hearing Panel will be appointed by the President from the following pool and will be based on the status of the Complainant and the Respondent. The Hearing Panel pool will consist of:
 - i. A staff member appointed by the Staff Council Representatives;
 - ii. Up to three members of the investigator pool who were not involved in the investigation of the Complainant's claim
 - iii. A student appointee from Judicial Council, in cases where a student is the Complainant

- iv. A member of the faculty appointed by the Faculty Executive Committee, in cases where a member of the faculty is the Complainant
 - v. A student Complainant and/or Respondent may request that a student be placed on the panel. A Complaint Officer not involved in the initial investigation shall chair hearings before the Hearing Panel, but shall not vote. The Title IX Coordinator will serve as a non-voting advisor to the Chair.
- b. The Complainant and Respondent will be informed of the composition of the panel and have the opportunity to request and/or challenge the student member (as discussed above). The Complainant and Respondent may also indicate at this point if they think any members of the panel have a conflict of interest. A conflict of interest occurs where an individual's personal objectives or interests are at odds with their judicial responsibilities. For example, if a member has also served as an advisor for a party to a complaint or has a close personal relationship with one of the parties, there may be a conflict of interest. The Chair will make the final determination as to whether or not such a conflict of interest exists, and may consult with the Title IX Coordinator in making its determination. Individuals removed from the panel as a result of a challenge based on an allegation of a conflict of interest will be replaced by another member of the pool by the President.
- c. The Hearing Panel will review the Investigators' Report, the Statement of Alleged Policy Violation, and the request for an appeal within ten (10) days of their selection to the Hearing Panel. The Hearing Panel may refer back to the Investigators or the area Vice President any questions concerning the contents or conclusions of the investigation materials or may ask additional questions of the Complainant and/or Respondent as part of the hearing.
- i. If the panel determines that "new" evidence that did not come to light during the investigation has been presented during the hearing, the panel may adjourn the hearing for a period that the panel deems appropriate to enable the Complainant and/or Respondent to respond to such evidence. Evidence is considered "new" only if the panel believes the evidence is relevant and important and could not with a reasonable effort have been discovered earlier by the party.
- d. An appeal is not intended to be a new investigation of the complaint. In most cases, an appeal is confined to a review of the written documentation and/or record of the investigation and pertinent documentation regarding the grounds for appeal. In the cases where additional questioning is needed, the hearings will be closed, except to the Respondents and Claimants, and the attendance of lawyers will not be permitted. Both the Respondent and the Claimant may have an advisor/support person from within the Claremont Colleges community, approved by the panel, at the hearing. The advisor may consult with the party but may not address the hearing panel. Once the hearings have

ended and the process of deliberation has begun, meetings of the panel will be closed to all but panel members and the Title IX Coordinator. All proceedings will be confidential and will not be discussed outside the process. Any witnesses and advisors must keep the hearing proceedings strictly confidential. To protect the integrity of the investigation and hearing process, the parties should also keep the hearing proceedings confidential. However, Complainants and Respondents are not prohibited from sharing details of the hearing proceedings with family, counsel, advisor/support person, or other advisors of their choosing. The Hearing Panel may only find responsibility for claims or pieces of claims that appear on the Statement of Alleged Policy Violations prepared by the Area Vice President.

- e. The Hearing Panel will prepare a Final Determination Report and submit it to the President within ten (10) business days of completing deliberations. The determination of the Hearing Panel will be the College's final and binding document for the resolution of the complaint.
 - f. The President will meet with the Complainant and Respondent, separately, within ten (10) business days of receiving the Final Determination Report from the Hearing Panel, to communicate the final determination of the College. Neither the Complainant nor the Respondent are required to meet with the President and may decline to do so. The area Vice President will proceed with enacting or retracting any remedies and/or sanctions identified in the Final Determination Report immediately following the meetings with the President or within five (5) days if either the Complainant or Respondent refuses to meet.
9. **Interim Measures:** The College may take whatever measures deemed necessary in response to an allegation in order to protect an individual's rights and personal safety and the safety of the College community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of complaint process), a no contact order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police. Failure by the Respondent to adhere to the parameters of any interim measure is a violation of College policy and may lead to additional disciplinary action.
- a. Such interim measures may be imposed:
 - i. In instances where it is determined that the Respondent poses a potential threat to another;
 - ii. To ensure the safety and well-being of members of the college community and/or preservation of College property;
 - iii. To ensure the Respondent's own physical or emotional safety and well-being; or
 - iv. If the Respondent poses a threat of disruption or interference with the normal operations of the College.

10. **Support Person/Advisor:** The Complainant and Respondent may each have a support person present with them at all meetings and any hearing associated with a complaint and in which the respective individual is participating. The support person must be a current member of the Claremont Colleges community and shall not have involvement in the underlying case. The support person may attend, but shall not participate in, meetings or the hearing. Because this is an administrative process, legal counsel will not be permitted, except when required by applicable law. In such cases an attorney will only be permitted in a non-participatory advisory role for the Complainant and/or Respondent at that individual's expense.

C. Reason for Possible Appeal

A. From Decisions of the Appropriate Vice President Concerning Cases of Harassment, including Sexual Harassment, Discrimination and Retaliation

Either the Complainant or Respondent may appeal an adverse ruling of the appropriate Vice President to the President of the College. An appeal is not intended to be a new investigation of the complaint. In most cases, an appeal is confined to a review of the written documentation and/or record of the investigation and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for the President to substitute their judgment for that of the Investigators or the appropriate Vice President merely because the President disagrees with the finding and/or sanction(s). Appeal decisions are to be deferential to the Investigators, and the Vice Presidents, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

Complaints that are not considered Harassment and/or Discrimination (as defined in section 1.b.1), staff will follow the Appeal of Disciplinary Action Policy.

Written notice of intention to appeal and written reasons for the appeal shall be provided within ten (10) business days of the Vice President's decision.

The decisions made by an appropriate Vice President are generally final. Appeal of the decisions may be made on only two grounds. Either or both may be cited in the appeal.

1. **Improper Judicial Procedure.** The party may appeal if the procedures outlined in the Discrimination and Harassment policies are violated. The President shall consider:
 - a. Whether provisions of the policies were violated in such a clear manner as to deny the respondent consideration of their position during the hearing.
 - b. Whether the panel, through negligence or lack of impartiality, overlooked or flagrantly ignored information which would have led to a

different finding concerning the alleged violation of the Discrimination and Harassment policies.

If the President accepts an appeal made on the grounds of improper judicial procedure, the President shall order the creation of a new hearing panel. The President may provide specific directives or explanations for the guidance of the hearing panel.

2. **New Evidence.** During the standard hearing process, sufficient time is allowed to gather all available evidence. However, in extraordinary circumstances a party may appeal if new evidence becomes available. The President must consider:
 - a. Whether the evidence was genuinely unavailable and could not have been made available through the appellant's diligent efforts at the time of the original hearing; and
 - b. Whether the evidence would have led to a different conclusion had it been available.

If the President answers in the affirmative to both of these questions, the President will grant the appeal and send the case to a hearing panel for reconsideration, and may provide specific directions or explanations for the guidance of the hearing panel.

In certain extraordinary circumstances and in consultation with the appropriate Vice President, the Title IX Coordinator may request the President to review a case on the grounds of fairness and precedent. If such an appeal is granted, the case shall be heard by a hearing panel.

Written notice of any appeal decision shall be provided to both parties, the Title IX Coordinator/Director of Human Resources, and the appropriate Vice President, normally within 30 days after the appeal request has been submitted by a party, unless unforeseen events or unusual circumstances compel a longer review period. Sanction(s) or other interim measures may be implemented pending the outcome of any appeal filed. The Hearing Panel's decisions concerning all appeals are final.

Sanction(s) or other interim measures may be implemented pending the outcome of any appeal filed. A request may be made to the President for special consideration in exigent circumstances, but the presumptive stance of Pitzer College is that the sanctions will stand. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the individual to their prior status, recognizing that some opportunities lost may be irretrievable.

V. **Appointment and Duties of a College Complaint Officer**

The office responsible for the category of the Respondent (i.e. student, faculty, or staff) normally will be in charge of the investigation. It will be the responsibility of each Complaint Officer to:

- a. Administer and conduct discrimination and harassment investigations (not involving allegations of sexual misconduct) pursuant to this policy;
- b. Maintain and monitor confidential records relating to complaints brought under this policy;
- c. Initiate formal or informal resolution procedures as appropriate.

The Complaint Officers shall also have the authority to:

- a. Coordinate with the other Complaint Officers an on-going, campus-wide educational program designed to help all members of the Pitzer College community understand, prevent, and combat harassment and discrimination;
- b. Oversee the dissemination of this policy;
- c. Suggest training courses and seminars as part of the informal resolution process;
- d. Initiate follow-up with respect to cases that have been resolved; and
- e. Provide annual reports to the President and to the whole Pitzer College community on efforts against harassment and discrimination at the College.

VI. Record Retention

Records of investigations and hearings are maintained by the College as indicated below.

1. **Students:** For Complainants and Respondents, who are students, the records will be maintained for five (5) years past the student's graduation or if the student leaves the College before graduation, for five (5) years past their original expected graduation date.
2. **Faculty or Staff:** For Complainants and Respondents who are faculty or staff, the records will be maintained for five (5) years past the conclusion of the investigation and any hearing, or the end of employment with the College, whichever of these is later.

VII. Special Provisions

- A. **Attempted Violations:** In most circumstances, the College will treat attempted conduct as if that conduct had been completed.
- B. **College as Complainant:** As necessary, the College reserves the right to initiate a complaint, to serve as Complainant, and to initiate complaint proceedings without a formal complaint by the subject of the alleged misconduct.
- C. **Alcohol and substance use:** The use of alcohol or other drugs will never function as a defense for any behavior that violates College policy.
- D. **Past Sexual History:** The past sexual history of a party will generally not be admissible by the other party in an investigation or hearing unless such information is determined to be highly relevant by the Title IX Coordinator. If the party believes the past sexual history of the other party is relevant to the

investigation and/or hearing they must submit a written request to the Title IX Coordinator explaining the nature of the information and why the information is relevant to the investigation and/or hearing. The Title IX Coordinator will review the request and render a decision within two (2) business days.

- E. **Respondent's Prior Conduct History:** Any previous College policy violation(s) by the Respondent are generally not admissible as relevant evidence about the present allegation. However, the Title IX Coordinator or Complaint Officer may supply information about previous behavior and/or complaints to the Investigator(s), and appropriate hearing officers or panels:
1. The Respondent was previously found to be responsible for a similar violation; or
 2. The information indicates a pattern of behavior by the Respondent and substantial conformity with the present allegation.

However, a Respondent's prior conduct will be taken into consideration by the appropriate Vice President, President and a panel (when applicable) when determining what sanction(s) to recommend or impose.

VIII. Rights of Parties Involved in a Proceeding Under These Policies

- A. **Complainants** are afforded the following rights:
1. To be treated with respect, dignity, and sensitivity throughout the process.
 2. To seek support services from the College, including those provided by Monsour Counseling and Psychological Services.
 3. For student Complainants, to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). For all Complainants, the College will make all reasonable efforts to ensure the preservation of privacy, restricting access to information to those with a legitimate need to know.
 4. To be informed of the College's policies and complaint procedures related to discrimination, harassment, sexual misconduct, and retaliation.
 5. To a prompt and thorough investigation of the allegation(s).
 6. To challenge the appointment of the Investigator or a Board member or request an alternate Vice President if a conflict of interest is present.
 7. To participate or decline to participate in the complaint process related to a discrimination, harassment, sexual misconduct, and/or retaliation complaint with the understanding that the process may continue without their involvement and that the Investigator and/or Board will determine an outcome with the information available to it.
 8. To appeal the decision made by the Investigator, Title IX Coordinator or Board and sanction(s) determined by the appropriate Vice President in accordance with the procedures set forth above.
 9. To be notified, in writing, of the case resolution – including the outcome of any appeal.
 10. To report the incident to law enforcement and/or civil authorities if one wishes to do so.

11. To understand that information collected in this process may/could be subpoenaed for a criminal or civil proceeding.
12. To have a support person/advisor by the student, faculty or staff complaint procedures.

B. Respondents are afforded the following rights:

1. To be treated with respect, dignity, and sensitivity throughout the process.
2. To seek support services through the College, including through Monsour Counseling and Psychological Services.
3. For student Respondents, to confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). For all Respondents, the College will make all reasonable efforts to ensure the preservation of privacy, restricting access to information to those with a legitimate need to know.
4. To be informed of the College's policies and complaint procedures related to discrimination, harassment, sexual misconduct, and retaliation.
5. To a prompt and thorough investigation of the allegation(s).
6. To challenge the appointment of the Investigator, a member of the Board or request an alternate Vice President if a conflict of interest is present.
7. To participate or decline to participate in the review procedure, with the understanding that the process will continue regardless and the Investigator and/or Board will determine an outcome with the information available to it.
8. To appeal either the decision or sanctions of the appropriate Vice President in accordance with the procedures set forth above.
9. To be notified, in writing, of the case resolution – including the outcome of the appeal.
10. To report the incident to law enforcement and/or civil authorities if one wishes to do so.
11. To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.
12. To have a support person/advisor as defined by the student, faculty or staff complaint procedures.

IX. Alternative Resolution Options

In some circumstances, in addition to the resolution procedures discussed above in Section IV, the College may choose an alternative form of resolution to the one provided in this Document. In these instances, the College will attempt to gain approval from both parties whenever possible. This alternative process will adhere to Title IX standards.

- A. **Mediation:** This informal procedure is intended to resolve actual or perceived instances of harassment and discrimination through agreement and mutual understanding between the parties involved without the need for more formal action by the College. Informal resolution will normally be completed within four weeks although mediation, if required, may take longer.

After the Complaint Officer or other investigator completes an investigation, both parties may agree to attempt an informal resolution of a charge of harassment or discrimination. If the Complaint Officer determines that such an informal process is appropriate under the facts and circumstances of the case, one or more of the following, or similar, methods may be utilized:

- a. A meeting of the Complaint Officer, the Complainant, and the Respondent; and/or
- b. A meeting between the Complaint Officer and the Respondent; and/or
- c. A recommendation of training courses or seminars for either principal; and/or
- d. Referral of the case to a mediator who has both legal and/or personnel relations experience. The mediator will discuss the issues with both principals and seek appropriate actions by the principals involved to reach an acceptable resolution. Mediation must be agreed to by both parties. Mediation is not an option for resolution in cases involving allegations of sexual assault.

At the conclusion of an informal procedure which results in the parties and the Complaint Officer agreeing the charge has been successfully resolved, each party will be asked to sign an acknowledgment that the informal procedure was performed with their agreement and resulted in a resolution of the charge that was satisfactory to each party.

The details of any conditions agreed to by either party (e.g. counseling, the avoidance of a particular behavior) may be included in this agreement. Signing the acknowledgment form is the final step in the informal resolution process, and is entirely voluntary. There will be no adverse consequences for anyone who declines to participate in the informal resolution procedure or who participates in an informal resolution procedure and then subsequently declines to sign the acknowledgment of resolution. The signed acknowledgment will be kept in the confidential files of Human Resources and available to its Complaint Officers.

If either party declines to sign the acknowledgment of an agreement, the informal procedure will be deemed unsuccessful.

X. The College's External Reporting Obligations

A. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")

1. **Statistical Reporting:** Certain College officials have a duty to report certain misconduct for federal statistical reporting purposes ("Clery Act").

All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: staff in the Office of Student Affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

2. **Timely Warning:** Complainants should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of harm or danger to members of the College community. For purposes of the Timely Warning requirement, the College will not disclose a Complainant's name. However, the College will provide enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed in the paragraph above.

B. FERPA

1. The outcome of a campus hearing is part of the educational record of the Respondent, if they are a student, and the employee record if they are a faculty or staff member. The educational records of students are protected from release under a federal law, FERPA. The College complies with FERPA regulations regarding the privacy of student records and observes the following exceptions to FERPA, as mandated by the Clery Act:
 - a. The Complainant(s) in a non-consensual sexual contact/intercourse incident have the right to be informed of the finding, and sanction(s) of the investigation or hearing, in writing, without condition or limitation.
 - b. The Complainant(s) in sexual exploitation, sexual harassment, stalking, relationship violence and any other gender-based offense have the right to be informed of the finding, in writing, and to be informed of any sanction(s) that directly relate to them, and to essential facts supporting the outcome when the outcome is "responsible" (and the underlying offense is a crime of violence as defined below and in 34 C.F.R. 99.39) and/or it is equitable to share the essential findings with all parties.
 - c. The Clery Act permits the College to release publicly the name, nature of the violation and the sanction(s) for any student who is found in violation of a College policy that is a "crime of violence,"

including: arson, burglary, robbery, criminal homicide, sex offenses, assault, intimidation (which may encompass stalking and/or bullying), hazing, destruction/damage/vandalism of property and kidnapping/abduction. The College will release this information to the Complainant in any of these offenses regardless of the outcome.

Appendix A: Sexual Misconduct Prevention and Risk Reduction

Prevention: If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner and yourself. These suggestions may help you avoid committing a nonconsensual sexual act and reduce your risk of being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
2. Understand and respect personal boundaries. Do not pressure a potential partner.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent and you should stop.
4. If you think you are receiving unclear or conflicting messages from your partner, this is a clear indication that you should stop, defuse any sexual tension and communicate better.
5. Don't take advantage of someone's drunken, drugged, or otherwise incapacitated state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically equal consent to any other form of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language. If you are not sure, stop.

Risk Reduction: Risk reduction tips can, unintentionally, take victim-blaming tone. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for such conduct, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

1. If you have sexual limits, make them known as early as possible.
2. If you do not want to engage in a particular activity, tell the other person "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor, if you can do so safely.
4. If someone is nearby, ask for help or if it is safe to do so, text or call someone.

5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Appendix B: Frequently Asked Questions: Sexual Assault and Misconduct

Below are some of the most commonly asked student questions regarding sexual misconduct.

1. Does information about a complaint remain confidential?

The confidentiality of all parties to a complaint of sexual misconduct must be respected, insofar as it does not interfere with the College's obligation to fully investigate allegations of sexual misconduct. Where confidentiality is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the Complainant or the Respondent may lead to disciplinary action by the College. In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the College may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain College administrators are informed of the outcome within the bounds of student privacy (e.g., the President, Dean of Students, Director of Campus Safety, Title IX Coordinator). If there is a report of alleged sexual misconduct to the College and there is evidence that a felony has occurred, local police will be notified if the Complainant consents. This does not mean charges will be automatically filed or that a Complainant must speak with the police. The College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.
2. Will I (as a survivor/victim) have to pay for counseling/or medical care?

Students can access CUC Counseling Service, and the Counseling Service also hosts a support group for survivors of sexual assault. If you are accessing community and non-institutional services, payment for these services may be covered by your health insurance plan; please check your coverage. If you have elected coverage under the Claremont College's Student Health Insurance Plan ("SHIP"), payment for these services may also be covered under this insurance plan. SHIP documentation is available at: <http://www.cuc.claremont.edu/healthcenter/>.
3. Will my parents or guardian be told?

Unless you are under 18 years old, no; not unless you tell them. Whether you are the Complainant or the Respondent, the College's primary relationship is to you, the student, and not to your parent or guardian. However, we strongly encourage

you to communicate with your parents when you are in distress whether for medical, behavioral, or academic reasons. Moreover, the College has an obligation to and will contact your parents if we believe your health or safety is at risk or if your status at the College is at risk (due to residential or College suspension or expulsion). In addition, College officials will speak with your parents directly at your request.

4. Do I have to name the alleged perpetrator?

Yes, if you want the College to pursue its complaint procedures as outlined in this Document. No, if you choose to respond informally and do not file a formal complaint. You should consult the confidentiality provisions set forth in the Document to better understand the College's legal obligations depending on what information you share with different College officials. Complainants should be aware that not identifying the alleged perpetrator may limit the College's ability to respond comprehensively.

5. Will the alleged perpetrator know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the Respondent has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide alternative testimony options.

6. What do I do if I am accused of sexual misconduct?

DO NOT contact the Complainant. You may want to speak with someone in the campus community who can act as your support person/advisor. The Title IX Coordinator can explain the College's complaint procedures for addressing sexual misconduct complaints. You may also want to seek confidential counseling through the counseling center or seek support through off campus services in the community. See below regarding legal representation.

7. What about legal advice?

Complainants do not need private legal counsel to pursue criminal prosecution because representation will be handled by the District Attorney's office. However, it is the Complainant's choice whether or not to retain an attorney and you may want to retain an attorney if you are considering filing a civil action. Respondents may want to retain legal counsel given the potential for criminal and/or civil action. Legal counsel may only participate in College proceedings as a support person to their respective party and at that individual's expense.

8. What about changing residence hall rooms or other accommodations?

The Complainant and Respondent may request a room change through the Title IX Coordinator who will facilitate with a Dean of Campus Life room change to the first available, suitable room. If a Complainant wants the Respondent to move, Complainant must be willing to pursue a formal complaint. No contact orders can be imposed.

Other accommodations available to Complaints might include:

- a. Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- b. Assistance in requesting an incomplete in a class;
- c. Assistance with transferring class sections, if available;
- d. Temporary withdrawal;
- e. Assistance with alternative course completion options;
- f. Other accommodations for health and safety as necessary.

9. What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours (although the sooner the better for collection of evidence), though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the emergency room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner, a nurse who is specially trained to collect evidence in cases of alleged sexual assault, at Pomona Valley Hospital Medical Center (1798 N. Garey Avenue, Pitzer, CA 91767, 909-865-9500) is usually on call 24 hours a day, 7 days a week. If you decide to seek medical attention and wish to have evidence collected, contact the emergency room and request that they call a SANE nurse.

The hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence.

You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. If you would like someone from the College staff to accompany you to the hospital, contact Campus Safety at 909-607-2000 and ask them to contact the On-Call Dean. An On-Call Dean is available whenever the College offices are closed to assist students in emergency situations. In addition, the Advocates for Survivors of Sexual Assault are a student support resource.

If you go to the hospital, local police will be called, but you are not obligated to talk to the police or to pursue prosecution. Collecting evidence can assist the authorities in pursuing criminal charges, should you decide later to do so at a later date. Collecting evidence will not obligate you to any course of action.

10. Will the Complainant be sanctioned when reporting a sexual misconduct if they have illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the College's response, but whenever possible the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual

misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

11. Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?

The use of alcohol and/or drugs by either party will not diminish the Respondent's responsibility. On the other hand, alcohol and/or drug use is likely to affect the Complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to support their complaint. If the Complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the Respondent without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a Respondent.

12. Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

13. What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the College policy, you should contact the College's Title IX Coordinator who can explain the policy and resolution options. If you would like to speak with someone in strict confidence to explore the incident, you may want to first speak with a counselor at Monsour Counseling and Psychological Services, a chaplain from the McAlister Center, an Advocate for Survivors of Sexual Assault, or a rape crisis hotline.

Advocates for Survivors of Sexual Assault are a trained student group who are available through a pager system to assist students who have experienced sexual assault or misconduct on a 24/7 basis (909-607-1778). While the Advocates do not enjoy a legal confidentiality privilege as the other College officials listed above, they are considered to be confidential resources and not mandated reporters.

Appendix C: What to Do if You Have Experienced Sexual Misconduct, Including Sexual Assault

If you have been a victim of sexual misconduct the sooner you seek help the more options you have available to you. The following steps are important to take as soon as possible.

1. **Get away from your attacker and to a safe place as soon as possible.** Call 911 or Campus Safety (909-607-2000).
2. **Seek medical attention** to assess and treat any injuries, screen for pregnancy and any sexually transmitted infections, and collect evidence (if you consent to do so). If

you decide to seek medical attention, contact the emergency room at **Pomona Valley Hospital Medical Center** (1798 N. Garey Avenue, Pomona, CA 91767, 909-865-9500) in advance and request that they call a Sexual Assault Nurse Examiner (SANE), a nurse who is specially trained to collect evidence. A SANE nurse is usually on call 24 hours a day, 7 days a week. Evidence can be collected up to 96 hours after the incident. If you have changed clothing since the incident, bring the clothing you had on at the time with you to the hospital in a clean paper bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital.

You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. If you would like someone from the College staff to accompany you to the hospital, contact Campus Safety at 909-607-2000 and ask them to contact the On-Call Dean.

Advocates for Survivors of Sexual Assault are a trained student group who are available through a pager system to assist students who have experienced sexual assault or misconduct on a 24/7 basis (909-607-1778). While the Advocates do not enjoy a legal confidentiality privilege as the other College officials listed above, they are considered to be confidential resources and not mandated reporters.

If you go to the hospital, the police will be called, but you are not obligated to talk to the police or to pursue prosecution. Collecting evidence will not obligate you to any course of action but can assist the authorities in pursuing criminal charges should you decide later to do so later.

3. Seek support: Don't be afraid to ask for help and support; feelings of shame, guilt, fear, and shock are normal. Call a trusted friend or family member or one of the on and off campus resources listed below:

Title IX Coordinator: Marni Bobich, Director of Human Resources (311 McConnell, 909-607-8533).

On-Call Deans (For assistance after business hours and weekends): contact the On Call Dean through Campus Safety at 909-607-2000.

Advocates for Survivors of Sexual Assault (909-607-1778) See above.

Monsour Counseling and Psychological Services: 909-621-8202 during normal business hours. For assistance after hours, contact the on-call therapist through Campus Safety at 909-607-2000.

Student Health Services: 909-621-8222 during normal business hours. For assistance after hours, contact the on-call doctor through Campus Safety at 909-607-2000.

Crisis Hotlines:**Project Sister Sexual Assault 24/7 Crisis Hotline (Claremont, CA):**

800-656-4673

909-626-HELP (909-626-4357)

National Sexual Assault 24/7 Crisis Hotline (RAINN):

800-656-HOPE

4. **Talk with the Title IX Coordinator about your options.** The Title IX Coordinator will review your options and support resources both on and off campus. Regardless of when the incident occurred it is never too late to speak with someone regarding support resources and your other options.

Employment (Student)

After a student is offered employment by a supervisor, the student must complete the official hiring process by completing forms with Human Resources (for non work study jobs) or with the Financial Aid Office (for work study jobs) before starting work. Original documents (not copies) of either a passport or driver's license and social security card (or other forms acceptable as outlined on Form 1-9) must be presented to complete the hiring process. The Human Resources Office will notify the supervisor when the student has completed all the necessary paperwork. Students will not be allowed to start work until all paperwork is completed and submitted to Human Resources. Timesheets are due by particular deadlines every two weeks.

Fire Alarms, Building Evacuations and Campfires

The careless use of fire, the removal of or tampering with fire-fighting equipment, and the setting off of "false" fire alarms endangers the lives and property of the Pitzer College community and is prohibited on its campus. (This violation of state law is classified as a misdemeanor and can result in a fine of up to

\$1000 and a possible jail term of up to one year). Judicial action will take place against an individual or group that violates this policy. Individuals refusing to evacuate a building during a fire alarm or other building evacuation can be cited by the Fire Marshall and are subject to judicial action. (Refer also to the section on fire safety regulations within the section on Residential Living). State law allows for open campfires only under certain requirements, which can be facilitated at the Gold Student Center. Under NO circumstances will fires in the Arboretum/Outback be allowed, due to the highly flammable vegetation in the area.

Institutional Review Board

Pitzer College maintains an Institutional Review Board (IRB) in order to ensure (1) that researchers who are part of the College community protect the dignity, privacy, and safety of the participants they recruit for their research, and (2) that the dignity, privacy, and safety of members of the Pitzer community are protected when they choose to participate

in research. Pitzer's IRB deals only with research involving human participants; research involving nonhuman subjects must be reviewed elsewhere at The Claremont Colleges.

College policy requires that all research involving human participants and all information-gathering regarding individual human beings carried out by the students and faculty of Pitzer or taking place on campus should follow the principles set forward The Belmont Report and that all such research and information-gathering must be submitted for IRB review, with the exception of procedures carried out by students under the direction of their instructors and involving, in the view of the instructor, neither greater than minimal risk, conflicts of interest regarding his or her own research, nor participants who may be unable to give informed consent.

Research Involving Human Subjects —Research is defined by federal law as “a systematic investigation designed to develop or contribute to generalizable knowledge. A ‘systematic investigation’ is any methodical collection of data. This includes interviews, surveys, tests, observations, or other experiments, regardless of content, even if it is a pilot study.”

A research project is considered to have human subjects if it involves “a living individual about whom an investigator obtains data through intervention or interaction with the individual or identifiable private information.”

The only exceptions are procedures carried out by students under the direction of their instructors and, in the view of the instructor, does not pose greater than minimal risk to the human participants, does not create conflicts of interest regarding the instructor's own research, or does not involve human participants who may not be unable to give informed consent.

Application Procedure—All projects that involve data collection at Pitzer College must be approved by the Pitzer College IRB regardless of whether the principal investigator (i.e. the primary faculty, staff, or student conducting the research) is affiliated with Pitzer College or some other institution. Principal investigators affiliated with Pitzer College who wish to collect data at other institutions must gain IRB approval at Pitzer College and at those institutions.

Principal investigators and all members of their research teams must complete the Protecting Human Research Participants (PHRP) course offered online through the National Institutes of Health (NIH). Upon completion of this course, a certificate is generated by the online training program. Copies of these certificates for the principal investigator and all team members must accompany the application for IRB review.

For application forms, instructions and more information, visit <http://www.pitzer.edu/irb>. Please allow a minimum of two weeks for your application to be processed and reviewed. Only complete applications will be reviewed.

Leave of Absence and College Withdrawal

Students may sometimes find it necessary to interrupt their college education. When a financial, medical or other situation makes it impossible or unwise for students to continue

enrollment, they may apply to the Registrar's Office for a leave of absence or withdrawal for personal reasons.

A leave of absence permits students to return to Pitzer without applying for readmission to the College. Leaves will normally be approved for no more than two consecutive semesters. If students decide not to return to the College after a leave of two semesters, they will automatically be withdrawn from the College and must reapply for admission to return thereafter. Students may request an extension of a leave for one additional semester in case of extenuating circumstances.

Students returning from a leave of absence are eligible to participate in pre-registration and room draw for the following semester.

For information on refunds in case of leaves or withdrawals, please refer to the section on "Refund Policies" in the Pitzer College Catalog.

Involuntary Leave of Absence: When there are indications that a student's behavior could result in psychological or physical harm to her/himself or to others, prompt and decisive action is in the best interest of everyone. The Vice President for Student Affairs and/or the Assistant Vice President for Student Affairs may place a student on involuntary leave of absence for a specified period or until such time the danger may be shown to no longer exist. Any student arrested for a felony or a misdemeanor involving crimes of violence, dishonesty, or moral turpitude may be immediately placed on involuntary leave. The College shall retain discretion to determine when it would be appropriate for the student to return to study.

Medical Insurance

All students are required to have medical insurance for the entire school year. All students are required to update their medical insurance information every year via the portal online. If no proof of medical insurance is provided by the stated deadlines you will be automatically enrolled in and billed for the Claremont College's Student Health Insurance Plan. Once the student is enrolled, the fee is nonrefundable. It is the student's responsibility to notify the Office of Student Affairs of any change in insurance. For more information regarding the Student Health Insurance Plan, please visit www.pitzer.edu/student-accounts/health-insurance-options/ or call the Office of Student Affairs; 909.607.2821.

Missing Student Notification Policy

Students who reside in on-campus housing are encouraged to identify a person to be contacted if it is determined that the student has been missing for more than 24 hours, and to register that person's emergency contact information, confidentially, with the Office of Student Affairs and the Department of Campus Safety. If a student is determined to have been missing for 24 hours, the College and/ or Department of Campus Safety will, within 24 hours, notify the appropriate law enforcement agency, and, if the missing student is under 18 years of age, and not an emancipated individual, the College and/or Department will also notify a custodial parent or guardian.

If a member of the College community believes that a student who resides in on-campus housing is missing, it should be reported to the On-Call Dean, and/or the Department of Campus Safety so that appropriate action can be taken.

Non-Discrimination Policy Statement

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. It does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status, in the administration of its admission policies, educational policies, scholarship and loan programs, athletic and other College-administered programs, and employment policies.

Notifications

The Office of Student Affairs considers communication through the student Pitzer email account and/or the assigned student campus mailbox to be the official and formal way of contacting students.

Public Art Policy

The Public Art Policy, formerly known as the “Outdoor” Art Policy is overseen by the Campus Aesthetics Committee. To propose any new public artwork or to remove any existing public artwork from the residence halls or any other Pitzer College campus location, as described in section 1 and 2, you must first contact the Campus Aesthetics Committee. Please see the public art guidelines and policies published by the Campus Aesthetics Committee on Pitzer’s website.

1. Residence Hall Policy: Applies to all public or semi-public spaces inside the residence halls and exterior walls of the residence halls.
2. Non-Residence Hall Policy: Applies to locations not covered by section 1 - that is, the interior and exterior walls of all campus buildings, structures and areas except for inside or on a residence hall.

The following provisions apply to sections 1 and 2:

- a. All proposals for public artwork on campus must be submitted to the Campus Aesthetics Committee for approval.
 - b. All public artwork that has been approved by the Campus Aesthetics Committee will remain unless questioned by the community in accordance with the grievance policy.
 - c. All proposals for public artwork located inside or on a residence hall must be submitted to the Campus Aesthetics Committee. If the artwork is approved by the Campus Aesthetics Committee, it then must be submitted to the Hall Council of the residence hall for which the artwork is being proposed to be installed or displayed for final approval.
3. Public Art Grievance Policy
The Campus Aesthetics Committee values community input regarding artwork

on campus. As such, the following criteria are in place so that the voice of the community can be heard and allow for an open dialogue.

- d. Where there is a grievance voiced about any public artwork on campus the grievance will be referred to the Campus Aesthetics Committee.

At this point the Campus Aesthetics Committee will try to contact the artist(s) and address the grievance of their artwork.

The Campus Aesthetics Committee will try work with the artist to see if they can conceptualize and design modifications or select an alternative site for their artwork.

- e. If the artist cannot be contacted, the Campus Aesthetics Committee will make recommendations for the artwork, including removing or painting over the artwork entirely, or if there is still dissent with an artwork or the artist and Campus Aesthetics Committee cannot come to a consensus the grievance should be brought to the attention of the community.

In such a case, the grievance at hand, and the time of a meeting must be effectively published more than a week before any voting takes place. Effective publishing may be done through, but is not limited to mails, flyers, table tents and/or campus mail. If quorum, as described in the Faculty Handbook, is present at this meeting the issue will then be voted on by the Committee.

- 6. Financial responsibility for all original artwork is the duty of the artist as well as any costs incurred during any modifications or removal of artwork (should it be deemed necessary by the Campus Aesthetics Committee). Artists must therefore be prepared to pay for this process or to apply for funding for their artwork.

Motor Vehicle and Parking Regulations

(revised 12/10/12)

The Department of Campus Safety is charged by The Claremont Colleges with the enforcement of the rules and regulations governing the use of vehicles and parking at The Claremont Colleges. The following regulations supplement the Parking and Traffic Regulations published by Campus Safety. Students maintaining motor vehicles are responsible for familiarizing themselves with these regulations. All motor driven conveyances, including but not limited to automobiles, motorcycles, motor scooters, motorbikes, or mopeds, regardless of size, shape or number of wheels, are here after defined in these regulations as “vehicle(s).”

Vehicle parking is limited at Pitzer. Please note that students living in the residence halls are not permitted to bring vehicles to campus their first two years due to parking limitations. The Claremont Colleges are rather small and each campus is accessible to the others via footpaths and sidewalks, so we strongly recommend that you not bring a vehicle to campus. The Parking Permit Petition form can be accessed online at <http://parking.formstack.com/forms/petition>

Motor Vehicle Registration Charges and Fines

All vehicles must be registered with Campus Safety. The cost to register a motor vehicle is currently \$67 per semester or \$134 per year. The fine for failure to register a motor vehicle is \$50 per ticket. After the third ticket, the motor vehicle will be towed.

Every registered vehicle, whenever on campus, shall have a parking permit displayed. Automobiles shall have parking permits displayed inside on the lower, right-hand corner of the front windshield or on an alternative location approved by the Director of Campus Safety. Motorcycles, motor scooters, motorbikes, and mopeds shall have parking permits displayed on the rear fender, or if this is not possible, on the left side of the gas tank. All vehicles not displaying a valid parking permit are subject to being cited and/or towed.

All parking fines are billed to individual student accounts.

Operation and Parking of Motor Vehicles

All operators of a motor vehicle must, at minimum, adhere to the following guidelines regarding the operation and parking of their vehicle(s) at the College:

- All vehicles shall be parked within a designated parking stall as painted on the street or in a parking lot.
- Vehicles are not permitted to be parked on the grass, on landscaped areas or in any interior area of campus at any time.
- Vehicles such as, motorcycles, motor scooters, motorbikes, and mopeds, cannot be parked or stored in student rooms or anywhere within the vicinity of residence halls or campus buildings and (except those operated by Campus Safety and emergency vehicles on official business) are prohibited on the interior of campus, i.e., those areas not designated for vehicle traffic.
- The speed limit on campus streets is 25 miles per hour unless otherwise posted. The speed limit in parking lots is 10 miles per hour. Regardless of posted speed limits, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, weather, or traffic conditions.
- Pedestrians have the right of way.
- Students should not leave vehicles on campus while they are on leave from the college or studying abroad.
- Students should be aware that between 2 a.m. and 6 a.m. no parking is allowed on any street in Claremont, except for where the street has been specially designated and posted for overnight parking.
- All state and local traffic laws are in force at all times on the campus.
- Parking in fire lanes (red curb) and handicapped spaces (blue curb or wheelchair logo) is prohibited and strictly enforced by Campus Safety, the Claremont Police Department and the Los Angeles County Fire Department.
- All traffic accidents shall be reported as quickly as possible to Campus Safety.

Protocol for Contacting Local Law Enforcement for Assistance

1. When a disruptive situation on a campus or campuses reaches a stage where a police presence is deemed necessary to restore normal college operations, the President, President's designee or the CEO of CUC or the CEO's designee may seek police intervention.
2. When police intervention is required and arrests ensue, the police assume that the Colleges or CUC will bring trespass or other legally appropriate charges against those arrested.
3. In a non-peaceful situation that poses a threat to public safety, the police role is altered. Actions that endanger or threaten to endanger persons or property may result in police intervention, arrests and charges even if not initiated by College officials. Non-peaceful situations may be policed and prosecuted without College involvement.
4. When police are called to manage or to intervene in a disruptive or non-peaceful incident, the situation becomes a police matter. The police will determine appropriate action -what steps it is necessary to take and what level of force should be used.

Approved by the Council of The Claremont Colleges, August 28, 2001. This policy is not to be amended or changed without approval of the Council.

Returned Checks/ACH Payments

If a check or online payment remitted to pay a student account is returned unpaid, a fee of \$25 (first time) or \$35 (subsequent times) will be assessed to the student account.

Smoking

Pitzer has adopted a smoke-free policy which includes all workplaces (including open and closed offices, classrooms and all residence halls); and all enclosed public areas (including the public areas of all the residence halls). Cigarette bins are located 25 feet from the residence halls and enclosed public areas.

Soliciting

The College does not allow soliciting, promoting, or selling any product or service by anyone from outside the College unless they have written permission from the Office of Student Affairs.

Student Records, FERPA

In compliance with the federal Family Educational Rights and Privacy Act (FERPA) and the California Public Information Act, students at Pitzer College are assigned the following rights in regard to education records maintained by the College.

1. Students have the right to inspect and review education records. Education records, which are maintained by offices throughout the College, are defined as records in any format that directly identify the student and are maintained Academic Policies 295 by the various offices of the College. Some records may be administered by additional privacy laws and regulations that supersede FERPA, and, therefore, may not be available under this policy. Requests for the inspection and review of education records must be submitted direct to the custodian of the record, following policy and procedure of the office in whose custody the record is maintained.
2. Students have the right to seek to amend education records. Under FERPA, grades are exempt from this provision. Students with concerns about individual grades are referred to the Dean of Faculty Office.
3. Students have the right to have some control over the disclosure of information from education records. Students may request that the College restrict the release of directory information by submitting a written request to the Registrar's Office. Such restrictions remain in effect until cancelled in writing by the student.
4. In compliance with FERPA, Pitzer College has designated the following items of information as directory information: name and student user name; local and permanent address; local, cell, and permanent phone number; email address; date and place of birth; major field of study; dates of attendance; enrollment status; degrees and awards received; most recent previous institution attended; photographs; participation in officially recognized activities and sports; and the height and weight of members of athletic teams. Directory information is defined as information that would not generally be considered harmful or an invasion of privacy if released. Unless restricted by the written request of a student, the College may release directory information without the prior consent of a student. Directory information required for course or classroom participation in courses may not be withheld from faculty and students connected with the particular course. Information that is not directory information is non-directory information and, unless excepted by FERPA, requires the prior written consent of the student for release. Further details and a full description of student records privacy is available from the Registrar's Office and in the Office of Student Affairs.

Student Records, Rights of Students

Right to Inspect. Students have the right to review and inspect all of the education records maintained by Pitzer College.

Right to Prevent Disclosures: Students have the right to prevent disclosure of personally identifiable information contained in their education records to third parties and with certain exceptions allowed by law.

Right to Request Amendment. Students have the right to seek to have corrected any parts of an education record which they believe to be inaccurate, misleading or otherwise in violation of their rights.

Students with Disabilities

Pitzer College complies with Section 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990 as amended, and other applicable state and federal law prohibiting discrimination against individuals with disabilities.

Any admitted student, seeking adjustments to his/ her residential and/or academic environment or program based on a physical, psychiatric, and/or learning disability, should make arrangements to speak with the Associate Dean of Students or his/her designee. The student should submit to the Associate Dean of Students recent medical testing, which documents the disability, as well as specific recommendations regarding accommodation from appropriate medical and/or therapeutic personnel.

Also of interest to the Associate Dean of Students would be information regarding the manner in which the disability was accommodated at the student's previous academic institutions.

Based on the information provided, the Associate Dean of Students will utilize the resources available at The Claremont Colleges (the Faculty, Student Health Services, Student Counseling Center, the Student Disability Resource Center and the Pitzer Office of Academic Support) to determine the accommodations for each individual.

Each request is reviewed on a case-by-case basis. When appropriate, Pitzer College is prepared to modify residence hall rooms, provide technological assistance and ask faculty to adjust assignment/ examination specifications to meet the needs of disabled students. However, the College is not prepared to modify academic requirements, which are essential components of a Pitzer degree. Students can request accommodations for a disability online at <http://www.formstack.com/forms/?1492959-rZMtVGpAov>

Accommodations in Campus Housing

Pitzer College is committed to reasonably accommodating students with disabilities in compliance with applicable state and federal laws. Some students with disabilities may receive special consideration regarding their housing placements. Such considerations may include placement in specific residence halls or rooms. A recommendation from the Associate Dean of Students and Director of Academic Support Services is required for students to receive these considerations on the basis of a disability.

All accommodations are determined on a case-by-case basis and will only be considered for students with physical, medical, psychological, or sensory disabilities that are appropriately documented and determined to impact a major life activity. Single rooms are not granted as an accommodation for disabilities that primarily impact studying (Attention Deficit Disorder or Attention Deficit/Hyperactivity Disorder) since there are alternative quiet study locations on campus.

To request accommodations in housing, students must register with Academic Support Services in the Office of Student Affairs (Scott Hall 120, 909.607.3553). Academic Support Services evaluates and determines student eligible for programs and services. All information/documentation that is submitted by students will be considered confidential and

held in Academic Support Services. Documentation from a licensed physician and/or clinician must be submitted along with the request.

Event Registration & Hosting Guidelines

Pitzer College aims to promote a lively and varied social life within our community. Student-sponsored events play an important role in Pitzer's campus life. The principal goal of a student-sponsored event should be to enhance campus life. Events should focus on the greater campus community and not be used exclusively as an opportunity to showcase band talent or focus primarily on alcohol. The following guidelines are intended to facilitate such events safely and in accordance with Pitzer policies. Students wishing to register and host events on campus are encouraged to make responsible choices while minimizing high-risk behaviors.

Overview

To help students host responsible and safe events, the Pitzer requires that most student-sponsored events held on campus be registered with the Director of Student Activities and Orientation (hereafter referred to as "Director of Student Activities"). Student events which should be registered include:

- Student events requesting major amplified sound;
- Student events requesting to serve alcohol; and
- Student events with an anticipated attendance of over 100 people.

NOTE: If students desire to host an event in a residence hall suite, they must register the event with the Residence Director of their living area. All of event registrations for student-sponsored events go through the Director of Student Activities.

Event Registration

To register an event, the event registrant must participate in an event registration meeting with Alayna Session-Goins, Director of Student Activities or her designee, and then complete an "Event Registration Form," made available to fill out once the meeting has occurred. The purpose of the registration meeting is to discuss the planned event, review the Event Hosting and Registration Guidelines, discuss risk management issues, determine the approved amount of event staff, security, and alcohol and servers (if applicable) and inform the event registrants of any additional approvals needed to complete the event registration process.

Event Types: Events that need to be registered will fall into at least one of the following categories and must be registered in advance according to the time frames indicated.

- **Events in the evening:** Events that occur in the evening hours that are anticipated to occur between 8pm and 11pm (weekdays) or 8pm and 1am (weekends).
- **Events with 100+ people anticipated:** Events that the registrant anticipates to have over 100 people or is publicized widely enough to likely draw over 100 people. Note: Unless otherwise stated, all registered events are open to Pitzer students, their guests, and 5C students.

- **Events with amplified sound:** Events that utilize the event staff sound equipment or outside sound engineering equipment.
- **Events at which alcohol is served:** Events at which alcohol has been requested to be served and have been approved by the Director of Student Activities or their designee.

Registration Timeline: Students desiring to register an event should set-up an event registration meeting with the Director of Student Activities at least three weeks before the intended event date. The Event Registration Form should then be submitted at least two weeks before the intended event date. This registration timeline allows for scheduling event staff, Campus Safety (if applicable), facility reservations, and successfully publicizing the event.

Event Management

During the event registration meeting the Director of Student Activities will review the event management issues and needs, including: event staff, Campus Safety, restroom facilities, fencing, etc. An event walkthrough meeting with the Director of Student Activities and the event registrant may also be required to review safety and overall event management plans.

Event Staff: Event Staff is a group of Pitzer students committed to helping their peers host successful on-campus events, including sound mixing, helping with fencing, and serving alcohol. Depending on the nature of the student-sponsored event, event staff will be present to assist. If an event is approved to have alcohol, event staff servers will be required and it is the responsibility of the event registrant to pay the server fee (addressed in the “Alcohol” section below). Events held Sunday through Thursday must end by 11:00pm and events held on Friday or Saturday must end by 1:00am unless otherwise restricted. Payment for Event Staff is the responsibility of the event registrant’s sponsoring organization.

Campus Safety: Campus Safety will likely be required at student-sponsored events that are classified in two or more of the following ways: evening events, 100+ people anticipated, using amplified sound, alcohol is being served. The amount of officers required will be determined by the Director of Student Activities based on the type and nature of the event being registered. If a recurring event has had a successful pattern of management, an exception may be made to the requirement to hire officer(s). Payment for Campus Safety is the responsibility of the event registrant’s sponsoring organization.

Fencing: Fencing may be required for an events held outside with a significant expected attendance. The type of fencing and the fencing plan will be reviewed and approved during the registration meeting, if applicable. Payment for fencing is the responsibility of the event registrant’s sponsoring organization.

Restroom Facilities: Public restrooms must be available for all registered events without the need for key card access. Public restrooms are those which are available to all attendees regardless of gender identity, and do not require attendees to select a restroom based off traditional limitations imposed by gender and/or sex definitions. If appropriate public restrooms are not available for the nature of the event being

registered, portable restrooms may be required. Payment for portable restrooms is the responsibility of the event registrant's sponsoring organization.

Event Registrants

The institutional resources provided by the Office of Student Affairs (OSA) to support events are exclusively for event registrants working in collaboration with one or more Pitzer club/organization. Individuals wishing to start a new event need to connect with a club/organization before proceeding. Collaboration will foster greater support and additional human resources. All events must have an event registrant who is responsible for meeting with the Director of Student Activities, registering the event, and be present at the event. The event registrant must also have a co-registrant that is present at the event. If the primary event registrant desires to serve alcohol, they must have a co-registrant that is 21-years of age for the request for alcohol to be considered. Hosting an event is a privilege and significant responsibility. ***Only students in good academic and social standing with the College are permitted to register and host events. Students who are struggling academically or who have made poor decisions regarding their behavior on campus are encouraged to address these issues before requesting to register and host an event.***

Event Registrants are expected to:

- Be present for vendor deliveries, event set-up, the duration of the event, and for the clean-up of the event.
- Not be intoxicated at or consume alcohol during the event.
- Ensure that the event and guests comply with Pitzer policy and local, state, and federal laws. If violations are found, the event registrants will be expected to address the situation immediately.
- Seek help from Campus Safety if unable to safely manage or oversee the event. This includes ending an event early if, in consultation with Campus Safety or Office of Student Affairs staff member, it is determined to be necessary to ensure the safety of guests.
- Ensure that noise stays within a reasonable level. If a noise complaint is received by Campus Safety, the event registrants will be notified and will be expected to have the volume lowered. If a second complaint is received, Campus Safety may require the event be ended. Note: If a local law enforcement agency receives a noise complaint, they may respond to campus and issue a citation. If a citation is issued it will be given to the event registrants who will be responsible.
- Clean up the event location immediately following the event and return it to its pre-event condition. This includes removing all decorations and returning all furniture to its original location. If it is determined that additional custodial service is required following an event, the event registrants will be billed for that service.
- Ensure that all borrowed equipment or supplies are returned in a timely manner and in the same condition in which they were borrowed.
- Submit the online event evaluation form within a week of the event.

Event Publicity and Advertising

There are many ways to publicize your event besides the usual mass emails and posting of fliers. You can use word-of-mouth, table tents, sidewalk chalk, message boards, social networking media, etc. Be creative, but please observe the posting publicity guidelines and procedures at Pitzer and the other colleges, which were developed to provide effective publicity, while using a minimum of natural resources.

Some posting reminders for fliers, posters and banners:

- Need to be approved by the Office of Student Affairs (Scott Hall) prior to posting on campus. Only the current year approval stamp with an authorized signature or job code is valid for posters. For more than one poster, you must get one handstamped and signed, then photocopy the remainder.
- Need to have the following information: name(s) of the sponsoring organizations/people, title of the event, date/time/location of the event, and contact information of event host.

Alcohol

Student-sponsored events with alcohol may only be approved for Friday and Saturday. The decision to serve alcohol at a student-sponsored event will be based on staffing, availability of security, the nature of the event, the location of the event, and event scheduling. Individuals may not bring their own alcohol to any student-sponsored events.

Amount

- Beer and wine is the only alcohol that the Director of Student Activities will register. No hard alcohol is allowed to be served.
- All registered alcohol must be served into cups.
- Only students and guests 21-years of age or older with valid forms of identification may consume registered alcohol.
- The determination of the amount of alcohol that will be approved for a student-sponsored event will be based off the number of expected guests 21-years of age or older, the length of the event, and the venue/location. The approved amount will be the equivalent of one drink per hour per guest 21-years of age or older, for the duration of the event.
- If alcohol is approved to be served at a student-sponsored event, no more than one keg or equivalent servings of wine will be approved for the event.
- The number of student-sponsored events with alcohol cannot exceed more than one per weekend.
- The number of student-sponsored events approved to have alcohol cannot exceed eight per semester.
- All student-sponsored events approved to serve alcohol must also provide high-quality non-alcoholic beverages (e.g. water, juice, soda, etc.) and high-quality food (e.g. veggies and dip, fruit platters, cheese and crackers, etc.) throughout the duration of the event.

Servers:

- If alcohol is approved to be served at a student-sponsored event, two official servers or one official server and one designated event staff are required.
- Servers 25-years of age or older, must be on the approved list by the Director of Student Activities, and must have gone through the approved TIPS training.
- Servers may not be intoxicated at or consume alcohol during an event.
- The servers must follow the guidelines of the Pitzer College Alcohol Policy when working at events. If it is found the servers are not following policy, the service of alcohol will cease for the duration of the event.
- Servers do not check IDs. A Campus Safety officer must be employed to check forms of identification for students wishing to consume alcohol.

Funding:

- If approved to serve alcohol at a student-sponsored event, the club/organization collaborating on the event is responsible for the cost of hiring the appropriate number of Campus Safety officers, event staff, and servers for the entire duration of the event. If the event runs late or officers are needed to disperse attendees at the end, the club/organization will incur the cost of the additional time.
 - The cost of Campus Safety officers is \$26/hour per officer
 - The cost of the servers is \$20/hour per server
 - The cost of event staff is the CA state minimum wage per hour.
- Student activity funds (i.e. clubs or similar funding) cannot be used to purchase alcohol. If a student-sponsored event is approved to serve alcohol, the registrant and Director of Student Activities will coordinate the purchase of the approved alcohol.

5C Guest Pass Policies for Event Attendance

All student-sponsored events at the Claremont Colleges require 5C students and guests to follow their home institutions guest policies outlined below.

Pitzer College

- All Pitzer student-sponsored events are open to Pitzer students, 5C students, and guests of students.
- 5C students must have their ID from their home institution.
- Guests of 5C students must have a valid photo ID.
- 5C student hosts are responsible for the behavior of their guests while on-campus.

Harvey Mudd College

- Guests must be 18 years or older.
- Only 1 registered guest per HMC student.
- Guest list is closed at 12:01am on the day of the party, which is a Google form that is emailed to students-l@hmc.edu. No additional guest may be added after the closing of guest list.
- Student event staff and/or campus safety handle the guest list at the party. Host must be present with guest at party entrance, and guest must have picture ID. Guests receive a guest wristband that validate that they are checked in. Hosts are responsible for their guests' actions at the event.

- Guests must wear wristbands at all times while in party or on HMC campus.

Claremont McKenna College

- Students may register their guests using the electronic guest list that is facilitated by ASCMC prior to an event.
- Guests must have a photo ID and remain with their guests at all times.
- Use of another student's school ID requires a police escort off campus

Pomona College

- Smith Campus Center Building Managers will be the only authorized source of Event Guest Passes for events at Pomona.
- Guest passes from other 5C campuses will no longer be accepted for events at Pomona.
- When registering a guest, the host and guest must both be present and have picture IDs available.
- The guest will have their photo taken by the SCC Building Manager.
- The Building Manager will be available to register guests on Friday and Saturday nights from 6:00pm-10:00pm.
- Off-Campus guests will no longer be registered for events occurring Sunday-Thursdays.

Scripps College

- When registering a guest at the SARLO office for a 5-C event, the Scripps host and guest must both be present and have picture ids available for photocopying. To register a guest after SARLO operating hours, students should contact the RA On-call. The RA on-call will photo copy the guest Id and send to the SARLO office.
- The SAS Student Activities Chair and the 5C Events Chair and/or their designee will register 5C hosts and guests for large SAS sponsored 5C events where alcohol may be served. SAS representatives will record the name of the host, the name of the college the host attends, check IDs for both persons, and obtain a cellphone number for the 5C event. Upon completion of the registration process a pass and/or wristband will be given to the guest with specific instructions. All 5C guest passes must be requested prior to the day of the event.
- The guest should attend the Scripps 5C event with their host. If the host leaves the Scripps 5C event, the guest should leave the event as well. In the event a guest of a 5C student is asked to leave the event, the host will be asked to leave as well.
- The SAS Student Activities Chair and/or 5C Events Chair must provide Eveth Gonzalez, Student Activities Coordinator (Scripps staff member overseeing and attending the Scripps 5C event) a complete list of guests by 9:00pm the night of the event. The list should include: the names of the guest and host, the name of the college the host attends, a picture of the guest ID, and a contact number.

Posting Publicity Guidelines

If any of these guidelines and procedures are not observed, staff members have been instructed to remove fliers, posters and banners immediately.

1. Publicity Guidelines

- Fliers, posters and banners are to be approved prior to posting on campus. Only the current year approval stamp with an authorized signature or job code is valid for posters.
- Students receive approval from OSA for their publicity. Staff and Faculty may seek approval through their own departments. The Office of Student Affairs (Scott Hall) will review your flyer, poster or banner and hand stamp it if approved. For more than one poster, you must get one handstamped and signed, then photocopy the remainder.
- Banners or other kinds of large scale advertising must be approved and then cleared for placement prior to posting on campus.
- Chalking of campus walkways, etc. is not permitted unless approved by the Office of Student Affairs.
- All fliers, posters and banners for an event need to have the following information: name(s) of the sponsoring organizations/ people, title of the event, date/time/location of the event, and contact information of event host.
- Recommended number of flyers or posters for the campus is no more than twenty-five (25) for events and meetings open to Pitzer staff and students. No more than three (3) banners are recommended.
- Posting for reasons other than event or meeting publicity (e.g. housing available, services or goods available from Claremont Colleges' people, etc.) are subject to the above: recommended number of flyers or posters is five (5) or one (1) banner.
- Commercial offers and other solicitation from non-Claremont Colleges' sources are explicitly prohibited unless approved by the Office of Student Affairs.
- The Pitzer Mail Room, as a matter of policy, will not stuff all student boxes.
- Flyers, posters and banners must be removed by the sponsoring organization or people who posted them immediately after the event and please recycle!

2. Posting Guidelines

- Post on public bulletin boards, with a maximum of one per board. Do not post over others and post only on open, non-designated/ labeled bulletin boards.
- Do not post on glass doors or painted surfaces, such as the pillars along the mounds.
- Please respect our campus art and refrain from posting on or over any piece of artwork.
- Use staples or thumb tacks for posting on bulletin boards. All postings not on bulletin boards must be hung with blue painters' tape.
- Do not use electrical tape, duct tape or scotch tape for posting.
- Any organization/people consistently abusing these guidelines and procedures will no longer be permitted to publicize at Pitzer College.
- The Office of Student Affairs reserves the right to limit or stop distribution of publicity deemed offensive.

3. Publicity

There are many ways to publicize your event besides the usual posting of fliers, posters or a banner. You can use word-of-mouth, table tents, message boards, social networking media, etc. Be creative, but please observe the posting publicity guidelines and procedures at Pitzer and the other colleges, which were developed to provide effective publicity, while using a minimum of natural resources. If you have any questions when creating your publicity, feel free to contact any member of the Student Affairs staff for assistance.

Appendix

State and Local Alcohol & Drug Laws

Each member of the Pitzer community is individually and personally responsible for compliance with the applicable provisions of the law of the State of California. The following codes are provided for your information:

Possession by a Person(s) Under 21 Years of Age

Any person under the age of 21 years who has any alcoholic beverage in his/her possession on any street or highway or in any public place open to the public is guilty of a misdemeanor (PC.25662).

In 1988 California amended Bus. & Prof. Code 25662. The amendment states that peace officers who lawfully enter premises may confiscate alcoholic beverages which are in plain view and possessed by or provided to underage persons at social gatherings. The gatherings must be open to the public, have ten or more underage persons in attendance, with those under 21 consuming alcoholic beverages and no supervision by the parent or guardian of one or more of the participants. Alcoholic beverages in open containers that are confiscated may be destroyed while those in unopened containers shall be impounded for no more than seven working days after which they too may be destroyed. Unopened containers may be released within the seven days to the owner or resident of the property provided they are 21 years of age. (Bus. & Prof. Code 25662(b))

Sales, Furnishing Alcohol to a Minor

Every person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor (B & PC. 25658).

Any person under the age of 21 years who purchases any alcoholic beverage, or any person under the age of 21 years who consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor and shall be punished by a fine of not less than one hundred dollars (\$100), no part of which shall be suspended. The penalty is more severe under the Penal Code Section 272, which states if any person provides an alcoholic beverage to a minor person under 18 he/she will be contributing to the delinquency of a minor, which is also a misdemeanor. The maximum penalty for the violation of this code section is one year in the County Jail for each count and/or \$1,000 fine for each count. It should be pointed out that each minor so provided with an alcoholic beverage is a separate count and may be charged by the District Attorney (PC. 272).

Sales to an Intoxicated Person

Every person who sells, furnishes, or gives alcohol to any habitual or common drunkard or to any obviously intoxicated person is guilty of a misdemeanor (25602).

False Evidence of Age and Identity

Any person under the age of 21 years who presents or offers to any licensee, his/her agent or employees, any written, printed, or photo static evidence of age which is false 85 for the purpose of purchasing, attempting to purchase, or otherwise procuring or attempting to procure the serving of any alcoholic beverage, or who has in his possession any false or fraudulent written, printed, or photo static evidence of age and identity, is guilty of a misdemeanor and shall be punished by a fine of at least two hundred dollars, no part of which shall be suspended.

Possession in Motor Vehicle by Minor

No person under the age of 21 years shall knowingly possess, transport, or have under his/ her control in any motor vehicle any alcoholic beverage, unless such person is accompanied by a parent or legal guardian or is employed by a license under the Alcoholic Beverage Control Act (Division 9, commencing with Section 23000, of the Business and Professions Code), and is possessing, transporting or has such alcoholic beverage in a motor vehicle under his/her control during regular hours and in the course of his/her employment. If the vehicle used in any violation, as mentioned in the previous paragraph, is registered to such person under the age of 21 years, the vehicle may be impounded at the owner's expense for not less than one day nor more than thirty days for each violation (VC 23123.5).

Marijuana Possession

Every person who possesses marijuana, except as otherwise provided by law, shall be punished by imprisonment in the county jail for a period of not more than one year or the state prison for a period of between one and ten years (Sec. 11357).

Marijuana Cultivation

Every person who plants, cultivates, harvests, dries or processes any marijuana or any part thereof, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of between one and ten years and shall not be eligible for release upon completion of sentence, on parole or on any other basis, until he has been imprisoned for a period of not less than one year in the state prison (Sec. 11358).

Possession for Sale of Marijuana

Every person who possesses for sale any marijuana, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of between two and ten years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he/she has been imprisoned for a period of not less than two years in the state prison (Sec. 11359).

Transportation of Marijuana

Every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport any marijuana shall be punished by imprisonment in the state prison for a period of five years of life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he/she has been imprisoned for a period of not less than three years in the state prison (Sec. 11360).

Possession of Drug Paraphernalia

It is unlawful to possess an opium pipe or any device, contrivance, instrument or paraphernalia used for unlawfully injecting or smoking a controlled substance or a controlled substance, which is classified as a narcotic drug (Sec. 11364).

Unauthorized Possession of Controlled Substances

Except as otherwise provided every person who possesses (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in state prison for a period of not less than two years or more than ten years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned for a period of not less than two years in the state prison (Sec. 11350).

Possession for Sale of Controlled Substances

Except as otherwise provided every person who possesses for sale (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, shall be punished by imprisonment in the state prison for a period of not less than five years or more than fifteen years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned for a period of not less than two and a half years in the state prison (Sec. 11351).

Transportation of Controlled Substances

Except as otherwise provided, every person who transports, imports into this state, sells, furnishes, administers or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence, or parole or any other basis until she/he has been imprisoned for a period of not less than three years in the state prison (Sec. 11352).

Possession with Intention to Manufacture Methamphetamine (PCP)

(PCP) Any person who possesses both methylamine and phenyl-2propanone (phenylacetone) at the same time with the intent to manufacture methamphetamine is guilty of a felony and shall be punished by imprisonment in the state prison for between one and five years (Sec. 11383).

“Federal law prohibits the possession and distribution of controlled substances, including marijuana, cocaine and heroin. Persons found guilty of possession of controlled substances face a federal civil penalty of \$10,000 and a criminal sanction of \$5,000 and not more than one year in jail. Federal criminal penalties for possession of controlled substances increase according to the amount possessed.”

Pitzer College Community Values

These aspirations for all members of our community are not enforceable requirements but rather ideals that promote ethical practices in a diverse community built upon trust.

Community

We come together to live and work in a shared learning environment where every member is valued, respected and entitled to dignity and honor founded upon the following rights and responsibilities:

Diversity

We learn from the rich and complex histories, view points, and life experiences in our community. We value and celebrate the synergy created by our differences and similarities.

Dialogue

We support the thoughtful exchange of ideas to increase understanding and awareness, and to work across difference without intimidation. We have the right to be heard and the responsibility to listen. Communication, even at its most vigorous, should be respectful and without the intent to harm.

Inquiry

We prize the powerful possibilities of learning and the principles reflected in our educational objectives including our dedication to access and justice, civic involvement and environmental sustainability, and our respect for pluralism, freedom of expression, and the sustained effort necessary for achieving academic excellence.

Action

These values are mere words until we practice them. We expect to see them evidenced, hear them named, debate their integrity and demand change on their behalf. We are committed to the hard work and dedication this will demand.

This is a living document to be revisited annually by the community to affirm and measure its progress; to suggest new aspirations; and to support demands for institutional change. We prize the conversation, and even tension, that may arise from contradictions at the heart of these values, for this is where they first might inspire action.



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